

Eagle Ridge United Church

Ministry Description: Property and Maintenance Ministry

Position:	Member of the Property & Maintenance Ministry
Purpose:	To ensure that the church building and grounds are kept in a satisfactory state of repair and that it is a healthy, safe and that it represent the importance the Congregation places on its mission.
Duties & responsibilities:	<ul style="list-style-type: none"> • To develop and maintain a system whereby volunteers are recruited and equipped to perform the maintenance of the building • To prepare an annual budget to be submitted to the Official Board when required • To prepare a long range plan, including financial, for larger maintenance items • To make a request to the Stewards for any non-budgeted expenses over \$400 • To ensure that there are adequate supplies in the building • To procure bids from various professional contractors for work that cannot be done by maintenance personnel or maintenance volunteers • To oversee the existing contracts for garbage disposal and snow removal • To oversee security of the building and grounds • To ensure that servicing of any mechanical or maintenance items are completed as scheduled • To present any innovative ideas and suggestions that the ministry may have in regard to the building and grounds to the Stewards
Length of term:	1 year (starting/ending at the Congregational Program Meeting usually in June).
Meeting frequency:	Every 3 to 4 months, or as required.
Eligibility:	Any person who feels called to this ministry is eligible.
How to join:	Contact the current chair of the Team and express an interest in becoming involved.
Preferred Spiritual Gifts (spread over the whole team):	<ul style="list-style-type: none"> • Assisting • Crafting • Service
Practical skills required:	<ul style="list-style-type: none"> • Organizing volunteers • Maintenance skills (carpentry, plumbing, mechanical, electrical...)