



MOUNT PLEASANT CHRISTIAN CHURCH

JOB DESCRIPTION

Facilities Director | MOUNT PLEASANT CHRISTIAN CHURCH

POSITION TITLE: Facilities Director

EFFECTIVE/REVISED: January 5, 2026

STATUS: Full Time Exempt

REPORTS TO: Executive Pastor

Our Mission

We Reach not yet believers with the love of God. (Evangelism)

We Raise disciples who are becoming more like Jesus every day. (Discipleship)

We Release people to live boldly for Him right where they are. (Missional Sending)

{Reach: Matthew 28:19–20 (NLT) Raise: Ephesians 4:12 (NLT) Release: 2 Corinthians 5:20 (NLT)}

Our Vision

We are a movement of people who love boldly, grow daily, and live on mission... right where we are. A church where not yet believers find hope, and followers of Jesus find purpose.

{Acts 2:42-47}

01. Summary of Position:

The Facilities Director is responsible for the management, safety, and operation of all facilities and grounds that support MPCC ministries at all campus locations.

02. Property Management & Maintenance:

- Manage the facilities staff, directing maintenance, housekeeping, equipment, and repair needs for all MPCC facilities and grounds.
- Develop property management best practices, processes, and procedures to ensure operational standards of quality care, safety, and stewardship.
- Develop partnerships with contractors and vendors that maintain MPCC operational standards of quality care, safety, and stewardship.
- Communicate with staff and regularly participate in meetings to coordinate schedules and assure readiness of grounds, facilities, and operations for all ministry activities.
- Establish maintenance schedules for all HVAC systems, groundskeeping, electrical, plumbing, building code certifications, pest control, safety systems, and overall property maintenance.
- Develop and oversee property budgets, forecasting maintenance costs, needs, and life-cycle schedules.
- Develop volunteer facility teams to help fulfill maintenance and repair needs.
- Supervise Community Service worker program.
- Schedule vendors/contractors when necessary, to meet on site, review scope of work, request estimates and authorize repairs.
- Conduct routine property inspections.
- Maintain current and accurate records of contracts, permits, blueprints, maintenance agreements, maintenance schedules, vendor contacts, and warranties.
- Communicate maintenance and repair schedules to Executive Pastor and staff as needed.



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This job description is not designed to cover every job requirement. Mount Pleasant reserves the right to change job duties at any time.

03. Characteristics:

- Self directed
- Problem solver
- Organized
- Reliable
- Goes above and beyond
- Flexibility
- Integrity

04. Required Experience:

- High School Diploma or equivalent.
- 5+ years' experience in related field.
- Organized and detail oriented.
- Work outside in all conditions.
- Work aloft on ladder or lift.
- Lift 75 pounds.
- Communication, comprehension, and interpersonal skills.
- Management experience and skills.
- Work independently and with others.
- Computer and software skills.

05. Staff Expectations:

- Practice a lifestyle witness.
- Be willing to assist with and perform responsibilities outside of your areas as needed.
- Personal acceptance and alignment with Mount Pleasant's vision, values, and mission.
- Be an active member of MPCC.
- Practices tithing to MPCC.
- Acceptance and adherence to MPCC Staff Handbook.

Compensation:

This is a full-time position. Compensation is commensurate with qualifications and experience. This position is also eligible for family health insurance from Mount Pleasant's group plan.

Work Schedule:

The base expectation is 45 hours each week, with seasonal exceptions such as Easter and Christmas, along with special outreach initiatives and events.