



Ministry Action Plan

Position	Facilities Evening/Weekend Staff Representative	Review Period	Annually
Employee Name	Various	POD	Support
Supervises	0	Team Leader	Facilities Manager
Summary	<i>Provides a hospitality and security presence for participants in functions at Covenant Church outside of normal business hours</i>	Revised	February 20, 2019

HOSPITALITY DUTIES

Current Approach	Goal	Accountability
<ul style="list-style-type: none"> — Be familiar with the schedule of events on campus as maintained in Planning Center — On arriving at campus, coordinate with Facilities Manager and other staff as appropriate for special instructions or changes to published schedule — Ensure reserved rooms are unlocked and in appropriate condition for scheduled groups/events — Set up tables and chairs for groups as required by the schedule of events — Be available to assist visitors in locating rooms — Monitor HVAC conditions and adjust the system to provide comfortable environment; contact Maintenance Manager, Facilities Manager, or service provider as appropriate — Be prepared to provide appropriate spaces to accommodate unscheduled groups or groups with conflicting reservations — Circulate around campus to check on and ensure group requirements are met — As needed, perform light janitorial duties in service of groups meeting on campus — Report any issues to Facilities Manager promptly — Act as the face of Covenant during your shift, keeping an attitude of service toward those who are using our campus and facilities — Other tasks as assigned 		



SECURITY DUTIES		
Current Approach	Goal	Accountability
<ul style="list-style-type: none"> – Be aware of potential security challenges on campus. Among these are reported threats to members of the congregation, individuals who have caused repeated problems, individuals demonstrating suspicious behavior – Be able to correctly operate and communicate with provided two-way radio – Be able to safely operate golf cart and lawn tractor equipment according to Covenant procedure – During your shift, periodically patrol campus looking for signs of illegal activity or nuisances – Implement on-the-spot remedies for problems – If an individual or group causes trouble, request that they adhere to Covenant policies for conduct on the campus. If they refuse, you are authorized to request that they depart the premises. If they continue to refuse to comply, do not push the issue; call for police assistance to handle the situation – Report any difficulties to Facilities Manager as soon as possible – Monitor security camera feeds when not attending to other responsibilities – Following final groups, perform walkthrough, lock-up, and set alarms according to given procedures. – Ensure Covenant equipment is properly secured at the end of your duties – Be prepared to contact emergency services (EMS, Fire, etc) as necessary in the course of your shift – Ensure incident reports are completed and submitted as required – Be familiar with the schedule of events – Other tasks as assigned 		

INTENTIONAL DISCIPLER/MENTOR – ONE-ON-ONE DISCIPLESHIP; LEADERSHIP OR PARTICIPATION IN A GROUP

Current Approach	Goal	Accountability
<ul style="list-style-type: none"> – One-on-one discipleship – Group leader or member 		



SPIRITUAL GROWTH – UNDERSTANDS AND MODELS THAT DISIPLESHIP IS A LIFE-LONG PROCESS THAT IS EFFECTIVELY ENCOURAGED BY SPIRITUAL DISCIPLINES SUCH AS PRAYER, BIBLE STUDY, WORSHIP, FELLOWSHIP, SERVING AND GENEROSITY

Current Approach	Goal	Accountability
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FACILITY DUTIES

Current Approach	Goal	Accountability
<ul style="list-style-type: none"> • Ensure buildings and grounds are in good condition during your shift; correct problems if possible, otherwise submit maintenance request or report the issue as appropriate • Note any conditions requiring maintenance, e.g. lights out, leaking plumbing, damage to facilities or equipment, and report them in the appropriate manner • Ensure facilities are left in good condition at closing with lights out, trash removed as appropriate, no personal items left, and furniture returned to the appropriate arrangement <p>– Other tasks as assigned</p>		

FACILITY DUTIES

Current Approach	Goal	Accountability
<ul style="list-style-type: none"> – Assist with special events outside your regular schedule – Assist in parking/traffic direction in support of special events – Perform other reasonable tasks as may be requested in support of Covenant Ministries – Be available to periodically support weddings, funerals, and outside group events – Assist in housekeeping responsibilities as necessary to allow time off for other staff – Other tasks as assigned – Qualifications: ability to regularly lift up to 50 pounds 		



Shared Responsibilities

As a staff member of Covenant Church, I commit to loving my colleagues well. I will be exhibiting this by the way I live into and hold others accountable to these values we have deemed to be of the utmost importance.

Glorifying God

This is to my Father's glory, that you bear much fruit, showing yourselves to be my disciples. John 15:8

Embraces:

- Submitting daily my will for His will
- Living a worshipful lifestyle
- Having a faithful prayer life
- Being faithful, fruitful, fulfilled, and making God famous
- Hearing God say "Well Done"

Integrity

So I strive always to keep my conscience clear before God and man. Acts 24:16

Embraces:

- Being truthful and authentic in all situations
- Honoring my commitments
- Aligning my actions with God's principles

Team Ministry

Two are better than one, because they have a good return for their work: If one falls down, his friend can help him up. But pity the man who falls and has no one to help him up. Ecclesiastes 4:9-10

Embraces:

- Responding to the leading of the Holy Spirit
- Communicating clearly throughout ALL ministries
- Working together in unity to fulfill the mission of a common purpose
- Being mindful and considerate of others' workloads
- Valuing others' gifts, strengths and passions
- Trusting and respecting the opinions, input, and perspectives of others

Truth & Grace

The Word became flesh and made his dwelling among us. We have seen his glory, the glory of the one and only Son, who came from the Father, full of grace and truth. John 1:14

Embraces:

- Extending grace and forgiveness in order to promote healthy relationships
- Speaking the truth in love

Discipleship

And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others. 2 Timothy 2:2

Embraces:

- Intentionally following Jesus while bringing others along
- Committing to being discipled and to discipling others
- Abiding with Christ through the practice of Spiritual Disciplines