



Calvary is a multi-ethnic, multi-generational church in Dover, Delaware whose core values reflect worship, love, community, truth, unity, and authenticity. We are a progressive team who ministers to its community through outreach and to a congregation that averages 1500 in our weekly Sunday attendance.

Facility Team

Position Purpose:

Through a servant mentality, maintain Calvary Church's buildings and grounds in a hands-on manner and in a way that supports the vision and purpose of Calvary Church. To create a clean, inviting atmosphere for our guests in order for their physical needs to be met; which ultimately results in their spiritual needs being met as well. To show value to our guests through our work. With a servant mentality, we operate with a standard of excellence and philosophy of taking initiative, being thorough, and detail oriented.

Minimum Job Qualifications:

- Christian faith and character with a desire for your own spiritual formation and of those to whom we serve
- Commitment to the mission and vision of Calvary Church and adherence to Calvary's Code of Conduct and Confidentiality Agreements, Statement of Faith and Employee policies
- Servant with an authentic humility, an attitude of collaboration, and cooperation
- Strong work ethic and willingness to go above and beyond to complete tasks
- Relational skills and an enthusiastic presence
- Attend church services regularly

Principle Responsibilities:

- Model an appropriate commitment to Calvary Church and team collaboration
- Maintain confidentiality and protect vulnerable information
- Maintain a Christ-like example in all areas of work to better engage team members, volunteers, those who attend Calvary, the community at large and the un-churched
- Serve as a liaison and communicate with facility team members, staff, and volunteers in a clear and concise manner with grace and dignity
- Perform a variety of cleaning tasks to maintain a clean, safe, and sanitary environment following clear directives for cleaning solutions
- Attentive to areas which need to be addressed regardless of your personal daily tasks and address those areas
- Assist in grounds maintenance for all seasons of the year including, but not limited to, snow removal and landscaping.
- Review Calvary Calendars daily for events and activities
- Maintain records and reports relating to supplies, equipment and work performed
- Maintain storage areas, supplies, and equipment
- Participate in inspections to spot preventative maintenance issues
- Perform miscellaneous job-related duties as assigned
- Regular and timely attendance

Knowledge, Skills, and Abilities:

- A self-starter who is motivated to fulfill their responsibilities with excellence
- A team player with a positive, teachable, adaptable, collaborative and approachable attitude
- Demonstrated ability to establish and maintain effective working relationships with co-workers, supervisors, elected and appointed officials, and the public in a high volume, continuous public setting
- A gracious, Christ-like demeanor in demanding situations with an ability to work well with a team under pressure, time constraints and unexpected challenges
- Ability to show initiative, perseverance, and possess a "whatever it takes" attitude across multiple ministries

- Very strong organizational abilities and excellent attention to details and the ability to multi-task
- Skill in coordinating activities by determining the time, place, and sequence of actions to be taken; ability to prioritize and execute tasks as assigned
- Skill in organizing and completing a variety of tasks with speed, efficiency and accuracy while maintaining focus and discipline in an active work environment
- Proven ability to meet expectations and deadlines in a timely manner while working with minimal supervision or alone
- Excellent communicator, with the ability to understand and communicate information, directions and ideas presented through spoken words or written communication with tact and diplomacy in a way that is concise and comprehensible
- Skill in accurate record keeping with attention to detail
- Skill in making appropriate job decisions following established policies and practices.

ADDITIONAL REQUIREMENTS

Must pass pre-employment criminal background investigation

The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

APPLICATION FOR EMPLOYMENT

Calvary Church



DATE OF APPLICATION: _____

PERSONAL INFORMATION (Please Print)

FULL NAME: _____
Last First Middle

PRESENT ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE _____

PHONE: (Days) _____ (Evenings) _____
(Cell Phone) _____ (Email) _____

Are you 18 Years of Age or Over? Yes No

Are you legally eligible to work in the United States? Yes No

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony? Yes No

If yes, please explain on a separate sheet of paper

PRIOR AND CURRENT EDUCATION

	NAME OF SCHOOL	DEGREES OR CREDENTIALS EARNED
HIGH SCHOOL		
COLLEGE OR UNIVERSITY		
POST GRADUATE		
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL		

US MILITARY SERVICE: _____ RANK: _____

PLEASE LIST SUBJECTS OF SPECIAL STUDY, RESEARCH WORK, CERTIFICATIONS, OR SPECIAL TRAINING SKILLS:

