

## CANDIDATE PROFILE & APPLICATION INSTRUCTIONS

### Facilities Director

August 12, 2024

Camano Chapel is seeking candidates for Facilities Director. This is an administrative role overseeing all aspects of physical plant operations on the campus of Camano Chapel. Each applicant will be prayerfully considered. We are committed to an applicant that is a best fit in the areas listed below. Completed application packages must be submitted to Sandy Shook. Any questions should be directed to Sandy Shook at 360-387-7202 or by email, [sandyshook@camanochapel.org](mailto:sandyshook@camanochapel.org)

#### **Education:**

- Minimum-High School Graduate
- Preferred-2 or 4-year Graduate Degree

#### **Experience:**

- Basic knowledge of electrical, plumbing, HVAC and building maintenance
- Construction Management, including Business & Finance
- 10 years in the trades

#### **Doctrine, Character, Ability and Personality/Philosophical Match**

- Interview(s) and references will determine:
  - Doctrinal match (*agreement with core beliefs*),
  - Character match (*a testimony of integrity*),
  - Ability match (*alignment of God's equipping and the desired role or position*), and
  - Personality/Philosophical match (*a fit for the culture of Camano Chapel*).

**Please be sure to send the Reference Questionnaire to the Character References you listed on page 5.**

***Each applicant will be prayerfully considered to determine a "Best Match" for ministry.***

## **CAMANO CHAPEL**

### **Ministry Description**

**DATE:** August 12, 2024

**POSITION TITLE:** Facilities Director

**REPORTS TO:** Administrative Director

**COMPENSATION:** \$30 per hour

**TIME ALLOCATION:** Non-Exempt, Full Time-40 hours per week

**BENEFITS:** Health care stipend, retirement stipend, 80 hours vacation and paid sick leave per L & I guidelines.

**PAID HOLIDAYS:** Observe 9 holidays as well as the week between Christmas Day through New Year's Day

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#### **GENERAL DESCRIPTION:**

The Facilities Director is a member of the Ministry Staff and is selected for an unspecified period of service by the Administrative Director and Senior Pastor in conjunction with the Administrative Board. He/she will protect and maintain the building and grounds by directing maintenance work and taking measures to provide security. He/she is expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support and other appropriate ways, as he/she serves our Lord Jesus Christ, the church and the Senior Pastor.

#### **COMPENSATION:**

Compensation will be recommended by the Compensation, Audit and Budget Committee and approved each year by the Church Board. Vacation periods, sick leave, insurance coverage and other benefits are indicated in the written Employee manual.

#### **POSITION PURPOSE STATEMENT:**

To maintain a singleness of purpose, striving to fulfill the mission and purpose of Camano Chapel by:

- Maintaining the facilities, grounds (landscaping and parking) and vehicles of Camano Chapel
- Providing room and event setups as scheduled by the Scheduling Assistant.
- Taking measures to provide building and grounds security.
- Overseeing custodial and volunteer staff who serve to maintain Church Facilities.
- Coordinating contract and professional services for all facilities, grounds and vehicles.

This ministry is to be carried out in an atmosphere of love, cooperation and mutual accountability, leading to the accomplishment of established ministry goals under the direction and enabling power of the Holy Spirit.

#### **GENERAL REQUIREMENTS:**

1. Able to prioritize workload, meeting deadlines and managing many projects simultaneously.
2. Able to clearly express thoughts to others and exchange both oral and written information.
3. Able to lead, direct, motivate and evaluate maintenance and custodial staff.
4. Knowledgeable of and skillful application of tools, equipment and chemicals.
5. Knowledgeable of building systems (ie. electrical, plumbing, HVAC, mechanical, phone/voice over internet system, security etc.).
6. Knowledgeable of legal codes and standards (OSHA, Island County Building and Fire, Labor and Industries, etc.)
7. Be in good physical condition, bending, and lifting required.
8. Be an independent worker.
9. Valid Washington State Driver's License.
10. Attends all staff meetings and retreats, as directed.
11. Maintains flexible working hours as determined by the needs of his/her ministry.

