



Facilities Director
Job Description and Church Context

Updated: 8/7/25

Title: Facilities Director

Level: Director

Reports to: Executive Director of Operations

Works with: Operations Team and all ministries

Status: Full Time

Scope: The Facilities Director will manage and maintain the facilities and grounds to provide a safe, functional, and welcoming environment. They will utilize their own skills and knowledge to address facilities issues, repairs, and maintenance, while also coordinating as needed with external vendors. They will develop volunteer facilities teams to help promote use of gifts of those in the church to serve the church.

Qualifications and Requirements

- **Personal**
 - Has a personal testimony of salvation with a mature and growing faith in Jesus Christ. Has active involvement in a local church and agreement with Midway Church's statement of faith. Committed to personal spiritual health and development of a worship lifestyle. Attends to the needs of a spiritually healthy home.
 - Possesses the character, competency, chemistry, and calling that fit the needs of Midway Church.
 - Leads by example with financial generosity. Regularly supports the ministry of Midway Church through tithes and offerings.
 - Always maintains a positive attitude.
 - Handles criticism and unfair situations with humility and a desire to glorify God.
 - Is a member or will become a member of Midway Church.
- **Professional**
 - Exercises sound judgment and is a self-starter and self-motivator.
 - Strives for excellence in all aspects of life and facilities ministry.
 - Strong organizational and leadership abilities with communication and interpersonal skills.
 - Proficiency in budgeting, financial management, and project management. Exercises fiscal responsibility.
 - Familiarity with church operations and general ministry practices.
- **Education/Experience**
 - High school diploma or equivalent.
 - Experience in facilities management or related area.
 - Working knowledge of primary facilities systems (e.g., HVAC, electrical, plumbing, custodial, maintenance, waste management).
 - Relevant maintenance and/or technician certifications are desired but not required.
- **Skill Qualifications**

- Ability to complete basic and minor repairs.
- Possesses the ability to recruit volunteer team members and provide skill training at various levels of engagement.
- Excellent time management skills and the ability to manage multiple projects under deadlines.
- Must be able to bend, lift, balance, walk, stoop, kneel, crouch, and crawl, with ability to lift up to 50 pounds.

Key Responsibilities

- Maintain all church buildings, systems, and grounds. Supervise and/or complete all maintenance, contracted services, and schedule necessary inspections.
- Oversee service contracts for repairs and maintenance, including but not limited to HVAC systems, plumbing, electrical, all aspects of the physical plant, custodial, lawn/grounds, pest control, and fire protection.
- Contribute creatively and take initiative to suggest and implement ideas to strengthen facilities management toward more efficient and effective systems. Able to have ideas discussed directly and open to feedback without offense.
- Exercise flexibility in work schedule to allow participation and oversight for key church events.
- Maintain an energetic stance toward ministry and advancing God's purposes in the world. Take a positive and adaptable position in helping promote ministry to the church and community. Views facilities management as an integral and important part of church ministry and reaching people with the gospel.
- Connect with other staff relationally, professionally, collaboratively, and in personal accountability. Promotes communication and unity with staff.
- Remain coachable, available, and responsive to church leadership. Able to adapt to reasonable changing circumstances.
- Other duties as assigned.

How to Apply:

Please submit a cover letter and resume to Angela Rollwage (angela@midwaychurch.org). In your cover letter, briefly share your testimony and why you wish to serve in this role. Review will begin immediately and continue until the position is filled.

ABOUT MIDWAY

Thanks for your interest in being a part of the team at Midway Church! We look forward to hearing from you.

Culture

Midway Church was started about 50 years ago by five families (now our average attendance is over 1200) with a passion to see their community come to Christ. Our heart for the gospel permeates every aspect of our ministry. Our mission is to *Help People Live Fully for God* as we:

- CONNECT in worship and with each other.
- GROW in groups toward closer and deeper relationships with God and others.
- SERVE with our time, talents, and treasure.
- GO into our community and the world with the good news of Jesus.

Because of the gospel, we celebrate being spiritually transformed, gracefully truthful, prayerfully reliant, intentionally relational, and generationally minded.

As part of our strategy, we are looking for someone that is energetic and excited about helping us lead people toward our mission, ministries, and activities broadly and creatively.

Community

Midway Church sits midway between the communities of Aubrey and Pilot Point, TX (see what we did there?). The community has grown to become one of the USA's premier equine epicenters. Situated just one hour north of the Dallas/Fort Worth Metroplex, this growing community still has rural roots but with a contemporary feeling and a rapidly growing suburban influence. The area population is expected to expand considerably over the next decade and new communities are rapidly developing. Midway has great relationships in the community with open doors into the schools, the civic arena, local businesses, and area churches. This ties directly into one of our values – *We are intentionally relational*.

Calling

God calls us to ensure that every person in our sphere of influence has an opportunity to hear and respond to the gospel. This drives us to be intentional with our programming and outreach. In all of our ministries, we seek to help people be a gospel influence in the places where we work and live. Included in our intentional outreach strategy is a commitment to the geography of Acts 1:8 as we seek to be missional in our community and area, including the establishment of life groups in area neighborhoods. Over the next 10 years we also seek to plant at least three churches in the region.

Our team is made up of people who love God and want to fulfill their calling by serving together with a strong team of servant leaders committed to accomplishing Midway's vision and glorify God. We are looking for ministry team members who have this same heart to join us; people who share our belief that mutual encouragement and teamwork are vital to healthy staff culture.

Compensation

Midway offers competitive salaries with an excellent benefits package that includes a generous retirement plan with matching, PTO, health insurance, and vision insurance, and education/professional development benefits. We have a healthy, vibrant, and engaging staff culture with a positive work environment.