

MEMORANDUM OF UNDERSTANDING

JOB TITLE:	Building Coordinator	POSITION TYPE:	Non-Exempt
REPORTS TO:	Lead Pastor	POSITION STATUS:	Part-Time (8-12 hrs./wk.)

POSITION OVERVIEW

The Building Coordinator provides onsite support to ensure the church building and grounds remain safe, functional, and ready for ministry use. Responsibilities include facility walkthroughs, coordinating vendors and contractors, assisting tenants with building-related needs, and reporting issues to church leadership.

RESPONSIBILITIES / DUTIES

Facility Walkthroughs & Inspections (40%)

- Perform scheduled walkthroughs 2–3 times per week
- Inspect facility and grounds, including main lobby, classrooms, sanctuary, hallways, restrooms, kitchen, gym, walkways, and parking lots
- Confirm lights, HVAC thermostats, and building systems are functioning correctly
- Identify maintenance needs and document them with photos
- Report safety issues immediately

Vendor, Contractor & Inspector Support (25%)

- Receive and host vendors onsite
- Provide access to needed rooms
- Verify details of work orders and ensure work completion
- Coordinate schedules with the EA and staff
- Update leadership on project status and facility conditions

Tenant Coordination (20%)

- Conduct walkthroughs with tenant representatives
- Respond to facility-related concerns (locks, leaks, HVAC complaints)
- Communicate urgent issues to staff immediately; non-urgent items documented in tracking system.
- Ensure communication flows smoothly between church, preschool, and tenant school

Event Support & Misc (15%)

- Assist with room setup as needed based on church calendar

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- Support seasonal events
- Complete simple repair tasks (changing lightbulbs, tightening screws, etc.)
- Performs other duties the Lead Pastor requests

JOB SKILLS REQUIRED

- Prior experience in facilities, maintenance, building operations, or property management strongly preferred
- Familiarity with contractors, service providers, or trades
- Ability to perform light physical work
- Strong communication skills
- Basic technology skills (email, texting, taking photos, documenting issues)

PERSONAL REQUIREMENT

- Reliable and punctual
- Detail-oriented and proactive
- Personable and respectful to staff, families, and tenants
- Able to work independently
- Trustworthy with access to buildings and sensitive areas
- 8–12 hours per week
- Weekday hours required (flexible within 9am–4pm) & occasional weekend hours for special events
- Must successfully pass a criminal background check.

EDUCATIONAL REQUIREMENT

- High school diploma or equivalent required

Updated: 11/17/25

Updates Approved by: 