

**Ministry Title**

Building Maintenance Coordinator

Position Purpose

“The house of the Lord” is the place where Christians gather together to worship God and fellowship with each other. Your concern and care for the buildings of the congregation and its equipment benefits all who come to services and other events at our church.

Ministry Description

The coordinator shall lead the committee to ensure the accomplishment of the following tasks:

1. Recruit building crew workers.
2. Work closely church leaders regarding building needs and scheduling and follow-through of repair projects or of special projects.
3. When needed, meet with building crew workers to discuss and assign routine repairs, special repairs, improvements, cleaning, painting, decorating, remodeling, sound system maintenance, and other projects.
4. If needed, submit budget requests.

Timeframe

The coordinator of building maintenance serves for one year. Time needed is determined by the maintenance required.

Skills to Be Used/Developed

A knowledge of building maintenance is necessary. You will develop your abilities in leadership, organization, and delegation.

Responsible to

Support Leadership Team and Director of Church Operations

Benefit to the Volunteer

You will experience satisfaction in knowing that through the proper care of church buildings, you are serving the Lord.