

# Employment Application Packet



Thank you for your interest in employment at Grace Community Church. GCC is a multigenerational and multicultural family of people united in following Jesus and serving both Puget Sound and the nations. As a group of diverse people, we strive to abide with and respond to Jesus daily, living out His Daily Grace where we live, work, learn, and play.

In 1951, several residents of Auburn repented to the gospel at a Billy Graham Crusade in Seattle, forming a small Bible study group. The group quickly grew to 70 and a decision was made to form a new church in April, 1952, aligning with the Conservative Baptist Association in 1953. GCC has faithfully shared the gospel throughout its long history.

GCC is located about 25 miles south of Seattle in Auburn, WA, a city that is home to almost 80,000 people. Tacoma is 15 miles to the southwest. The median age is just under 35, the median household income is almost \$69,000, and the median home value is \$294,000. The largest ethnic groups in Auburn are White (56%), Hispanic/Latino (16%), Asian (11%), and Black (5%), with 12% mixed or other races.

Auburn is home to Green River College, the Auburn Symphony Orchestra, the Evergreen City Ballet, and Emerald Downs, a Thoroughbred racetrack. Many attenders live in Auburn, but others come from surrounding communities—Kent, Covington, Maple Valley, Lake Tapps, Bonney Lake, Sumner, Puyallup, and Federal Way. Auburn lies inland of Puget Sound and in the shadow of Mt. Ranier, with easy access to cultural, sports, and outdoor activities.

This packet of information includes three documents you'll need to express your interest to join our team:

- A **Job Description** for the position in which you've expressed interest
- A **Job Application** to be completed and submitted with a current resume
- A **Release**, which gives us permission to confirm the information provided on your Job Application. Once you've applied, an email will also be sent to obtain your permission to run a background check.

For additional information regarding the church please refer to these pages on our church website:

**General** | <https://www.graceinauburn.com>

**What We Believe** | <https://www.graceinauburn.com/beliefs>

**Job Information** | <https://www.graceinauburn.com/jobs>

**Information about Our Team** | <https://www.graceinauburn.com/pastors-elders>  
<https://www.graceinauburn.com/staff>



## *Job Description*

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# **Facilities Director**

## **DETAILS**

Department: Facilities

Type: Regular; Full-Time; Salaried; Exempt

Schedule: Varied based on ministry needs; occasional weekend responsibilities

## **OVERVIEW**

The Facilities Director is responsible for the overall use and care of church-owned buildings, properties, and equipment, ensuring that the facilities and equipment are preserved in good condition, safe, and well-functioning.

## **FUNCTIONS & RESPONSIBILITIES**

- Oversee the operation and maintenance of the church building, property, and grounds as well as other church-owned buildings.
- Schedule and manage a team of custodial/maintenance employees and direct their daily activities.
- Work with the Security Team to provide a safe environment throughout each week.
- Coordinate with the ministry and support staff to ensure that ministry teams and outside groups who rent the facilities have access to the spaces and equipment they need.
- Responsible for oversight of plumbing, electrical, HVAC, and mechanical systems, handling minor tasks such as replacing filters, cleaning condenser coils, replacing thermostats, repairing leaky pipes, replacing lights or ballasts, installing switches or outlets, etc. as capable.
- Responsible to develop scopes of work, solicit bids, select quality contractors, maintain contracts, and manage the work of outside plumbers, electricians, HVAC technicians, and other specialized professionals as needed for routine maintenance and to diagnose and repair more significant problems.
- Develop and implement maintenance and repair schedules for major systems and arrange for required inspections of elevator, fire extinguishers, alarm systems, and similar systems, providing appropriate maintenance and repair as required.
- Provide general oversight of landscaping, capital improvement projects, remodels, and equipment installations provided through outside contractors and vendors.
- Communicate with church staff or volunteers as needed regarding necessary projects and repairs, scheduled maintenance, or other ongoing facility issues.

- Assist with annual budget preparation, purchase facility supplies, approve bill payments, and monitor monthly income and expenses for building and grounds categories, reducing operational costs as able through efficiency and additional cost saving measures.
- Ensure all church-owned equipment is maintained and in good working order, recommending replacement or repair as needed.
- Distribute campus CyberKeys and physical keys, maintaining appropriate record-keeping of access.
- Maintain & store operating manuals as well as facility records, drawings, and maps.
- Work with the Stewardship Director to establish an annual Facilities budget.
- Purchase and maintain the inventory of all custodial supplies, staying within budget limits and submitting a credit card expense report at the end of each month.
- Ensure a safe working environment that is compliant with governmental regulations.
- Respond to emergencies and escalate to supervisory staff as appropriate; be “on-call” as the second point of contact for after-hours emergencies.
- Attend meetings of the Resource, Administration and Finance Team (RAFT).
- Other duties as assigned.

