



Ponte Vedra Presbyterian Church

Job Title:	Business & Facilities Director	Job Category:	Executive Role
Compensation:	Competitive, commensurate with skills	Position Type:	Part-time
Location:	Mainly at Church Campus ¹	Benefits Eligible:	No
Reports To:	Senior Pastor	Date Posted:	11/17/23
Posting URL:	PVPC Website	Posting Expires:	1/15/24
Vacation:	Two weeks	Vacation Restrictions:	None, but must be pre-approved in advance.

¹ Working from home is a privilege that may be extended to the candidate based on demonstrated and quantifiable work efficiencies while working remotely. This privilege is also something that can be removed at any given time by supervisor.

EMAIL RESUME & OTHER RELATED INFORMATION TO:

Ghamby@pvpc.com

Subject Line: Business & Facilities Director

OR MAIL TO:

Gretchen Hamby
 Ponte Vedra Presbyterian Church
 4510 Palm Valley Road
 Ponte Vedra Beach, FL 32082

Job Description

MISSIONAL BIBLE VERSE & MISSION STATEMENT

"His master replied, 'Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!'" Matthew 25:21 NIV

To manage all of the business aspects of Ponte Vedra Presbyterian Church (PVPC) which will free up the Senior Pastor to concentrate on the spiritual growth of the staff and congregation.

ROLE AND RESPONSIBILITIES

To be responsible for the financial, administrative and operational aspects of the church with a particular focus on overseeing the maintenance, cleanliness, safety and functionality of PVPC's campus and facilities.

Financial Management

1. Develop and manage the church budget in collaboration with PVPC ministry leaders and Session.
2. Oversee the preparation of financial reporting, providing the Session with timely reporting and meaningful analysis.
3. Implement proper spending and approval processes to be utilized by all ministry leaders for their ministries, as well as for capital expenditures and contract obligations that this position will handle. Also provide proper financial safeguards to ensure safety of church funds and confidentiality of sensitive information.



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4. Chair the finance committee which will be responsible for prioritizing capital projects and managing the higher-level financial affairs of PVPC from a strategic direction.

Administration and Operational Oversight

1. Manage PVPC's staff, including hiring, limited training, and performance evaluations (some jointly provided by this Director and other ministry supervisors).
2. Review, revise (as needed) and implement all employment policies and procedures.
3. Oversee day-to-day operations of the church staff and campus operations.
4. Responsible for all key contracts and business relationships, establishing proper scopes of work, negotiating contracts and evaluating vendor performance.
5. Procure and manage necessary supplies and resources for PVPC's campus and church-wide activities.

Operational and Facilities Management

1. Perform routine inspections to identify areas that require maintenance or capital improvements.
2. Perform simple maintenance tasks and contract labor for larger tasks to ensure PVPC's building and grounds are well-maintained.
3. Implement and maintain safety protocols to ensure facilities are reasonably secure for occupants.
4. Coordinate and schedule the use of the facilities for events, meetings, and activities with plan for access, set-up, break-down and cleaning (enlisting volunteers where possible).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Business Administration, Facilities Management or similar is preferred.
- Direct operational experience in these areas is highly preferred, especially in a church setting.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Proficiency in financial software and Microsoft Office Suite. Willingness to learn new software a plus.
- Knowledge of church operations and an understanding of Protestant beliefs and practices.
- Applicant (and family if applicable) either is or will agree to become a member of PVPC and successfully completes PVPC's Covenant Care process (if not already completed) prior to employment.

PERSONAL QUALITIES

- Strong commitment to PVPC's mission and values.
- Ethical and trustworthy with confidential information.
- Ability to work collaboratively with diverse groups of people.
- Problem-solving mindset and attention to detail.



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ADDITIONAL NOTES

Please provide resume, and if so moved, a personal statement of your Christian faith and why you believe you would be well suited to thrive in this position.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time