Church of the Covenant
67 Newbury Street, Boston, MA

Church Building Manager
Position Description

Position Overview

Church of the Covenant is a progressive, urban congregation located in Boston's historic Back Bay. We are seeking a **Church Building Manager** to oversee the effective operation, use, security, and maintenance of our church building and grounds.

The Building Manager plays an important role in supporting the congregation's mission by ensuring that our facilities are safe, well-maintained, welcoming, and prepared for congregational activities, special events, and short and long-term rental use. The Building Manager reports to the Lead Pastor and works collaboratively with the Associate Pastor, Parish Administrator, Minister of Music, Building Committee, and other staff.

Key Qualifications

The successful candidate will demonstrate:

- Strong communication and interpersonal skills
- Experience or demonstrated ability in building and facilities management
- A collaborative and service-oriented approach to working with staff, tenants, contractors, congregants, and community members
- Excellent attention to detail and strong organizational skills
- Creative and effective problem-solving abilities
- Flexibility and the ability to respond calmly and good-humoredly to unexpected building-related issues
- A commitment to the mission and values of Church of the Covenant

Primary Responsibilities

Building Operations and Maintenance

- Oversee all aspects of building use, maintenance, security, and general readiness.
- Coordinate building repairs and routine maintenance and oversee contractors as needed.
- Ensure that church spaces and grounds are clean, safe, secure, and prepared for congregational activities and rental use.
- Supervise the cleaning sexton and groundskeeper sexton.
- Maintain an inventory of cleaning and restroom supplies and arrange for replenishment as needed.
- Respond promptly and professionally to concerns regarding the building and grounds.
- Supervise on-site building repairs and maintenance; address immediate building issues such as electricity outages, bathroom leaks, trash receptacle overflows, pest problems, etc.; monitor building security; and visit the building regularly to assess conditions and ensure indoor and outdoor areas are ready for building users.
- Maintain and support the Open Sanctuary program.

Tenants, Rentals, and Community Relations

- Serve as the primary point of contact for tenants, prospective renters, abutters and neighbors, visitors, and others interested in using the church facility.
- Manage tenant relationships, including lease-term discussions, timely responses to requests and concerns, and regular communication with tenants.
- Promote rentals of shared church spaces, including the sanctuary, and manage invoicing for short term rentals.
- Coordinate and upkeep the online calendar for special events and building rentals.
- Arrange and oversee sexton services for special events.
- Serve as the initial point of contact for individuals seeking to hold weddings at the church and coordinate appropriate arrangements with the wedding sexton.
- Respond to inquiries regarding facility use and communicate building-related concerns to appropriate church staff and/or the Building Committee Chair.

Financial and Administrative Responsibilities

- Maintain regular communication with the Building Committee Chair regarding building-related expenditures.
- Collect rental and utility reimbursements.

Staff and Committee Collaboration

- Participate in weekly staff meetings.
- Serve as staff liaison to the Building Committee.
- Serve as supervisor of the Open Sanctuary Coordinator.
- Serve as supervisor to sextons (cleaning and event related).
- Work collaboratively with church staff and volunteers to ensure that building operations support the congregation's programs, priorities, and mission.

Schedule

This is a **part-time position 20-24 flexible hours per week (negotiable)**. The position requires flexibility to respond to building needs, special events, rentals, and occasional unanticipated issues. It is a primarily in-person position. This position will begin January 1, 2027.

Compensation and Benefits

Compensation: Annual salary range $40-44K depending on experience and negotiated hours, plus prorated benefits of healthcare, retirement, professional expenses, and continuing education. Will receive up to ten federal paid holidays, four weeks of vacation, two personal days, and two weeks sick leave per year if needed, in accordance with COTC's Personnel Policy. Leave and retirement benefits are provided in accordance with the Church of the Covenant Personnel Policy.

How to Apply

Please send your resume, references, and contact information to finsecy@cotcbos.org. Application deadline is rolling, but we will begin reviewing applicants November 10, 2026. Church of the Covenant welcomes candidates who are committed to supporting a vibrant congregation and maintaining a well-managed, welcoming, and accessible community facility.