

property ministry team

"...the carpenters, the builders and the masons. Also have them purchase timber and dressed stone to repair the temple." 2 Kings 22:6 (NIV)

The Property Ministry is responsible for maintenance and improvements of the church building, its contents, and the church grounds to have them ready for worship, study, fellowship, recreation, etc. This includes insuring that the environment is clean and comfortable for members and visitors. This involves working in cooperation with the custodial staff.

Areas of Responsibility

1. Interior:

- Coordinate the maintenance and improvements to the interior church building, furniture, equipment, windows, and all operating units such as furnaces, air conditioners, electrical, etc. Assign the work to volunteers or contract work out within budgetary limits. This includes clean-up and security procedures.

2. Exterior:

- Coordinate the maintenance and improvements to the exterior building, air conditioner units, lawn, parking lots, walks, and etc. Assign the work to volunteers or contract work out within budgetary limits. Summer lawn care and winter snow removal are included.

3. Inventory Control:

- Administrate the annual inventory of all church equipment and maintain a record in the church office. Maintain safety and security equipment, fire alarms, fire extinguishers, and first aid equipment.

4. Church Vans:

- Facilitate the church van ministry to insure that the vans are in safe condition and provide for necessary repairs. Maintain a log of preventive maintenance checks before vehicle is used. Also, see that the license and insurance are renewed.

5. General Upkeep Opportunities

- Coordinate opportunities for others to participate in the upkeep of the facilities. For example, a spring cleaning day. Assign work to volunteers for the cleaning of the building / campus.