



OPPORTUNITY DESCRIPTION

HOPE EVANGELICAL FREE CHURCH

Dubuque, Iowa

Part-Time Evening & Weekend Custodian

First Listed February 2, 2012

The Position

The primary responsibility of this position is to create a ready environment for our evening & weekend activities. This Custodian will set up for events, perform maintenance and cleaning jobs, provide building security, ensure that main entrances are clean and inviting, and generally ensure that congregates and outside users receive service and support. Working with volunteers will also be required when applicable.

Essential Duties & Responsibilities

- Prepare facility for evening & weekend activities
- Unlock appropriate doors as needed in the evenings, or for weekend services & activities.
- Sweeps, mops, scrubs, and vacuums floors and hallways throughout the building as assigned by the Administrator.
- Ensures all areas are properly stocked with paper towels, hand soap, toilet paper, etc.
- Empties trash, garbage containers, & diaper pails; replaces liners.
- Dusts windowsills and washes windows, mirrors, and glass doors.
- Checks facilities, especially bathrooms, for cleanliness at all times.
- Ensures that all tables, chairs, and other equipment are setup as required, utilizing the Worship Moments Schedule, church calendar, custodian request clipboard, and room set-up sheets as a guide.
- Makes sure tables are wiped off after ministry use or before putting them away.
- Replaces light bulbs & ballasts & cleans light fixtures as necessary.
- Works on assigned facility improvements and repairs as the needs arise.
- Monitors thermostats throughout the building to make sure they are set properly.
- Leads volunteers for both routine & special facilities projects or events as applicable
- Performs routine maintenance of building equipment, such as furnaces, water softeners, air conditioners, kitchen equipment as needed.
- Make sure all windows are closed, lights are turned off, and doors are at the end of the work day.
- Notifies Administrator concerning need for repairs or replacement of fixtures, furniture, or equipment.
- Acts as backup to other Custodian(s) when necessary. This may include additional weekday or weekend hours. Every effort will be made to give as much advance notice as possible when unusual situations arise.
- Performs other duties as assigned.

Supervisory Responsibilities

This position has no employee supervisory responsibilities, although this person will work with the lead Custodian and other part-time Custodian(s) to ensure all tasks are completed.

This position may interact with or oversee Chair Team or other Facilities volunteers to ensure the facilities are ready for scheduled activities. This will include reviewing the Worship Moments Schedule, church calendar, custodian request clipboard, & room set-up sheets as a guide.

Desired Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Skills & Abilities

Should be a self-starter with the ability to think and work independently, accomplishing the job duties with minimum supervision. Thoroughness and attention to detail are essential. The ability to work and get along well with others in a team setting is also important. Excellent time management skills & dependability are required. A neat personal appearance and good communication skills are a must. This individual should adapt easily to change and be extremely flexible.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively when leading groups of volunteers.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee should be able to smell in order to detect strange odors

such as natural gas or sewer gas. The employee lifts weight or exerts force by lifting, lowering, pulling, pushing, and carrying. Must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. The employee must have vision adequate enough to detect dust, dirt, cobwebs, etc. Some travel may be required to pick up supplies locally.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with a lift. It is a non-smoking environment.

Compensation

This is part-time, hourly, non-exempt work, which is not eligible for benefits.

The Background

By God's grace, Hope Church seeks to be a growing community of faith that will make an eternal difference, beginning in Dubuque, Iowa. About 1,000 people per weekend find authentic community, relevant Bible teaching, inspiring music, and loving children's ministries at Hope Church. We also offer multiple ministries for children, teens, and adults beyond our 4 weekend services (visit ehope.org).

Church Distinctives

Hope Church loves Dubuque! Over the past 30 years, Hope Church has developed a consistent presence in our city. We remain committed to reaching even more people by impacting Dubuque and the surrounding communities with the gospel in transforming ways.

Hope Church is part of the Evangelical Free Church of America (see efca.org), a denomination focused on growing healthy churches.

Hope Church would characterize ourselves by the following distinctives:

- We are a Christian melting pot; with former Catholics, Lutherans, Pentecostals, Evangelicals, etc. all finding common ground here.
- We are committed to accurate, simple, moderate and relevant teaching of Scripture - our worship services are central to our disciple-making efforts, and our preaching is central to our worship services.

- We are passionate about sharing the gospel. We have a high degree of new adult converts within our church. We share the gospel simply and constantly in our various ministry settings.
- We are focused on making active disciples, and as such, promote opportunities for people to work on their own discipleship (through serving, small groups, leading, relational evangelism, etc).
- We are practical and selective about how we spend our time and energy. We prefer to limit what we try to do, so as to do some things very well. We are okay with saying no to good opportunities if we don't feel it is the right season for us. We want to remain nimble and focused on our aim of making disciples.
- We prefer to be known for what we are for, rather than what we are against. We spend a limited amount of energy defining ourselves against various ideas, movements, organizations, political parties, news stories, etc. We do not shy away from taking a hard stand, but prefer to be positive.

Church Statistics

From an internal census in the summer of 2010, we know:

- *Over 50% of the attendees of Hope Church are new within the past 3 years.*
We have a strong invitation culture, visitor flow, and sense of mission.
- *Over 30% of our adults and teens have first accepted Christ through this church.*
The Lord is working through us as we are focused on helping people connect with God.
- *Over 65% of our adults and teens grew up Catholic.*
Dubuque is considered about 80% Catholic background, so we are reaching our city.
- *Less than 15% of our adults and teens grew up with an "evangelical" church background.*
We have many people who are hungry for Biblical literacy, exploring faith, etc.

Church Vision & Direction

Hope Church has recently seen the completion of a 4-point, 3-year vision plan. Senior Pastor Matt Collins first shared these points with the congregation in the summer of '08, with the hope that all of them would be complete by 2011:

- **Next Generation** Redesign our children and students programs and spaces into vibrant places for families to grow spiritually.
- **Worship Arts** Upgrade our worship center so that we can better use the arts in our worship services to share the power of the gospel.
- **Local Care** Develop a multi-faceted care and counseling ministry that will assist individuals and families in their times of need.
- **Global Church** Start partnerships with Third World national ministries to accomplish life-changing initiatives.

We now have new children's and student ministry staff, and renovated spaces for these ministries. We recently renovated our worship center too, to better enhance our arts capabilities. We started a storefront Neighborhood Resource Center in downtown Dubuque in 2009. We started a partnership in Haiti in 2008 with a ministry that is by nationals, for nationals – raising up a next generation of Christian leaders for that country.

Now that this 3-year vision is complete, it's being replaced by a one year, one point vision to add a fourth worship service at a second location in town. At a weekend attendance of 1,000, our campus is currently near capacity (parking and children's space especially). To continue to reach

our city, we needed to add a worship service, and are choosing to do it through multi-site, currently at Mindframe Theaters beside Kennedy Mall in Dubuque.

Eventually, we wonder if we could have 3 worship locations in Dubuque, where everyone in town would be no more than 10 minutes from a Hope Church site. There are very few Protestant churches in Dubuque. Hope Church is the only Protestant church within an hours drive that has an attendance over 300. We celebrate all the churches in town, but also feel a unique responsibility to remain focused on reaching this city at this time. Evangelizing our city is by far our primary focus.

In 2000, Hope Church had an attendance of 200. By 2008, the attendance was 600. In April/May 2011, attendance averaged about 1,000 (not including Palm Sunday and Easter weekends). On Christmas Eve 2011, we had nearly 1,600 people come through our doors.

Resumes may be emailed to jennifer@ehope.org