## **OVERVIEW:**

Facility, grounds and vehicle oversight is a dynamic responsibility and process - balancing stewardship of buildings, equipment, scheduling, preparation, re-presentation, maintenance, repair and change brought about by a continual flow of new ideas. Stewardship of our facilities, grounds and vehicles requires oversight authority to assure best use of, and avoid costly negligence or abuse of God's property.

### **Facility Oversight**

1. **Scheduling** – Compliance with CC Facility Use Policy, calendar accuracy as well as transition expectations or standards.
2. **Custodial** – Meet expectations for clean-up, set-up, and takedown re-presentation transitions.
3. **Maintenance & Repairs** – Proactive maintenance of daily recurring wear and tear and nonrecurring damage to lighting, heating or plumbing failures as well as to sheetrock, carpets, doors, windows or millwork. Immediate maintenance of negligent safety risks (ie. carpets, sidewalks, wet floors, ice/snow conditions etc.).
4. **Remodels, Modifications & Additions** – Participate in strategic planning process to help determine project priorities, alignment with other uses as well as scheduling and project management.
5. **Budgeting** – Recommend project annual operating cost as well as capital reserve accrual levels to meet capital repair and replacement goals.
6. **Staffing** – Recommend staffing level to meet facility use expectations, supervising staff to meet quantity and quality work standards.
7. **Loaning** – Decision making and tracking check-out and return as well as item condition.
8. **Coordination & Communication** – with staff and volunteers.

### **Vehicle Oversight**

1. **Scheduling** – Compliance with CC Vehicle Use Policy, Oversee approved Driver insurability screening, calendar accuracy as well as pick-up & drop-off transition expectations or standards.
2. **Check-out & Return** – Supervise check-out and return expectations and standards for exterior and interior vehicle cleanliness, refueling and reporting of mechanical or safety concerns.
3. **Maintenance & Repairs** – Proactive maintenance of routine service, Oil and lubricating service, tire rotation and brake inspections as well as a "30,000 mile" style vehicle safety inspection schedule.
4. **Budgeting** – Recommend project annual operating cost as well as reserve accrual levels to meet major repair and replacement goals.
5. **Coordination & Communication** – with staff and volunteers.

## **SPECIFIC OBJECTIVES AND RESPONSIBILITIES:**

1. **To maintain buildings, grounds and vehicles:**
  - a. Develop and maintain a schedule to repair, service and maintain buildings, furnishings, grounds, equipment and vehicles.
  - b. Make ongoing inspections of, buildings, grounds and vehicles for purposes of upkeep – prioritizing observations and requests into the work schedule.
  - c. Complete repairs and service through "hands on" labor, custodial staff, volunteers, and/or subcontractors.
  - d. Monitor regular safety inspections and permits (ie. Fire, septic, and health).
2. **To ensure facility readiness:**
  - a. Oversee set-up of rooms on a daily basis as required for regular programs.
  - b. Oversee set-up adjustments as room requirements change for special programs and events.
3. **To secure the building and grounds:**
  - a. Oversee security needs and daily building and gate lock-up procedures.
  - b. Maintain and upgrade security systems as needed.
4. **To coordinate volunteer work:**
  - a. Coordinate on site volunteer work efforts.
  - b. Coordinate work parties as needed.
5. **To coordinate contract and professional services**
  - a. Select providers in order to best meet desired quality and budget standards.
  - b. Coordinate provider scheduling to best align with ministry programming.
6. **To communicate with the Administrative Director and Scheduling Assistant:**
  - a. Develop and recommending facility and capital budget needs annually.
  - b. Coordinate the scheduling of capital expenses in keeping with the fiscal budget plan.
  - c. Maintain the clearest of communication with the scheduling assistant concerning regular and special event scheduling, set-up and takedown.

**Related Ministry Responsibilities:**

1. Develop reasonable daily work goals.
2. Related office and administrative work as needed to complete this ministry.

**EMPLOYMENT AT WILL**

Employment is with the mutual consent of the employee and Camano Chapel for an indefinite period. Consequently, both the employee and Camano Chapel have the right to terminate the employment relationship at any time with or without cause or advance notice. This employment “at-will” relationship shall remain in effect throughout employment. The language used in this job description is not intended to create or constitute the terms of an employment contract between Camano Chapel and any applicant or employee. Nothing contained herein should be understood as a guarantee of employment; but rather, employment which is on an at-will basis (i.e., is not for any specific time period or duration, and can be terminated without reason at any time by either Camano Chapel or yourself).

