

Employment Application Packet



Thank you for your interest in employment at Grace Community Church. GCC is a multi-generational 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 responded 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 of 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 about 85,000 people, with more than 200,000 people living within a five-mile radius. Tacoma is 15 miles to the southwest. The largest ethnic groups in Auburn are White (48%), Hispanic (19%), Asian (14%), and Black (5%), with 14 mixed or other races. Average estimated household income is \$92,824, and the median home value is \$559,500.*

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.

If you are not familiar with Grace Community Church, we encourage you to explore our website to learn more about us. These pages may be of particular interest:

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/staff>

IMPORTANT NOTE: Employment at Grace Community Church requires church membership within six months of employment. If offered this position, you will need to consider whether to both accept the position and pursue church membership.

* Source: <https://censusreporter.org/profiles/16000US5303180-auburn-wa/>.

Facilities Director



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.

Department: **Facilities**

Type: **Regular; Full-Time; Salaried**

Status: **This position is classified as non-exempt in accordance with Washington state regulations**

Schedule: **Varies; includes evening and weekend responsibilities**

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 one Sundays and 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.
- Purchase and maintain the inventory of all custodial supplies, staying within budget limits.
- 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.
- Relate to tother staff, the church family, and the public in a manner that honors and represents Christ well.
- 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.
- Be a member of Grace Community Church or become a member within six months of employment.

ACCOUNTABILITY

Accountable to: **Executive Pastor**

Accountable with: **Other Directors**

Accountable for: **Custodial staff; Security team; facility-related independent contractors**

The compensation range for this position as of 9/1/2024 is \$26.44 to \$38.08 per hour. Because determination of beginning compensation is based on level of training and years of experience, new applicants should not expect to be offered compensation in the higher ranges of this scale. Benefits offered include vacation, sick, and bereavement leave; medical, dental, and vision coverage (with the church paying 90% of the premium); and matching of up to 5% of any amount contributed by the employee in the church's 503(b) retirement plan.

Application for Employment



GCC is an equal opportunity employer and does not unlawfully discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, marital status, physical or mental disability, veteran status, or any other status or condition protected by applicable state or federal law. As a religious institution, GCC is permitted to, and reserves the right to, prefer employees on the basis of religion and religious beliefs consistent with GCC's beliefs (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).

PERSONAL INFORMATION

Full Name _____ Social Security No. _____

Former Name(s) of Applicant (if any) _____

Present Address _____
No. Street City State Zip

How long have you lived at above address? _____

Email _____ Primary Phone _____

EMPLOYMENT INFORMATION

Position Desired _____ Date available for work _____

Type of employment: Regular Temporary | Full Time Part Time

Have you ever applied for a job with Grace Community Church before? Yes When? _____ No

Have you ever worked for us before? Yes When? _____ No

Have you ever been convicted of any crime other than a minor traffic violation? Yes No

If yes, state date, court, and disposition of the case _____

Have you ever been discharged or requested to resign from a position? Yes No

If yes, explain _____

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

Describe _____

If submitting a resume, you do not need to duplicate information below, but please be sure to provide all information requested. Attach your resume or an additional page to provide any supplemental information.

EDUCATION

Type of Schooling	Name of School	Location	Years Enrolled	Major Subject	Did you Graduate?
High School					
Trade School					
College					
Graduate					

Do you possess any additional experiences, skills, qualifications, or professional training which you feel would especially fit you for work in this position?

PRIOR EMPLOYMENT (start with the most current)

Company/Organization	Phone
Address	
Name/Position of Supervisor	
Date of Employment—From:	To: Avg Hrs/Week
Your Position & Duties:	
Reason for Leaving:	

Company/Organization	Phone
Address	
Name/Position of Supervisor	
Date of Employment—From:	To: Avg Hrs/Week
Your Position & Duties:	
Reason for Leaving:	

Company/Organization

Phone

Address

Name/Position of Supervisor

Date of Employment—From:

To:

Avg Hrs/Week

Your Position & Duties:

Reason for Leaving:

PERSONAL & PROFESSIONAL REFERENCES

Please list three or more references, with at least one professional reference and one pastor or staff member from either your current church or a church you have recently attended

Name

Email

Phone

Relationship

Years Known

AGREEMENTS & AUTHORIZATION

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.

In applying for work at Grace Community Church, my purpose is to cooperate fully with other staff members and volunteers to promote the various spiritual ministries of the church in order to advance the cause of Christ. For this reason, **I understand that all employees are expected to either be a member of the church or become a member within six months of employment.** I affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin and, by God’s enabling grace, I will endeavor to conduct my life in accordance with His calling on my life (Eph. 4:1).

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.

Signature of Applicant

Date

Return this Application with Resume to Grace Community Church; Attn: HR & Finance Office; 1320 Auburn Way S; Auburn, WA 98002 or email a copy to jobs@graceinauburn.com.