# Facilities/Operations Manager

**Christ United Methodist Church – a campus of the Gem City Church Collective**

**About Christ Church:** Christ Church is a 75-year-old congregation located in Kettering, a southern suburb of Dayton Ohio. Christ Church has planted 4 campuses over the last 16 years. The mission is to *change lives through the transforming power of Christ* and the goal is for each person to learn how to love like Jesus every day, where they live, work and play. With its mission field, facilities, and leadership Christ Church is a church that makes a difference in families’ lives throughout the southern Dayton region.

**Job Title:**

Facilities/Operations Manager

**Supervisor:**

Gem City Collective COO

**Position Status:**

Full time (40 hours a week)

**Position Description:**

The Christ United Methodist Church Facilities/Operations Manager oversees the care, maintenance, and efficient operation of the church’s campus, including the church’s preschool/childcare spaces, ensuring that all facilities are safe, clean, welcoming, and functional to support the mission and ministries of the church and preschool. This role includes supervising custodial staff, coordinating maintenance schedules, managing vendors, and overseeing facility use for church and community events.

**Major responsibilities and duties:**

1. **Facilities Management & Maintenance**
* Oversee daily operation, maintenance, and security of all church buildings, grounds, and equipment.
* Develop and implement preventive maintenance schedules for HVAC, electrical, plumbing, elevator, fire safety, and other systems.
* Respond promptly to facility emergencies, repairs, and safety issues.
* Manage facility setup and teardown for worship services, programs, and special events.
1. **Staff and Volunteer Supervision**
* Recruit, supervise, train, and schedule custodial and maintenance staff.
* Recruit, train, equip and deploy volunteers across all areas of grounds and facilities’ management
* Provide leadership, support, and performance feedback to staff.
* Ensure high standards of cleanliness, safety, and hospitality across the campus.
1. **Vendor & Budget Oversight**
* Coordinate and supervise outside contractors and service providers.
* Solicit bids and manage vendor contracts for maintenance, landscaping, and specialized services.
* Procure facility/janitorial supplies and process invoices for payment.
* Develop and manage the facilities budget; track expenses and recommend cost-saving measures.
1. **Safety & Compliance**
* Ensure compliance with health, fire, and safety codes, including inspections and recordkeeping.
* Implement security procedures for staff, volunteers, and building users.
* Oversee risk management related to facility use.
1. **Event & Space Coordination**
* Work with ministry leaders and external groups to schedule and prepare facilities for events.
* Ensure proper room setups (furniture, AV, lighting, etc.) for services, meetings, and rentals.
* Support hospitality by ensuring facilities are welcoming and ready for use.
1. **Liaison to Board of Trustees of Christ Church**
* Alert Trustees to building issues
* Acquire Trustee support for large projects
* Attend Trustee meetings and provide monthly reports

## Qualifications

* Minimum 3–5 years of experience in facilities management, building operations, or related field (church or nonprofit experience preferred).
* Supervisory experience with custodial/maintenance staff.
* Working knowledge of building systems (HVAC, plumbing, electrical, security, etc.).
* Strong organizational and leadership skills.
* Ability to work collaboratively with staff, volunteers, and contractors.
* Basic computer skills for scheduling, budgeting, and facility management systems.
* Flexibility to work evenings and weekends as needed.
* Ability to walk, bend, climb ladders, and lift up to 50 pounds.
* Comfortable working indoors and outdoors in various weather conditions.

**Agreement to observe and grow in the following values:**

**Christ Church Staff Team Values**

* Family/Ministry Life Balance - pursuing whole life health and joy on the journey
* Teachability - demonstrating the desire to learn and grow
* Collaboration – we are better together
* Excellence - consistently honoring God and others with excellence

**Christ Church Staff Spiritual values**

* Practice 10% tithe or a plan to reach it.
* Regularly participate in worship.
* Identify and keep a Sabbath.
* Pursue spiritual growth and healthy lifestyle.

## Application Instructions

To apply, please submit your résumé, cover letter, and three references to Laura Ruetschle – laura@christumc.org.