



Episcopal Church of the Good Shepherd

Director of Facilities

Full/Part Time; Exempt/Non-exempt:

Reports To: Senior Associate Rector

Supervises: Coordinator of Facilities

Position Summary:

The Director of Facilities holds primary responsibility and ownership for the oversight, maintenance, and strategic planning for maintenance and upkeep of all church facilities, including church buildings, parish rectories, as well as supporting the school leadership with facilities management. This leadership role ensures that all physical spaces are safe, functional, welcoming, and aligned with the mission and values of the church community.

Key Responsibilities:

- Provide strategic oversight of all facilities operations, including maintenance, repairs, capital improvements, and long-term planning.
- Supervise the Coordinator of Facilities and provide leadership to the broader facilities team and within the entire staff team.
- Own and manage the master facilities schedule, ensuring space availability and preparedness for all church activities, including regular worship services, special services, school functions, and events.
- Coordinate with clergy and ministry leaders to support the facility needs of special liturgies and church-sponsored events.
- Oversee and ensure timely renewal of all facilities-related contracts (e.g., HVAC service, janitorial, landscaping, security, etc.).
- Maintain organized and up-to-date facilities documentation and record-keeping.
- Lead problem-solving efforts for any facility usage conflicts or logistical issues.
- Oversee and support A/V infrastructure for worship, events, and school functions in collaboration with ministry and school staff.
- Solicit and secure bids for vendor-contracted projects; oversee contractor performance and quality of work.
- Collaborate with the Finance Department on facilities-related expenses, capital purchases, and budget forecasting.
- Ensure all facilities-related licenses, inspections, and compliance requirements are up to date and properly documented.
- Keep accurate records of all purchases used for facilities' work and submit purchase records in a timely manner and with accurate budget disbursement codes.



- Serve on site to direct the facilities team and respond to the needs of liturgy and programming as needed, particularly for large-scale events (such as parish picnic, Mardi Gras, Holy Week and Easter services, Christmas, etc.).
- Promote a culture of stewardship and care for the church's physical resources.

Qualifications:

- Proven experience in facilities management, preferably in a church, school, or nonprofit setting.
- Strong leadership and personnel management skills.
- Excellent organizational and problem-solving abilities.
- Familiarity with A/V systems, building maintenance practices, and vendor management.
- Ability to work collaboratively across departments and with volunteers.

Hours and Attendance:

- Full time approximately 40 hours per week, Monday-Friday with flexibility to meet occasional commitments outside of the customary workday, particularly to direct large-scale parish liturgies and programming. Some Saturday and Sunday work required as needed

At-Will Employment:

- Employment with the Episcopal Church of the Good Shepherd is a voluntary one and subject to termination at will, with or without cause, and with or without notice, at any time. Nothing in the employment policies, job description, or offer of employment shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of The Episcopal Church of the Good Shepherd employees.
- This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Rector or Vestry, whichever is applicable.

Other Duties:

- Duties, responsibilities, and activities may change at any time with or without notice

The Episcopal Church of the Good Shepherd is an equal opportunity employer and encourages all qualified candidates to apply. We are committed to creating a welcoming and inclusive environment for all members of our staff and congregation.

Signatures:

Manager/Supervisor _____ Date _____
Rector _____ Date _____