

Deacon of Facilities

Purpose: The deacon of Facilities assists the elders in the faithful stewardship of the Church's building(s).

Responsibilities:

- Organize a team of volunteers to assist him or her in meeting the various repair and upkeep needs that arise.
- Empower building team by delegating leadership oversight and responsibilities.
- Faithfully steward associated financial and church resources as appointed by the elders

- Oversee the purchase, maintenance and repair of the property, equipment, and facilities of the church.
- Perform regular inspections of basic systems.
- Oversee insurance policies and keep elders advised of necessary adjustments.
- Serve as overseer and primary contact for janitorial service.
- Ensure alarm systems and fire extinguishers are inspected annually.
- Strategically plan for significant maintenance (i.e., carpet replacement, major painting, systems upgrade or replacement).

Communication:

- Monthly: Keep elders apprised of plans. Ask elders for direction. Inform elders of problems or needs.