This policy shall not be modified by any statements contained in any other employment applications, recruiting materials, memorandums, letters of understanding provided at the time of hire, or other material provided to employees in connection with their employment. Also, those documents shall not create an expressed or implied contract of employment. No manager, supervisor, or employee of Camano Chapel has any authority to independently enter into any agreement for employment for any specific period of time or to make any agreement for employment other than at-will. Completion of an introductory period or conferral of regular status shall not change an employee's status as an employee-at-will or in any way restrict the employer's right to terminate such an employee.

**NOTE:** Camano Chapel Elders reserve the right to decline acceptance of, or remove, any staff member who holds or advocates any beliefs in conflict with the Bible-based nature of Camano Chapel.



867 S. West Camano Drive, Camano Island, WA 98282 - (360) 387-7202

## APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

**Position Desired:** Facility Director

### CANDIDATE PROFILE:

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Pay Requirement/Expectation (do not leave blank): \_\_\_\_\_ Date available for employment: \_\_\_\_\_

Are you 18 years of age or older? ☐ YES ☐ NO (If hired, you may be required to provide proof of age).

Do you have a relative currently on staff? ☐ YES ☐ NO (If yes, give name(s) and relationship). \_\_\_\_\_

Are you a member of Camano Chapel? ☐ YES ☐ NO (If no, what is the name of your current church? \_\_\_\_\_)

### CHURCH MINISTRY OR EMPLOYMENT PROFILE:

*Do not substitute a résumé for this section:*

**Present Church or Employer** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_ Starting Compensation \_\_\_\_\_ Ending Compensation \_\_\_\_\_

Name of Overseer \_\_\_\_\_ May we contact this person as a reference? ☐ YES ☐ NO

Average weekly attendance (If applicable): \_\_\_\_\_

Position and Ministry Description:

Reason for leaving:

**Previous Church or Employer** \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_ Starting Compensation \_\_\_\_\_ Ending Compensation \_\_\_\_\_

Name of Overseer \_\_\_\_\_ May we contact this person as a reference? ☐ YES ☐ NO

Average weekly attendance (*If applicable*): \_\_\_\_\_

Position and Ministry Description:

Reason for leaving:

**Previous Church or Employer** \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_ Starting Compensation \_\_\_\_\_ Ending Compensation \_\_\_\_\_

Name of Overseer \_\_\_\_\_ May we contact this person as a reference? ☐ YES ☐ NO

Average weekly attendance (*If applicable*): \_\_\_\_\_

Position and Ministry Description:

Reason for leaving:

Please detail Christian ministries you have worked with, indicating the duration of your involvement, location and role.

In the same manner, please list any secular work experience that has helped you prepare for your ministry.

Please evaluate your practical abilities. Indicate whether you have: Limited skills, Moderate skills, or Proficiency.

	<b>L</b>	<b>M</b>	<b>P</b>		<b>L</b>	<b>M</b>	<b>P</b>
Recruit leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equip others for ministry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work within a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Based Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Event planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Camano Chapel is a multiple staff church. Please give examples of how you would work with a ministry team and with your staff overseer.

### EDUCATION PROFILE:

Name:	Location:	Years Completed:	Graduated:	Last year:
High School _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Trade or Business School _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
College (*) _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Bible College or Seminary (*) _____			<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
How many years of Bible have you had? _____				
Do you plan any further study? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain _____				
_____				

### PERSONAL PROFILE:

What part have you taken in the activities of the communities where you have lived?

\_\_\_\_\_

What are some of your favorite leisure, hobby and vacation interests?

\_\_\_\_\_

What are your cultural interests (music, art, literature, and athletics) and how do you express these interests?

\_\_\_\_\_

What books/periodicals have you read in the past 12 months (except for school)? Please list.

\_\_\_\_\_

From past experience, how do you respond to stress?

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Have you ever been convicted of a felony? ☐ YES ☐ NO (If yes, please give the date, place and nature of the charge of which you were convicted. Note: A conviction will not necessarily disqualify you from employment).

