



# University United Methodist Church

*Feeding God's People: Body, Mind, and Spirit*

## Job Description: Church Building Steward Non-Exempt; Hourly

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**Department:** Trustees/Facilities  
**Approved by:** Staff Parish-Pastor  
Relations Committee

**Reports to:** Senior Pastor  
**Revised:** October 2025

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### Faith Community

Our mission is *Feeding God's People: Body, Mind, and Spirit*. We live this mission through vibrant blended and live-streamed worship, a dynamic music ministry, and a dedicated Seeking Justice Team. Our ministries extend beyond Sunday mornings, offering food distribution, clothing distribution, free Sunday breakfasts, and a thrift store. We nurture faith through Christian education of all ages, including a young adult connections group, and events that foster spiritual growth and fellowship.

As an active presence in the city, we participate in community events and partner with local organizations to serve and advocate for our neighbors. We are a diverse urban congregation, welcoming people of all ages, nationalities, ethnicities, abilities, and sexual identities—no matter who they are, whom they love, or where they are on their spiritual journey. While our congregation includes college students, we are eager to expand our outreach to more students and families. In recent years, we have been blessed with increasing numbers of Spanish-speaking members and African immigrants, further enriching the fabric of our community.

### Essential Duties and Responsibilities

#### *1. Building Operations and Systems*

- Oversee the care, repair, and operation of all building systems (HVAC, plumbing, electrical, elevator, alarm/security, sound/communication).
- Conduct regular inspections, track utility usage, and recommend improvements for efficiency and sustainability.
- Respond promptly to tenant, staff, and ministry concerns related to the facility.



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## ***2. Facility Use & Hospitality***

- Take direct responsibility for cleaning various sections of the building, ensuring that all spaces are safe, clean, and welcoming for ministry programs, tenant use, and community events.
- Supervise custodial contractors and volunteers, providing training and clear standards of care.
- Manage supplies for regular operations and special events.
- Screen facility use applications, maintain the facility use calendar, and serve as a point of contact for renters during their usage, ensuring policies are followed and hospitality is extended.

## ***3. Maintenance, Safety & Security***

- Oversee cleaning, seasonal maintenance, and groundskeeping.
- Responsible for light landscaping tasks (such as trimming, planting, or general upkeep), while coordinating major landscaping needs with contractors.
- Responsible for maintaining snow removal of parking entrances after the snow contractor has been serviced and ensuring all entrances are salted during working hours for the safety of staff, tenants, and visitors.
- Maintain a calendar of seasonal and recurring tasks.
- Manage security coverage and systems; respond to emergencies and fire/security alarms as needed.
- Organize required fire drills and safety inspections in compliance with regulations.

## ***4. Contractor, Staff & Volunteer Oversight***

- Negotiate and supervise contracts for snow removal, landscaping, fire safety, pest control, and special projects.
- Hire, supervise, and evaluate custodial/security contractors, volunteers, and staff in collaboration with Staff Parish Relations Committee and Trustees.
- Create schedules and task lists to ensure consistent, high-quality maintenance and cleaning.



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- Support and train volunteers engaged in facility care.

## ***5. Fiscal Stewardship***

- Monitor and manage the facilities budget in collaboration with Trustees and Finance Committee.
- Review invoices for accuracy; purchase supplies cost-effectively.
- Provide regular reports on facility conditions and expenditures.

## ***6. Other Duties***

- Additional responsibilities as assigned by the Senior Pastor or Board of Trustees.

## **Supervisory Duties**

Provide leadership and coordination for volunteers providing custodial services. Works closely with Trustees, Finance Committee, and Senior Pastor to ensure effective building stewardship.

## **Education and Training**

### ***Required***

The ideal candidate will bring experience in facilities management, building maintenance, or a related field, along with a solid understanding of building systems and preventative maintenance practices. They will demonstrate proven supervisory skills in guiding staff and volunteers, fostering both accountability and teamwork. The candidate must also be able to respond with flexibility to emergencies and adapt to the changing needs of ministry life. Above all, they should embody a commitment to inclusive, team-oriented ministry, working collaboratively to ensure that the church building remains a safe, welcoming, and well-cared-for space for all.

### ***Desirable***

The successful candidate will also bring familiarity with best practices in energy efficiency and sustainable building operations, helping the church steward its resources wisely and responsibly. In addition, experience working in a church, nonprofit, or other community-



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serving setting is highly valued, as it demonstrates an ability to navigate the unique rhythms, expectations, and collaborative spirit of mission-driven organizations.

## **Compensation & Schedule**

The compensation for this position ranges between \$21 and \$27 per hour.

The schedule is 35 hours per week, Wednesday through Sunday from 8:00 a.m. to 4:00 p.m. with a one-hour unpaid break.

## **Application Process**

Please email your resume and letter of interest to **Pastor Aaron Carlson** at [pastor@uumcsyracuse.org](mailto:pastor@uumcsyracuse.org) by **Friday, October 10, 2025**.

## **Equal Employment Opportunity Statement**

University United Methodist Church is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. Employment decisions are based on qualifications, merit, and the needs of the church, without regard to race, color, national origin, ethnicity, gender, gender identity or expression, sexual orientation, age, marital status, disability, genetic information, or any other status protected by applicable federal, state, or local laws.