POSITION DESIRED

POSITION: _____ DATE AVAILABLE _____

YEARS OF EXPERIENCE: _____ PREFERENCE OF WORK TIME: DAYTIME NIGHTS WEEKENDSSALARY DESIRED: _____ ARE YOU CURRENTLY EMPLOYED? YES NO**SPIRITUAL BACKGROUND**CHURCH AFFILIATION

What is your local church affiliation? _____

Are you currently a member in good standing? _____ How many years? _____

Full Name of Pastor (if other than Calvary Church) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

PHONE: (Business) _____ (Cell) _____

(Email) _____

EMPLOYMENT HISTORY (List below your last three employers, starting with the most recent)

Dates of Employment	FROM
	TO
Employer's Business Name	
Employer's Address	
Salary	
Supervisor's Name	
Supervisor's Phone Number and Email	
Position Held	
Reason for Leaving	

Dates of Employment	FROM
	TO
Employer's Business Name	
Employer's Address	
Salary	

Supervisor's Name	
Supervisor's Phone Number and Email	
Position Held	
Reason for Leaving	

Dates of Employment	FROM
	TO
Employer's Business Name	
Employer's Address	
Salary	
Supervisor's Name	
Supervisor's Phone Number and Email	
Position Held	
Reason for Leaving	

PROFESSIONAL QUALIFICATIONS

Attribute	Need Improvement					Excellent				
	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Knowledge As related to job description	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Use of Time Ability to perform duties in expected time frame	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Accuracy Absence of errors	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Judgment Capacity to make reasonable decisions	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Orderliness Organization to work and work area	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Reliability Dependability, trustworthiness, confidentiality, ability to relay precise information	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Perseverance Ability to meet expectation when faced with unexpected obstacles	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Stability Even temperament; acceptance of unavoidable tension and pressure	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Courtesy Respect for feelings of others; politeness on the job; cordial	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Cooperation Willingness to help others accomplish their responsibilities	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5
Initiate Voluntarily starting projects; attempting non-routine jobs and tasks	□1	□2	□3	□4	□5	□1	□2	□3	□4	□5

Alertness Ability to quickly understand new information and situations and respond appropriately	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Communication Ability to communicate information and ideas in a manner of understanding through spoken words and in writing	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

IN A SEPARATE DOCUMENT

- Describe the reason for your interest in the position being offered.
- List the three most important characteristics of any job, in your opinion.
- Provide a short list of your personal strengths and your personal weaknesses. They do not have to be job-related.
- Describe yourself in one word.
- Describe why you feel you would be a favorable candidate for this position.

PERSONAL REFERENCES

Give the names of three persons, *other than former employers or relatives*, whom you have known at least one year.

(1) NAME: _____ RELATIONSHIP: _____
 ADDRESS: _____
 PHONE: _____ YEARS KNOWN: _____

(2) NAME: _____ RELATIONSHIP: _____
 ADDRESS: _____
 PHONE: _____ YEARS KNOWN: _____

(3) NAME: _____ RELATIONSHIP: _____
 ADDRESS: _____
 PHONE: _____ YEARS KNOWN: _____

DISCLOSURE AND AUTHORIZATION

Calvary, in obedience to Scripture, in keeping with the noble ideas of great civilizations, and in compliance with federal law, subscribes to and encourages the equal right of all to pursue excellence in their lives without racial or ethnic inhibitions. Calvary abides conscientiously to nondiscriminatory practices in hiring and promotions. Calvary expects all staff members to remove from their behavior and speech habits, as well as from their thinking, as much as lies within them, all indications of racial or ethnic bias. Racism in any form will not be tolerated.

All hiring decisions will be made using objective standards based on an individual's qualifications related to a particular job vacancy. Our objective is to recruit, hire, train, and promote into all job levels the most qualified applicants. Employment will be granted to the most qualified person without regard to race, sex, age, national origin, physical or mental handicap, and veteran's status.

Calvary Church reserves the right to employ persons who have a Christian background and philosophy of ministry, and who have a work history and a lifestyle, which is consistent with the scriptural principles of the Bible. Calvary Church considers the Bible the authoritative revelation of God to His creation, the voice that guides humanity to find its true identity in Christ.

I, the undersigned, certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery.

I, the undersigned, authorize Calvary Church to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which know me and have knowledge regarding my testimony and work record. Without giving me prior notice of such disclosure, I also authorize the church to thoroughly interview my former employers and to investigate my work records, evaluations, and any other matters related to the suitability for the position for which I am applying.

I, the undersigned, hereby release Calvary Church, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I, the undersigned, understand that this is only an application for employment and that no employment contract is being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

