



Buildings and Grounds Manager

Overview/Summary/Supervision

Under the direction of the Pastor of Spiritual Formation & Care (Or current PLT member) and the Board of Elders, the Buildings and Grounds Manager (BGM) oversees all facility functions of the church as outlined below. The Buildings and Grounds Manager will also work in cooperation with Finance team, the Pastoral Leadership Team, as well as other volunteer ministry groups to ensure smooth functioning of the church on a daily and long-term basis. A written, annual review will be prepared by the supervising PLT member.

Employment Status: Full time, hourly, 25-30 hours/week

(Please note: The hours below are estimates as some weeks are busier than others. Since this position is integral to the day to day operations and leadership of the church, it is expected the BGM will maintain consistent on campus hours.)

- Oversee all facility maintenance and operation (buildings, residential properties, grounds, and vehicles, safety and security team), including both volunteers and contracted services, ensuring the availability of safe, sound, and clean facilities for the church's ministries.
- Directly oversee and work with maintenance company (currently K and M Maintenance) on facility needs.
- In cooperation with the Finance Team, oversee lease renewals for rental properties. Serve as property manager / landlord for rentals.
- In cooperation with the Finance Team, oversee implementation of appropriate risk management procedures throughout church programs and facilities; including implementation and ongoing management of an effective childcare screening program.
- In cooperation with the Finance team, Provide leadership in the determination of appropriate insurance providers (both agents and carriers), and in the selection of coverage levels to provide adequate protection to the people and assets of MBC. Present recommendations for significant changes to the Finance Team for approval.
- Responsible for the development, use, and oversight of an MBC Operations Manual, identifying and proposing additions and updates to all policies and procedures.
- Responsible for the purchase approvals and maintenance of all computer, networking, communications, and office equipment. Work with 1099 IT professional for decisions.
- Evaluate and maintain all vendor relationships and insurance-related Contract Renewals.
- Develop procedures for requesting and managing use of the MBC facilities by non-ministry individuals and groups, and administer the use of the facilities by such groups, including setting rates for facility use and ensuring payment.
- Maintain facilities calendar managed by the Support Staff.
- Oversee open path door lock system and alarm system.
- Monitor facility request forms.
- Manage routine inspections (sprinkler, fire, elevator maintenance, etc.)
- Manage timers (lights, sprinklers), adjust as needed.

Qualifications

- Be a member of MBC.
- Meet the biblical qualifications of a Deacon or Deaconess (1 Timothy 3:8-13).
- Be a person of vision for the work of God at MBC, and through it, around the world.

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- Have administrative, leadership, personnel, financial and communications skills as demonstrated in prior work experience in either for-profit or not-for-profit organizations.
- Be a growing Christian, diligent in Bible study, prayer, worship and fellowship with the goal of more closely following Christ in all areas of life.

Note: This job description is not comprehensive, the BGM may be instructed to perform other responsibilities as deemed appropriate by supervisor.