

JOB TITLE: Facilities Director		
CHURCH DEPARTMENT: Operations Department		
OFFICE LOCATION: Church Campus [3592 Flat Shoals Rd., Decatur, GA]		
IMMEDIATE SUPERVISOR(S): Senior Pastor Executive Leadership (NLC & NLCA)		
EMPLOYMENT LEVEL: Management (Administrative and Operational Management of New Life Church as well as events and activities within New Life Community Alliance.)	TYPE OF POSITION: ☒ Full-time Exempt ☐ Part-time ☐ Contractor ☐ Intern	HOURS 40+ /week Eligible for Ministerial Allowances and Tax Status: ☐ YES ☒ NO
<u>GENERAL DESCRIPTION:</u> The Facilities Director at New Life Church / New Life Community Alliance is a mission-minded and operations-focused professional responsible for the management, maintenance, and strategic stewardship of all church and nonprofit facilities. This role blends professional expertise with a heart for ministry to ensure that all buildings, properties, and physical assets are safe, clean, efficient, and mission-ready. Working cross-functionally with ministry and administrative teams, the Facilities Director ensures that the church's physical spaces support the ministry's spiritual impact.		
<u>GENERAL EXPERIENCE AND EXPECTATIONS:</u> • Must have a personal faith in Jesus Christ as Lord and Savior, and demonstrate that faith through growing evidences of the Fruit of the Spirit in daily and professional life. • Must have a minimum of 5 years of Financial and/or Business Management experience in a leading and/or growing company. • Must have demonstrated confidence in working closely under a company Executive or a Senior Pastor in previous work experience(s). • Must have solid and capable communication skills that include interpersonal skills and be able to articulate thoughts verbally and in writing. • Must have competent organization and administrative abilities. • Must be able to maintain the highest level of Confidentiality in regard to all privileged information. • Must have strong, competent computer skills of general software application, including Microsoft Word, Excel, and PowerPoint, and Project Mgmt. software. • Must have experience working with Church membership and ministry support systems/business customer service and support applications. • Must be able to attend necessary meetings, take notes, distribute and follow-up action items, and work extended hours as needed. • Must support the Pastor and Executive level staff and be in attendance at significant NLC events. • Must be available for light travel to conferences and off-site meetings. • Must be an active and participating member in a ministry under the Doctrinal guidelines of a mainline Protestant church for at least 2 years. <i>Eligibility under this provision determined solely by the Senior Pastor</i>		

ADDITIONAL EXPECTATIONS

The Finance Manager will be proficient in the use of standard office tools: copier, fax, computers, etc. She/he will demonstrate organizational skills, as well as an ability to relate well with a diversity of persons: pastoral staff, office colleagues, church leaders and members, and office visitors. She/he will demonstrate a willingness to grow spiritually, attitudinally and vocationally.

She/he will demonstrate a comprehensive understanding of the church she/he serves, and receive additional training, should that be deemed necessary. She/he will be a cooperative team member in relation with others who share in the work environment and execution of church functions.

POSITION SUMMARY

The Facilities Director ensures the effective operation, maintenance, and strategic development of the physical assets and infrastructure of New Life Church and New Life Community Alliance. This includes oversight of building systems, maintenance schedules, vendor management, security protocols, custodial teams, and capital improvement projects. The Facilities Director collaborates closely with ministry departments to ensure that the church campus remains functional, welcoming, safe, and aligned with the ministry's vision for excellence in stewardship and hospitality.

CORE RESPONSIBILITIES**1. Campus Operations & Maintenance Oversight**

- Oversee all routine maintenance, repairs, inspections, and preventive schedules for building systems (HVAC, plumbing, electrical, etc.).
- Establish and maintain a facility-wide maintenance calendar with short- and long-term objectives.
- Ensure that all spaces are properly cleaned, sanitized, and prepared for services, events, and programs.
- Respond to and resolve facility-related emergencies with urgency and professionalism.

