



FACILITIES CARETAKER

ABOUT US:

Home Church Langley exists to restore prodigals to the Family of God by attracting “the missing” and winning them to Christ and His Body, developing them to spiritual maturity, equipping them for ministry and helping them establish a life mission to the world. In order to support this mission, Home Church Langley requires a part-time Facilities Caretaker.

GENERAL

The Facilities Caretaker will be responsible to transform an empty gymnasium into a functional House of Worship for Home Church Langley – and then back to an empty gymnasium again – each and every Sunday morning. The preparation phase needs to be completed by 8:45 a.m. and the clean-up by 1:00 p.m. Diagrams are attached.

DUTIES & RESPONSIBILITIES

- 1) To arrive on time and meet the security or custodian responsible for opening (NOTE: LET’S TRY AGAIN TO GET A KEY AND A SECURITY CODE TO CUT THIS TASK OUT – THE CITY OF LANGLEY HAS A KEY! MAYBE IF WE WERE BONDED?);
- 2) Empty out the contents of the storage rooms and move items generally into position;
- 3) Put up all sandwich board signs early (as per diagram #1) to maximize signage exposure;
- 4) Set-up the Community Room with tables and chairs (as per diagram #2);
- 5) Set-up the Worship Area with chairs, tables, House of Prayer, etc. (as per diagram #3) and pull down the screen;
- 6) Assist the Sound Operator as needed (NOTE: SOUND OPERATOR ARRIVES @ 8:15 A.M.)
- 7) All work (above) should be completed by 8:45 a.m., no later;
- 8) After the service is over (12 noon), assist the congregation in putting everything away, cooperating with the School Custodians in cleaning-up as needed;
- 9) All tear-down work needs to be completed by 1:00 p.m.
- 10) When special occasions arise (luncheons, meetings, movie nights), special instructions and/or diagrams will be provided. It should be expected that one special occasion will arise each month which is to be considered part of this contract;
- 11) For 6-12 weeks during the summer, set-up will take place outdoors as part of the Church-In-The-Park ministry;

QUALIFICATIONS

- Christian, with commitment and excitement for Home Church Langley’s mission and vision
- Team player, working closely with Pastor Jim, Home Church leaders and volunteers
- Ability to organize, prioritize and multi-task
- Punctual, dependable, friendly, flexible, _____, _____;
- Preference will be given to active participants with Home Church Langley;

PERFORMANCE EVALUATION

After the 3-month probationary period, the Facilities Caretaker will meet every 6 months with the Facilities Elder who will critique the Facility Caretaker’s performance. The Facilities Elder will also incorporate feedback from Pastor Jim and the Leadership Team into the Facility Caretaker’s performance review. Success for this position will be measured by how invisible and trouble-free the Facility Caretaker’s work is.

PERFORMANCE TARGET STATEMENTS

- 1) “Everything is ready to go at 8:45 a.m.”;
- 2) “All our set-up headaches are gone!”;
- 3) “The Facilities Caretaker is very easy to work with”;
- 4) “The whole Church can really focus on worship, prayer, ministry, newcomers, counseling, discipleship and fellowship!”;

REMUNERATION

The Facilities Caretaker is a volunteer position. However, there is an honorarium of **\$520 per month**, based on approximately **6-8 man-hours of weekly service**, which will be paid monthly. (Formula: 8 hours x 15.00 dollars x 52 weeks = 6240 divided by 12 months).

APPLICATION PROCESS:

Please submit your cover letter (with monthly stipend expectations) and resume with confidence to the Interview Team **by December 31, 2011:**

Mail:

3383 198 Street
Langley, BC V3A 7Z1

Fax:

604-532-5940

Email:

HomeChurch@shaw.ca

The Home Church Interview Team would like to thank all applicants for their interest in the position; however only those selected for an interview will be contacted.