

**ST ANDREW'S UNITED METHODIST CHURCH**  
**POSITION DESCRIPTION**

TITLE: Weekend Campus Steward  
REPORTS TO: Church Steward  
RESPONSIVE TO: Weekday School Director, Trustees & Campus Steward  
STATUS: Full-Time (weekend plus 2 weekdays)  
DATE: September 2019

**JOB SUMMARY**

A Steward at St. Andrew's is one who takes great care, has deep passion for, and works towards, excellence with all duties entrusted to him or her. A Steward is not just doing a job, but accepting a calling. As such, the Weekend Campus Steward will be responsible for set-ups and tear downs of tables, chairs, etc. for regular church activities and special events, particularly on Sundays for Services and Grow Hour. The Steward will also supervise personnel, volunteers, and/or contractors in performing repairs, preventative maintenance, and improvement projects over the entire St. Andrew's campus; to include HVAC, electrical, plumbing, carpentry, and landscaping.

**JOB DUTIES**

- ◆ Care for and steward the campus of St. Andrew's in a way that honors God.
- ◆ Be present each Saturday/Sunday for services and other large events, including weddings and funerals.
- ◆ Perform scheduled set-ups and tear downs of tables, chairs, etc.
- ◆ Lock and arm all buildings at end of day, unless otherwise directed.
- ◆ Perform routine maintenance and/or coordinate repairs to HVAC, electrical, plumbing systems, lawn equipment, and tools.
- ◆ Complete repairs and/or maintenance of doors, windows, floors, walls, etc.
- ◆ Keep accurate records of maintenance performed in-house or by contractors.
- ◆ Coordinate, work with, and lead volunteer maintenance efforts.
- ◆ Be available to assist with the running of sound and computer for Sunday services.
- ◆ Attend weekly update meetings.
- ◆ Perform "odd jobs," moving boxes, furniture, decoration, etc. as needed.

- ◆ Respond quickly to emergency situations, summoning additional assistance as needed.
- ◆ Respond professionally and in a timely manner to all emails regarding campus.
- ◆ Other responsibilities as directed by the Sr Pastor or Trustees, as needed.

### **SKILLS, EDUCATION, AND EXPERIENCE**

The applicant must have: a passion and love of Jesus Christ; be willing to join the community of St. Andrew's in fulfilling our mission; love and appreciate working with volunteers; have experience working with a large campus; previous experience managing/leading adult volunteers and/or employees is extremely helpful; knowledge of HVAC, electrical, plumbing, carpentry, and custodial duties is preferred; a willingness/desire to continue to learn and grow as a leader and as a disciple; strong organizational and administrative skills; basic computer skills; excellent interpersonal, communication and leadership skills are also required.