

## **Summit Ridge Church: Deacon of Facilities**

**Position Type:** Diaconal/Administrative

**Reports To:** Summit Ridge Elder Board (Rick Coblenz)

---

### **I. Purpose and Vision**

The purpose of the Facilities Ministry at Summit Ridge Church (SRC) is to provide oversight of the church's physical resources, ensuring a safe, functional, and welcoming environment for the body to gather and worship. This ministry reflects God's order and excellence by stewarding the "household of God" with care and diligence.

Our approach is Scripture-based, focusing on:

- **Stewardship and Hospitality:** Creating an environment where the congregation and guests feel the love of Christ through a well-maintained and prepared space.
- **Sacrificial Service:** Following the mandate that the greatest among us must be a servant (Matthew 23:11).
- **Strengthening the Body:** Equipping the saints for the work of ministry by ensuring the facility is a tool that supports, rather than hinders, the mission of the church (Ephesians 4:11-12).

### **II. Scriptural Qualifications**

The Deacon of Facilities must be approved by the Summit Ridge Elder Board and meet the qualifications set forth in **1 Timothy 3:8-12**:

- **Character:** Must be worthy of respect, not hypocritical, and specifically not greedy for money—a vital trait when managing budgets and vendor contracts.
- **Spiritual Integrity:** Must hold the "mystery of the faith" with a clear conscience.
- **Proven Track Record:** Must be tested first; if they prove blameless in their service and stewardship, they may serve.
- **Spousal Character:** If married, the spouse must also be worthy of respect, self-controlled, a "one-woman man," and faithful.

### **III. Communication Flow & Intake (The "Information Hub")**

The Deacon of Facilities serves as the primary liaison between the congregation, church staff, and the Elders regarding the facilities.

- **Information Intake:** The Deacon is the central point for all facility-related needs. Needs enter through:
  - **Staff/Elder Referrals:** Direct requests regarding office needs or leadership initiatives.
  - **Congregational Requests:** Maintenance needs identified through a dedicated facility email or church office.
  - **Proactive Walkthroughs:** Regular inspections to identify plumbing, electrical, or structural needs before they become emergencies.
- **Reporting & Escalation:**

- **Primary Liaison:** Provides regular updates to the Elders and Staff regarding the status of the building, grounds, and ongoing projects.
- **Elder Escalation:** While the Deacon handles routine maintenance, any major expenditures, structural changes, or projects requiring significant budget allocation are immediately escalated to the Elders for approval.

#### **IV. Primary Responsibilities & Tasks**

The Deacon of Facilities oversees the execution of diaconal tasks through the following specialized teams:

- **Technical & Systems Oversight:**
  - Managing HVAC systems, including thermostat schedules for services and regular professional servicing.
  - Maintaining a log of all maintenance activities and completed repairs.
  - Coordinating with trusted contractors for specialized electrical or plumbing work.
- **Hospitality & Event Logistics:**
  - Leading a team to assist with setup and teardown for church events (tables, chairs, AV equipment).
  - Ensuring all spaces—including the sanctuary, restrooms, and coffee nook—are reset and ready for Sunday services.
- **Safety & Security:**
  - Conducting regular inspections of fire exits, extinguishers, and emergency lighting.
  - Overseeing building access, and security camera monitoring.
- **Grounds & Housekeeping:**
  - Supervising custodial staff or volunteers to ensure cleanliness across all rooms and common areas (sanctuary, classrooms, restrooms, coffee nook, etc.).
  - Overseeing the appearance of church grounds.
  - Monitoring and ordering inventory for cleaning supplies and facility consumables (Children’s, youth, coffee nook, communion, housekeeping).

#### **V. Available Resources**

To fulfill these duties, the Deacon has oversight of and access to:

- **The Facility & Grounds Budget:** Managed in coordination with church leadership.
  - **The Technical/Maintenance Team:** Volunteers skilled in trades or general repair.
  - **The Hospitality/Setup Team:** Volunteers dedicated to event logistics.
  - **Administrative Records:** Access to vendor contracts, warranties, and facility documentation.
-