

## **JOB DESCRIPTION**

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**Title:** Campus Services & Weekend Director

**Supervisor:** Executive Pastor

**Time Commitment:** Full Time

### **PURPOSE OF THE ROLE**

Responsible for leading and managing the weekly church services personally and through staff and high capacity volunteers. Also, responsible for Campus Services and facility staff as well as all aspects of safety and security for Whitewater Crossing Christian Church. Responsible for leading and directing with emphasis on team building.

### **ESSENTIAL JOB RESPONSIBILITIES (CAMPUS SERVICES)**

- Ensure that established policies and procedures are followed
- Ensure that appropriate staffing levels are maintained to meet established expectations and campus service targets including staff and volunteers.
- Ensure that facility staff are properly managing the ministry's Buildings, Grounds and Equipment.
- Ensure that the Facility Manager is properly coordinating lawn/grounds care, setup, repair / maintenance / renovation, and safety/security personnel schedules.
- Ensure that the Facility Manager establishes and maintains a comprehensive Preventive Maintenance Program in the areas of carpentry, painting, mechanical (plumbing, HVAC, utilities, etc.), electrical servicing, and fire/life safety in accordance with facilities goals and policies.
- Ensure that the Facility Manager Maintains fire alarm and sprinkler system records; ensures fire system inspections and testing is performed in compliance with local and state fire codes.
- Be the security oversight escalation to the Facility Manager at all times..
- Annually prepare and manage Facilities Department budgets
- Prepare and execute a Plan of Continuous Improvement
- Conducts annual staff evaluations

### **ESSENTIAL JOB RESPONSIBILITIES (WEEKEND SERVICES)**

- Develop and ensure that weekend content/programming on all platforms is in alignment with the vision of Whitewater.
- To provide visionary and creative leadership to all the Worship /Production Ministries in a way that honors God, upholds the church's mission statement, and supports the Senior Pastor's leadership.
- To oversee the organization, supervision and collaboration of all weekend content/programming.
- Coordination of multiple areas - broadcast (technical/ and on-site programming of all services.

- Annually help to speak into all budgets within the scope of this position.
- Prepare and execute a plan to accomplish the above responsibilities.
- Conducts annual staff evaluations

**ATTRIBUTES:**

- Christ-like, servant attitude
- Devoted to the call of God and the vision of Link Church
- Operates with a spirit of excellence
- Knowledgeable
- Loyal
- Outgoing/Personable
- **Leadership:** Motivate, coordinate and collaborate with staff and volunteer teams, as well as deal with any disciplinary issues that may come up.
- **Communication:** Regularly communicate with staff, and work with ministry leaders to make sure the job gets done with excellence in a timely and cooperative manner. Being able to clearly explain what needs to be done will be necessary.
- **Interpersonal:** Utilizing soft skills to interact effectively with coworkers and customers, and build relational equity.
- **Technical:** Familiar with standard concepts, practices, and procedures within relevant fields.
- **Analytical:** Must look at a lot of different information and make decisions based on needs and budget concerns.
- **Attention to Detail:** Quality control is a large part of a facilities director’s job. Making sure cleaning, upkeep and safety standards are maintained, or efficiencies are discovered, is key.

**DESIRED SPIRITUAL GIFTS**

- Leadership
- Attention to Detail

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**Supervisor Signature      Date**

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**Employee Signature      Date**