MOUNT SINAI
MISSIONARY BAPTIST CHURCH

Church Facilities & Ministry Assistant Job Description

Position Summary

The Church Facilities and Ministry Assistant plays a vital role in ensuring the smooth operation and welcoming environment of the church building while supporting various ministry activities. This position is responsible for maintaining a clean and safe facility, assisting with opening and closing procedures, supporting small group facilitation, aiding Bible Study teaching, and helping care for members of the congregation through visitation and communication with church leadership.

Key Responsibilities

Facilities Management & Building Care

- Perform interim cleaning tasks to maintain a tidy and welcoming environment between professional cleanings
- Set up and remove cones as needed to ensure safety and order during church events in the parking lot
- Open and lock the church building for Sunday services by 7:00 AM, Tuesday Night Bible Study by 5:15 PM, funerals at least two hours before the funeral time, and other special events as assigned.
- Conduct minor maintenance and repairs around the church, ensuring all tasks are completed safely and efficiently.
- Monitor and adjust lighting, heating, and air conditioning to conserve energy while maintaining comfort during non-use periods.
- Ensure restrooms are stocked with necessary paper products and supplies prior to services and events.

- Aids in keeping the church grounds clean by several walks during the week to collect trash and other items that need to be discarded.

Ministry Support

- Assist in teaching and facilitating Bible Study sessions, contributing to the spiritual growth of the congregation.
- Participate in the visitation of sick and shut in members, each one, once a month, providing pastoral care and reporting insights and concerns to the Senior Pastor.
- Support the facilitation and coordination of small groups, fostering fellowship and spiritual development within the church community.
- Leadership and development of church Men's Ministry

Qualifications

- A committed Christian with a heart for service and ministry
- A blameless life beyond reproach serving as a positive example to the congregation
- Strong organizational and time management skills
- Basic handyman skills for minor maintenance tasks
- Ability to work independently and responsibly with minimal supervision
- Good communication and interpersonal skills, especially for interacting with congregation members and church leadership
- Willingness to assist in ministry activities, including Bible Study teaching and pastoral visitation.

Schedule

- Flexible hours with specific requirements on Sunday mornings, Tuesday evenings, and occasional special events (funerals, etc.)
- Physical ability to perform light cleaning, maintenance, and setup tasks

Reports to:

Senior Pastor and in the absence of a Senior Pastor the Chairman of the Trustee Ministry and/or the Chairman of the Diaconate.

Resignation

- The employee may resign from the position by providing a minimum of 30 days' written notice to the Senior Pastor.
- The church may terminate the employment relationship at any time, with or without cause or notice, except otherwise provided by law or this agreement.

Confidentiality

- The employee agrees to maintain the confidentiality of all sensitive church and congregational information encountered during their duties

Compliance

- The employee agrees to comply with all church policies, safety regulations, and directives from church leadership.

Background Check

- Employment is contingent upon successful completion of a required background check.

Conflict of Interest

- The employee agrees to avoid any activities or relationships that could create a conflict of interest with their duties at the church.

Compensation

Contingent upon experience.