## **QUALIFICATIONS & REQUIREMENTS**

- Requires three or more years of facility maintenance and management experience, or equivalent education and project management experience.
- Possess strong leadership and organizational skills with the ability to prioritize tasks, manage time, and communicate effectively verbally and in writing.
- Possess skills in building maintenance, such as an ability to perform basic electrical, plumbing, HVAC, and carpentry tasks with knowledge of the various systems that affect a building’s operation. Trade certifications are helpful but not required.
- Requires frequent walking, standing, and lifting of up to 40 lbs.
- Need to be a team player, possess a flexible, can-do attitude, and be a positive source of motivation, direction, and encouragement for other team members.
- Possess appropriate, basic computer skills.
- Embrace the church’s vision, direction, strategies, and approach to ministry and unreservedly hold to the church’s statement of beliefs.
- Relate to the church family and to the general public in a manner that honors and represents Christ well.
- Be a member of Grace Community Church, or become a member within 6 months of employment

## **ACCOUNTABILITY**

Accountable to: Stewardship Director (RAFT)

Accountable with: Other Department Directors

Accountable for: Custodial/facilities staff; Security Team

# Grace Community Church

## APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our church.

Date application completed: \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last      First      Middle

Former Name of Applicant \_\_\_\_\_

Present Address \_\_\_\_\_  
No.      Street      City      State      Zip

Home Phone (\_\_\_\_\_) \_\_\_\_\_

How long have you lived at above address? \_\_\_\_\_

### EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_

Type of employment:     Full Time     Part Time     Temporary

Have you ever applied for a job with us before?     Yes     No    When? \_\_\_\_\_

Have you ever worked for us before?     Yes     No    When? \_\_\_\_\_

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Have you ever been convicted of any crime other than a minor traffic violation? \_\_\_\_\_

If yes, state date, court and place where offense occurred \_\_\_\_\_

Have you ever been discharged or requested to resign from a position? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? \_\_\_\_\_

### EDUCATION INFORMATION

Schooling	Years Completed	Degree Rec. and Major Sub.	Name of School	Location	Did you Graduate?
High School					
Trade/Business					
College					
Graduate/Seminary					

Describe any other skills or professional training (such as computers, foreign language, etc.). If you are presently enrolled in school, what are you studying? \_\_\_\_\_

PRIOR WORK RECORD (Start with most recent or present employer)

Name of most recent Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_ Avg. Hours/Week: \_\_\_\_\_  
Name & Position of Immediate Supervisor \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Starting Rate \$ \_\_\_\_\_ Ending Rate \$ \_\_\_\_\_  
Your Position, Title & Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_ Avg. Hours/Week: \_\_\_\_\_  
Name & Position of Immediate Supervisor \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Your Position, Title & Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address \_\_\_\_\_ Avg. Hours/Week: \_\_\_\_\_  
Name & Position of Immediate Supervisor \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Your Position, Title & Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact \_\_\_\_\_

REFERENCES

(Do not list relatives or previous supervisors)

Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Years known \_\_\_\_\_ Occupation \_\_\_\_\_

# Grace Community Church

Auburn, Washington

## Authorization to Release Information

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

I understand that employment at this organization is "at will" and includes no guarantee, contract, or promise of employment for a specified length of time. I understand that just as I am free to resign at any time, Grace Community Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Grace Community Church is an Equal Opportunity Employer. Grace Community Church does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

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Signature of Applicant

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Date

Grace Community Church  
Auburn, Washington

Statement of Faith and Conduct

In applying for work at Grace Community Church, my purpose is to cooperate fully with the other workers to advance the cause of our Lord Jesus Christ through this local church.

As I join with fellow believers in this commitment, I sincerely affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin. In anticipation of working here, I gladly covenant with God that by His enabling grace I will endeavor to conduct my life in accordance with the following Scriptural principles.

1. I will sincerely pray that Christ be exalted and that lives be blessed through the ministries of the church (2 Thessalonians 3: 1).
2. I will endeavor to live in a way that consistently honors Jesus Christ, whom I acknowledge as the Lord of my whole life (Ephesians 4: 1).
3. I will participate as regularly as possible in worship and fellowship with this congregation (Hebrews 10: 25).
4. I will seek to discover my spiritual gifts and use them in some form of Christian service within this church (Ephesians 4: 11-13).
5. I will endeavor to participate faithfully in the financial support of the ministries of this church (2 Corinthians 9: 6-11).

My acceptance of the above scripture principles is a pledge to the Lord and is made in joyful anticipation of working together with others to promote the spiritual ministries of this church.

If my adherence to these scriptural principles is called into question, I agree to submit the difference to my supervisors and to the Executive Board of Elders, if necessary. If I remain unwilling to settle the difference on scriptural grounds, I agree that my employment should be terminated immediately.

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Signature

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Date