Do you have any current criminal charges pending against you? ☐ YES ☐ NO If yes, describe

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May we check with your present or past employer for a reference? ☐ YES ☐ NO

If hired, can you furnish proof that you are eligible to work in the United States? ☐ YES ☐ NO (employment is contingent upon satisfactory proof of eligibility to work in the United States).

### **SPIRITUAL PROFILE:**

Because of the unique nature of our ministry, we are concerned that our employees be committed to the Christian perspective as explained in our Statement of Faith. We expect all of our employees to actively pursue their walk with God and to be involved in times of prayer for the specific needs our Chapel family, and to not teach contrary to the "Doctrines Camano Chapel's Elders Hold to be True".

To help us evaluate our compatibility, please take a moment to answer the following questions.

Are you currently having a consistent quiet time and Bible based devotional life? ☐ YES ☐ NO

Are you currently leading regular devotions with your family? ☐ YES ☐ NO

Are you currently involved in a one-to-one discipleship relationship? ☐ YES ☐ NO

Are you committed to implementing the equipping ministry of Ephesians 4:11 in your personal ministry? ☐ YES ☐ NO

In a separate word document, write a brief sketch of your life. Please include:

1. How you came to know Jesus Christ as your personal Savior (*your personal letter of testimony.*)
2. Your life's purpose statement and its practical application to your daily life.
3. Pertinent factors such as childhood, setting (rural, urban, etc.), home life, salvation, church background, marriage, leading to ministry, etc., to the present time.



## STATEMENT OF FAITH

To achieve coherence and unity within the ministry; to assure that the work of the ministry is conducted in a manner worthy of the calling to which Camano Chapel has been established; to maintain fidelity to the announced purpose, vision and mission of Camano Chapel, even as described in its constitution and by-laws; to advance these compelling interests of Camano Chapel; and to foster a loving supportive and redemptive work environment with the ministry, Camano Chapel evaluates each prospective employee in part, according to his or her ability and willingness to subscribe to these principles and requires that each employee of the organization enthusiastically embrace the Statement of Faith, The Doctrines Camano Chapel's Elders Hold to be True, as well as the Purpose, Vision and Mission statements as part of the employment process to affirm such principles in their lives, both in and out of the work place.

Please read the enclosed Camano Chapel Statement of Faith, The Doctrines Camano Chapel Elders Hold to be True, and Camano Chapel Constitution and Bylaws and sign below. Without reservation, I hereby agree with Camano Chapel's Statement of Faith and Doctrines Camano Chapel Elders Hold to be True.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

## CHARACTER REFERENCES

Four references are needed. *(Please use references who know you well - - not mere acquaintances.)*

**Pastor** \_\_\_\_\_ Length of time known \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
☐ Free to contact  
☐ Please wait to contact

**A teacher/mentor** \_\_\_\_\_ Length of time known \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
☐ Free to contact  
☐ Please wait to contact

**A ministry partner** \_\_\_\_\_ Length of time known \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
☐ Free to contact  
☐ Please wait to contact

**Other** \_\_\_\_\_ Length of time known \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_  
☐ Free to contact  
☐ Please wait to contact

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I certify that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration of employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I understand that the employer may request an investigative consumer report from a consumer reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

**Background Authorization:**

I understand that prerequisites for all candidate finalists may include completion of the DISC Test and StrengthsFinder 2.0 Personality Inventories (or similar human resource tool), and standard Washington State Department of Motor Vehicle evaluation as a part of final screening.

**Employment at Will:**

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice. I understand that no employee or representative of Camano Chapel, has any authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing except where stated in Camano Chapel's Constitution and By-laws. Further, no staff member may alter the at-will nature of the employment relationship unless done so specifically and in writing. This employment at will relationship shall remain in effect throughout your employment.

I have read, understand and consent by my signature to these statements.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**PRE-EMPLOYMENT INVESTIGATIVE REPORT RELEASE**

I understand that Camano Chapel may obtain a consumer investigative report for employment purposes. This report will contain a review of my credit history. I further understand that the use of a photocopy of this form may be necessary to verify this information; I authorize this use and request that such a photocopy be honored fully.

**POST-EMPLOYMENT INVESTIGATIVE REPORT RELEASE**

I understand if hired by Camano Chapel my fingerprints may be submitted to the FBI in compliance with Title 12 of the United States Code, Section 1730.

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code