

FACILITIES TEAM

Facilities Director

Reports to: Associate or Executive Pastor

Term: One Year

Qualifications

1. Must be a regular attendee for a minimum of six months at The Pentecostals of The Woodlands or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Must uphold and support the Guidelines for Leadership and Public Ministry.
3. Follow Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ, and receiving the gift of the Holy Ghost with the evidence of speaking in other tongues.
4. Must demonstrate basic communication skills, consistent follow up, work under different personalities easily, be flexible, and have problem-solving skills.
5. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
6. Must be committed to the church and its teachings, welfare, progress, and growth.
7. Share the goals and values of the church's leadership.
8. Maintain a good attitude and stay positive.
9. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
10. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
11. Must be filled with the Holy Ghost and adhere to all church membership requirements, including being 100% faithful in tithes and offering
12. Must be faithful in attendance and dependable in accomplishing duties.
13. Must be approved by the pastoral staff.

Responsibilities

1. The Facilities Director will oversee the following ministries and their leaders:
 - a. *Grounds Coordinator*
 - b. *Maintenance Coordinator*
 - c. *Lock-up*
 - d. *Supplies Coordinator*
 - e. *IT/Technology Coordinator*
 - f. *Vehicle Coordinator*
 - g. *Safety Coordinator*
2. Fulfill the responsibilities of a ministry director, which includes:
3. *Plan and direct Facilities leader meetings regularly*
 - a. *Attend leadership meetings regularly*
 - b. *Maintaining monthly and annual calendars as related to their ministry*
 - c. *Report all things involving their ministries to the pastoral staff regularly*
 - d. *Communicate and support the vision and direction of the church and the pastoral staff*
 - e. *Offer support, advice, and guidance as needed to the ministries under their responsibility, including training.*
 - f. *Ensure the campus, which includes structures, electrical, mechanical, HVAC, grounds, and related equipment is in proper and safe working condition.*
4. Communicate to the pastoral staff any needs for upgrades, new purchases, or ideas.
5. Work with the pastoral staff on expansion possibilities including strategic planning and need assessment, design options, and life cycle of the facilities and equipment.
6. Supervise any remodeling or construction under the direction of the pastoral staff.
7. Communicate short term and long term needs for the facilities to the pastoral staff.

8. Foster spiritual disciplines among the Facilities ministries.
9. Communicate frequently with the pastoral staff informing them of scheduled events, problem areas, successes, and ideas.

Printed Name

Date

Signed

Date

Maintenance Coordinator

Reports to: Facilities Director

Term: One Year

Qualifications

1. Must be a regular attendee of The Pentecostals of The Woodlands (POW).
2. Must be actively seeking or have followed Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ and received the gift of the Holy Ghost with the evidence of speaking in other tongues or actively seeking the Holy Ghost.
3. Must have completed *Making You More Than* class or currently enrolled.
4. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
5. Must be committed to the church and its teachings, welfare, progress, and growth.
6. Share the goals and values of the church's leadership.
7. Maintain a good attitude and stay positive.
8. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
9. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
10. Must adhere to all church membership requirements, including being 100% faithful in tithes and offering
11. Must be approved by the pastoral staff and Facilities Director.

Responsibilities

1. Supervise the maintenance of all buildings either through paid contractors or volunteers.
2. Perform minor repairs, including but not limited to masonry, electrical systems, plumbing and immediate temporary repairs in an emergency
3. Keep the building clean, attractive and well-maintained.
 - a. *Check all bathroom plumbing systems for proper operation. Repair/replace as needed.*
 - b. *Check all kitchen plumbing systems and fixtures. Repair/replace as needed.*
 - c. *Check the heating system. Make sure grills and filters are clean.*
 - d. *Check church building structure for any defects and repair immediately if minor work is needed.*
4. Make sure the following are completed on a weekly basis:
 - a. *Vacuum all carpets*
 - b. *Dust all flat surfaces with a wet rag.*
 - c. *Mop all floors.*
 - d. *Remove all trash and replace trash bags.*
 - e. *Clean all toilets, urinals, and sinks.*
 - f. *Wash/dry all rags, towels, and mop heads used for cleaning.*
 - g. *Keep the guest quarters prepared for the arrival of special guests.*
 - h. *Replenish paper towels and toilet paper in all restrooms.*
 - i. *Replace lights or bulbs that are out.*
 - j. *Clean out refrigerator of food.*
 - k. Make sure the following are completed on a semi annual basis:
 - l. *Wash windows inside and out*
 - m. *Wipe down all air vents and returns with a wet rag*
 - n. *Schedule pest control inside and out*
 - o. *Wipe down all walls*
 - p. *Touch up paint and trim where needed*
 - q. *Clean out gutters (March and September)*
 - r. *Clean kitchen appliances inside and out.*
5. Monitor cleaning supplies and equipment.

