



# Facilities Ministry Superintendent

First Presbyterian Church of Belmont, North Carolina

## A Position with Purpose and Impact

First Presbyterian Church of Belmont is seeking a Facilities Ministry Superintendent who is looking for more than just another job. This is a unique opportunity for someone who takes genuine pride in caring for people and places, and who wants their work to make a meaningful difference in a church community and the surrounding Belmont area.

The Facilities Ministry Superintendent plays a vital role in the life of the church by ensuring that our campus is welcoming, safe, and well cared for for everyone who walks through our doors. This position is ideal for someone who brings a servant's heart, a positive and encouraging attitude, and a strong sense of ownership to their work. We are looking for a person who views facility and grounds management as a calling in support of the church's ministry, and who values building relationships and serving others through their daily work.

## Position Overview

The Facilities Ministry Superintendent is a full time, salaried position responsible for the overall care, maintenance, and daily operation of the First Presbyterian Church campus. This includes the main church facility, Weekday School spaces, licensed childcare facility areas, Columbarium, Scout Hut, Stowe, Ford and Pruitt houses, all associated grounds and parking areas, as well as any future facilities or grounds that may be developed or acquired by the church.

In addition to hands on maintenance, this role involves coordinating facility activities, working closely with church staff and volunteers, supervising part time support staff, and managing relationships with vendors and contractors. The Facilities Ministry Superintendent is a visible, approachable presence who helps ensure that church life runs smoothly behind the scenes.

## Key Responsibilities

### Stewardship of Facilities and Grounds

- Take primary ownership of the condition, safety, appearance, and functionality of all church buildings, systems, equipment, and grounds
- Ensure all spaces are clean, orderly, welcoming, and ready for worship services, programs, and events
- Implement and manage a proactive preventative maintenance approach for mechanical, electrical, HVAC, plumbing, and other building systems
- Conduct regular inspections and address maintenance needs promptly, communicating clearly when larger issues arise

### **Hands On Maintenance and Repairs**

- Perform a wide range of hands on maintenance and repair tasks across the campus
- Complete routine and minor repairs independently, and coordinate outside contractors for larger or specialized projects
- Maintain tools, equipment, and appropriate inventories of janitorial, maintenance, and paper supplies
- Perform seasonal and weather related duties, including playground inspections and snow and ice removal when needed

### **Support of Church Life and Programming**

- Coordinate room setup and breakdown for worship services, meetings, and special events, including moving furniture and equipment
- Work collaboratively with church staff to support the full range of church activities and ministries
- Provide a helpful, positive, and service oriented presence during church events and daily operations
- Operate audio visual equipment for certain weekday events and special functions as needed

### **Licensed Childcare Facility Support**

- Provide facilities oversight and maintenance support for the church's licensed childcare facility, including classrooms and playground areas
- Coordinate closely with childcare leadership regarding facility needs, safety concerns, and scheduling
- Ensure facilities support applicable health, safety, and operational requirements for licensed childcare use
- Current CPR and First Aid certification (training will be provided if necessary)

### **Leadership and Coordination**

- Supervise and coordinate the work of part time housekeeping staff to ensure consistent cleanliness and sanitation
- Oversee and direct the work of vendors, tradespeople, and contractors working on church property
- Lead with professionalism, reliability, a positive attitude, and a spirit of service

### **Collaboration and Communication**

- Participate in regular staff and committee meetings related to facilities and property care
- Provide thoughtful input and recommendations regarding ongoing maintenance, improvements, and long term care of the campus
- Maintain discretion and confidentiality in all aspects of church operations

### **Other Responsibilities**

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed. As needs arise, additional duties may be assigned to the Facilities Ministry Superintendent in support of the church's mission and operations.

## **Work Schedule and Flexibility**

This is a full time position that requires flexibility. While regular work hours will be established, the role includes occasional evenings, weekends, holidays, and availability for urgent or emergency situations to support church services, events, and facilities needs.

## **Experience and Qualities We Are Seeking**

- Extensive experience in general property management, building maintenance, or facilities operations, including commercial, institutional, residential, or similar environments
- Broad working knowledge of building systems such as HVAC, electrical, plumbing, carpentry, and general repairs
- Experience supervising staff or directing the work of others is strongly preferred
- Strong organizational skills with the ability to prioritize and manage multiple responsibilities
- A consistently positive attitude and a willingness to serve others
- Comfortable interacting with a wide range of people and personalities in a warm, professional manner
- Dependable, trustworthy, and self motivated with a strong sense of ownership and pride in work

## **Compensation and Benefits**

This is a full time, salaried position offering a competitive compensation package. Benefits are included and will be discussed with candidates during the interview process.

## **Why This Role Matters**

The Facilities Ministry Superintendent is essential to the life of First Presbyterian Church of Belmont. This position offers the opportunity to take real ownership of the care of a campus that serves worshippers, children, families, and community groups every day. For the right person, this role provides meaningful work, strong relationships, and the chance to make a lasting, positive impact well beyond the walls of the church.

## **To Apply:**

Please submit your resume and references to [searchcommittee@fpc-belmont.org](mailto:searchcommittee@fpc-belmont.org).