

BUILDINGS AND GROUNDS MINISTRY TEAM

The buildings and grounds ministry team is responsible for the general upkeep and oversight of the church property and supervision of the church custodian. This team may arrange for yearly church clean-up days in which church volunteers assist with special projects.

Ministry Area/Department	Buildings and grounds
Position	Buildings and grounds ministry team
Accountable To	Pastor
Ministry Target	Church in general
Position Is	Volunteer
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	General construction • Building maintenance • Ability to supervise others
Best Personality Traits	Dependable • Hardworking • Initiative to get things done without direct supervision
Passion For	Good stewardship of the facilities God has given the church • Presenting a positive physical appearance of the church in the community

RESPONSIBILITIES/DUTIES

- General oversight of buildings and grounds maintenance; ensuring safe, clean and proper order of the facilities. Keep a record of regular maintenance done on buildings/grounds and a list of projects to do.
- Order and maintain supplies for maintaining and repairing building/grounds.
- Make building repairs such as plumbing, electrical, carpentry, painting, and arrange for outside repair services when necessary.
- Set up and take down chairs/partitions as needed for weekly services, meetings and special functions.
- Operate heating and cooling equipment (ensure proper settings for any events held in the facilities and adjust settings for times the facilities may not be in use).
- Ensure that building is kept clean.
- Oversee the operating of the parking lot lights.
- Ensure church security; lock and unlock facilities for church services and events.

- **Oversee budget and expenditures for buildings and grounds.**