6. Request routine supplies through the Supply Coordinator.
7. Equipment purchases, repairs, or supply expenses should be approved in advance by the Facility Director or pastoral staff.
8. For special activities, ministry directors or coordinators are responsible for cleaning areas used, particularly the sanctuary, backyard, and kitchen.
 - a. *Coordinate the cleaning of the church after conferences, special meetings, or weddings when the church is responsible for the cleaning.*
 - b. *When the church is not responsible, advise the responsible party of where the cleaning supplies are.*
9. Fix mechanical issues quickly with minimal disruption to normal services.
 - a. *Before using outside vendors, check with the church to see if anyone has the skill set to make the repairs at no cost.*
 - b. *If outside vendors must be used, you must obtain at least three (3) competing bids for the work to be done.*
 - c. *Request approval for any repair over \$100 from the Facility Director or pastoral staff.*
 - d. *Schedule all maintenance services between Wednesday and Saturday during normal business hours.*
 - e. *Should an emergency arise, immediately contact the Facilities Director or pastoral staff.*
10. Keep accurate records of any repairs or replacements of equipment.
11. Keep all harmful chemicals, paints, or items marked properly and stored in proper fashion.

Printed Name

Date

Signed

Date

Grounds Coordinator

Reports to: Facilities Director

Term: One Year

Qualifications

1. Must be a regular attendee of The Pentecostals of The Woodlands (POW).
2. Must be actively seeking or have followed Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ and received the gift of the Holy Ghost with the evidence of speaking in other tongues or actively seeking the Holy Ghost.
3. Must have completed *Making You More Than* class or currently enrolled.
4. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
5. Must be committed to the church and its teachings, welfare, progress, and growth.
6. Share the goals and values of the church's leadership.
7. Maintain a good attitude and stay positive.
8. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
9. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
10. Must adhere to all church membership requirements, including being 100% faithful in tithes and offering
11. Must be approved by the pastoral staff and Facilities Director.

Responsibilities

1. Supervise the maintenance of all grounds either through paid contractors or volunteers.
2. Maintain attractive grounds, performing basic functions as cutting grass, care of flowerbeds, tree removal or trimming, walkways, or irrigation.
3. Perform minor repairs, including but not limited to masonry, plumbing, walkways, lighting, painting, and immediate temporary repairs in an emergency.
4. Keep the building clean, attractive and well-maintained outside.
 - a. *Keep weeds and leaves from piling up*
 - b. *Keep shrubs and hedges properly trimmed and neat.*
 - c. *Keep all walkways, parking lot, and driveways clear of debris.*
 - d. *Keep portico pressure washed and free from debris.*
 - e. *Remove any spider webs, nests, or ant beds.*
 - f. *Keep all fences free from brush, ivy, or limbs.*
 - g. *Keep paver areas free from loose or dangerous areas*
 - h. *Keep outdoor lighting accurately timed based on seasonality.*
5. Make sure the following are completed on a semi annual basis:
6. *Trim tree limbs to at least 12 foot above the ground*
7. *Clean out gutters (March and September)*
8. *Spray parking lot beds, sidewalks, driveways, and pond with herbicides*
9. *Service lawnmowers, small engines, and equipment*
10. Monitor supplies and equipment.
11. Request routine supplies through the Supply Coordinator.
12. Equipment purchases, repairs, or supply expenses should be approved in advance by the Facility Director or pastoral staff.
13. For special activities, ministry directors or coordinators are responsible for cleaning areas used, particularly the backyard:
 - a. *Coordinate the cleaning of the church after conferences, special meetings, or weddings when the church is responsible for the cleaning.*

b. When the church is not responsible, advise the responsible party of where the supplies are.

14. Fix mechanical issues quickly with minimal disruption to normal services.
15. Before using outside vendors, check with the church to see if anyone has the skill set to make the repairs at no cost.
16. If outside vendors must be used, you must obtain at least three (3) competing bids for the work to be done.
17. Request approval for any repair over \$100 from the Facility Director or pastoral staff.
18. Schedule all maintenance services during normal business hours.
19. Should an emergency arise, immediately contact the Facilities Director or pastoral staff.
20. Keep accurate records of any repairs or replacements of equipment.
21. Keep all harmful chemicals, paints, or items marked properly and stored in proper fashion.
22. Maintain cleanliness and organization in the pole barn, shipping containers, and outdoor storage areas.

