



CHURCH OF THE
SERVANT
CHRISTIAN REFORMED CHURCH

Position: Sunday Facilities Coordinator

Hours: 5-6 hours a week

Reports to: Church Administrator

Position Objective: The Sunday Facilities Coordinator has primary responsibility for opening/closing the facilities and preparing the facility for Sunday worship.

Responsibilities

The Sunday Facilities Coordinator will normally be responsible for the completion of the tasks listed below.

Before services:

- Opening the church for Sunday worship. This involves unlocking doors, turning on lights, and checking the restrooms for adequate supplies and cleanliness.
- Ensuring that the communion table is prepared for the worship.
- Ensuring that snow is removed from primary entrances to the building.

After services:

- Removing all communion elements from communion table, cleaning communion cups and pitcher, disposing unused bread, and returning baskets to kitchen.
- Check worship center for items left behind.
- Assist with set up/tear down for monthly Sunday meals.

As most people are leaving the building:

- Remove trash from restrooms and kitchen and bring to outdoor trash bins.
- Turn off lights.
- Lock doors.

The Sunday Facilities Coordinator reports to the Church Administrator.

Qualifications

- Perform duties responsibly with minimal supervision.
- Helps create an environment of hospitality
- Ability to work in fast-paced environment and flexibility for changes and adjustments
- Good communication skills and team player

Schedule: Work schedule is normally 8:30 a.m. to 1:00 p.m. each Sunday. On the Sundays when a meal is served, the schedule may go until 2:00 p.m. Opportunities for occasional Sundays off will be provided.

Pay rate: \$17 per hour based on experience.

Inquiries and Resumes to Church Administrator: monica.smith@coscrc.org