

Our Church Vision

Fellowship Bible Church is passionate about equipping our church family to make a difference for Christ. Thus, our vision statement is as follows:

“Together, strengthening you to change your world for Christ.”

Accordingly, we are making efforts to ensure that our staff and ministry goals are aligned with this vision and making progress towards it.

Ministry Description

The individual in this position provides support in carrying out the operational responsibilities of the church facility. The successful candidates carry out these functions while providing a cheerful and organized atmosphere for all who enter, meeting the needs of staff, guests, volunteers, and congregants with care and discretion.

Reports to: Administrative Assistant to the Executive Pastor

Overview of Areas of Responsibility

Custodial Responsibilities

- Cleanliness of the building and property
 - Trash, dusting, vacuuming, classroom disinfecting, kitchen cleaning, sweep & mop the gym floor, regular ministry clean-up, clean out gutters and roof drains, clean bathrooms when required, clean whiteboards
- Organization of the building and all storage facilities
- Lost and Found

Set-Up

- Facility set-up and tear-down for classes, studies, and events
 - Configure tables & chairs to meet each ministries' needs, set up sound equipment, tear down and put away all used resources after the group is finished

Education, Experience, and Biblical Qualifications

This position requires:

- A joyful, servant spirit
- The successful individual will need to possess a solid, Christ-honoring work ethic.
- An active and growing personal relationship with Jesus Christ, evidenced by action, attitude, and behavior.
- A desire to serve the Pastors/church staff and their needs.
- Experience in people relations and problem-solving.

An Overview of What the Elders Are Asking of You:

1. Demonstrate submissiveness to the Eldership of Fellowship Bible Church in all areas, always striving to uphold the Elder Council and seeking the success of our church vision. This requires all ministries to serve one another to see the growth of the body as a whole.

2. Proactively pray for the body of Fellowship Bible, its ministries, and members.
3. Weekly meetings with the Administrative Assistant to the Executive Pastor
4. As an hourly, part-time worker you will be expected to work 15-20 hours a week between office hours, services, ministry, and related activities. Keep in mind there are weeks in the year where this number will go up.
5. Overtime: Weddings, Funerals, Large events
6. Endorsement and participation in church endeavors: Sunday morning service, Connection Groups, etc.

An Overview of What You Can Expect From the Elders:

1. An active, ongoing interest in your personal, spiritual and familial development.
2. Hourly pay of \$15.
3. 2 days off in your 7-day week (Saturday and Sunday).
4. 2 weeks of paid vacation.
5. 1 week of paid personal/sick time.