Printed Name

Date

Signed

Date

IT/Technology Coordinator

Reports to: Facilities Director

Term: One Year

Qualifications

1. Must be a regular attendee of The Pentecostals of The Woodlands (POW).
2. Must be actively seeking or have followed Acts 2:38 by repentance of sins, water baptism in the name of Jesus Christ and received the gift of the Holy Ghost with the evidence of speaking in other tongues or actively seeking the Holy Ghost.
3. Must have completed *Making You More Than* class or currently enrolled.
4. Must be faithful in their attendance, words, deeds, actions, and social media presence to the church and the pastor.
5. Must be committed to the church and its teachings, welfare, progress, and growth.
6. Share the goals and values of the church's leadership.
7. Maintain a good attitude and stay positive.
8. Must be loyal and faithful to the Pastor, Pastor's Wife, and pastoral staff and their teachings.
9. Must have a personal relationship with Jesus Christ (maintain a daily devotion/time of prayer)
10. Must adhere to all church membership requirements, including being 100% faithful in tithes and offering
11. Must be approved by the pastoral staff and Facilities Director.

Responsibilities

1. Assist the pastoral staff in the development and execution of initiatives related to the technology strategy of the church.
2. Create technology standards with redundancy along with protocols for future growth.
3. Advise and manage expectations on new technology implementation.
4. Plan, execute, and evaluate projects such as setting up hardware, configure software and drivers, etc. for the church if capable or suggest someone who can.
5. Perform installations, recommendations, technology maintenance, updates, and repair work, if capable in these areas, on computer-related equipment that supports the church.
6. Proactively anticipate IT related problems, such as outdated technology, and offer solutions.
7. Communicate frequently with the Facilities Director or pastoral staff informing them of problem areas, successes, and ideas.
8. Forecast equipment purchases, repairs, or supply expenses as needed and report such to the Facility Director or pastoral staff.
9. Maintain internet filtering, access, and reporting on all computers and devices.

Confidentiality and Security

1. Conversations, faxes, files, computer files, letters, email messages, and other items may contain confidential information. Any information regarding church business and/or people's personal lives that is learned in the duties executed should be held in strictest confidence. This information should not be shared with anyone, including your friends or spouse.
2. Confidential files, both computer and paper, should not be accessed except at the request of the senior pastor. All financial files and files relating to the church and individuals are confidential.
3. Keys, computer passwords, and building security codes should not be given to anyone without the consent of the senior pastor.

Printed Name

Date

Signed

Date

Safety Coordinator

Reports to: Facilities Director

Term: One Year

Qualifications

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Responsibilities

1. General maintenance and repair of all church vehicles, including:
 - a. *Wash and wax*
 - b. *Tire rotation*
 - c. *Oil changes*
 - d. *Manufacturer suggested maintenance*
 - e. *Any repairs*
2. Keep a log of all maintenance performed on church vehicles.
3. Replace parts and fluids according to maintenance schedule.
4. Regularly check gauges for deviances that may indicate problems with church vehicles.
5. Perform non-routine maintenance as required, such as state inspections.
6. Train operators how to perform simple maintenance on church vehicles.
7. Inspect church vehicles and make recommendations on repairs or upcoming expenditures.
8. Fix mechanical issues quickly with minimal disruption to normal service.
 - a. *Before using outside vendors, check with the church to see if anyone has the skill set to make the repairs at no cost.*
 - b. *If outside vendors must be used, you must obtain at least three (3) competing bids for the work to be done.*
 - c. *Request approval for any repair over \$100 from the Facility Director or pastoral staff.*
 - d. *Schedule all maintenance services during normal business hours.*
 - e. *Should an emergency arise, immediately contact the Facilities Director or pastoral staff.*
9. Keep accurate records of any repairs or replacements of church vehicles.
10. Ensure that all required maintenance and repair has been performed and that it was performed according to manufacturer specifications.
11. Approve or reject church vehicles as being ready for use.
12. Maintain inventory of parts needed for the maintenance and repair of church vehicles.
13. Responsible for ordering satisfactory parts and supplies at the lowest possible cost.

Printed Name

Date

Signed

Date

Vehicle Coordinator

Reports to: Facilities Director

Term: One Year

Qualifications

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13. Responsible for ordering satisfactory parts and supplies at the lowest possible cost.

Printed Name

Date

Signed

Date