



DETAILED JOB DESCRIPTION DISCIPLES CHRISTIAN CHURCH LEADERSHIP

Position:	Property Ministry Team Coordinator
Ministry Area:	The capital resources, campus and property of DCC
Purpose of Position:	The appearance of the church building and grounds make an important first impression for visitors to the church. The congregation has a stewardship responsibility to maintain and improve the facilities God has provided for our study and worship. The Property coordinator provides a wide variety of skills to keep the church facilities in excellent condition.
Responsible To:	Church Board and fellow members of the congregation
Ministry Description:	<ul style="list-style-type: none">- Recruit fellow members to serve on the property ministry team- Encourage new ideas- Attend all Board Meetings and selected Cabinet Meetings as voting member- Present quarterly report of ministry team activities to the Board. If unable to attend, will send a substitute to present the report or email the report to the Board Secretary- Coordinate and schedule volunteer work days- Supervise and manage maintenance and custodial crews- Develop a building usage policy- Identify and make repairs to facility as needed.- Develop annual ministry team budget- Purchase needed supplies and equipment within established budgets.- Maintain, repair, and recommend upgrades to the all of the campus mechanical systems:- Maintain the building and its systems in a good working manner.

- Maintain the lawns and landscaping of the church facility.
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Length of Commitment:

1 year

Time Required

5 to 10 hours per month

Training Provided:

- The annual board retreat
- CCSW and NTA seminars and workshops
- Resources supplied by ministry staff

Qualifications/Special Skills

Basic knowledge of plumbing, electrical systems, paving and concrete, landscaping, carpentry, sprinkler systems, and alarm systems. A genuine attitude of caring for the congregation, staff, and guests of the church. Possess a “whatever it takes” attitude. Take pride in keeping the entire church facility clean, safe, and in good functioning form. A positive attitude at all times and poise under pressure. Spiritual gifts of hospitality, serving, and helping.

Keys to Success

- Delegate specific tasks to team members
- Get list of previous team members as starting point for new team members
- Sit down with predecessor at beginning of term and discuss the previous year’s activities and his/her recommendations for improvement.

Benefits to the Volunteer

Satisfaction that you are helping the church maintain and upgrade its facility, and assisting the church in practicing good stewardship of its resources and property.