2. Facilities Team Leadership

- Supervise maintenance, janitorial, and groundskeeping staff (internal and external) to ensure excellence in campus upkeep.
- Provide ongoing training, guidance, and scheduling to ensure facility coverage aligns with ministry operations.
- Promote a culture of diligence, integrity, and service within the facilities team.

3. Vendor & Contractor Management

- Source, evaluate, and manage external vendors and contractors (e.g., HVAC services, landscaping, security systems, etc.).
- Review proposals and ensure all work is completed according to contract terms and within budget.
- Maintain detailed vendor records, contracts, and performance history.

4. Facility Planning & Capital Improvements

- Assist in facility planning, renovation, and construction projects in collaboration with Executive Leadership.
- Help prepare and monitor capital project budgets and timelines.

- Participate in strategic planning around space utilization and future campus expansion needs.

5. Security, Safety & Risk Management

- Oversee the implementation and regular review of campus security protocols and emergency response plans.
- Ensure compliance with all fire, safety, OSHA, and building codes.
- Collaborate with security personnel and law enforcement as needed for safety preparedness.

6. Budget & Asset Stewardship

- Develop and manage the facilities operations budget in collaboration with Finance and Executive teams.
- Monitor spending against budget, ensuring cost-effective and mission-aligned stewardship of resources.
- Maintain accurate records of facility expenses, equipment inventory, warranties, and compliance documentation.

7. Cross-Departmental Collaboration

- Coordinate facility readiness for church services, conferences, weddings, funerals, and community events.
- Work with ministry leaders to understand upcoming events and ensure all facility support needs are met.
- Provide technical or logistical support during major church events as needed.

SPIRITUAL AND CULTURAL EXPECTATIONS

- Must be a committed follower of Jesus Christ and live a life of integrity that aligns with the mission and values of New Life Church.
- Demonstrates a heart for servant leadership, collaboration, and humility in all interactions.
- Ability to pray with, encourage, and spiritually support ministry leaders, volunteers, and staff.
- Demonstrated spiritual maturity, grace, and the ability to serve in a faith-based, multi-ethnic, mission-driven environment.
- Familiarity with church operations and ministry programs is highly desirable.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Facilities Management, Construction Management, Engineering, Business Administration, or a related field (or equivalent experience).
- 5+ years of progressive experience in facilities operations or commercial property management.
- Experience supervising custodial, security, or maintenance staff.
- Proficient in facilities management systems and Microsoft Office Suite.
- Experience overseeing capital improvement or construction projects.
- Familiarity with local and federal safety regulations (e.g., OSHA, building codes).
- Excellent project management and organizational skills.
- Ability to lift up to 50 lbs and perform light physical labor when necessary.

PREFERRED QUALIFICATIONS

- Certification in Facility Management (CFM, FMP, or equivalent).
- Experience in church, school, or nonprofit campus environments.
- Working knowledge of HVAC, electrical, and/or mechanical systems.

- Familiarity with faith-based work environments and spiritual sensitivity to mission-driven service.

KEY COMPETENCIES

- **Leadership** – Motivate teams with clarity and purpose.
- **Accountability** – Own outcomes and manage responsibilities with excellence.
- **Problem Solving** – Diagnose facility issues and implement efficient solutions.
- **Communication** – Communicate clearly and effectively across technical and spiritual audiences.
- **Integrity** – Maintain high ethical and stewardship standards.
- **Servant-Heartedness** – Approach all responsibilities with humility and dedication to kingdom impact.

WORKING CONDITIONS

- Requires frequent walking, lifting, standing, and some manual labor.
- Require variable evening/weekend hours to accommodate church services or facility needs.
- In-office, on-campus physical presence required for this role.
- Light travel may be required for training, inspections, or facility-related purchases.

HOW TO APPLY

Please submit a resume and cover letter detailing your interest in the position and your experience managing facilities in a ministry, nonprofit, or institutional context to: **info@newlife-atl.org**