

Unitarian Universalist Church of Muncie
Property Maintenance Committee
Job Description

Basic Mission

The Committee is responsible for the care of church property including buildings and grounds and the equipment owned by the church.

Main Tasks

1. Organize occasional Saturday morning "Work Days" for cleaning, simple repairs and related tasks, indoors and out, by congregational volunteers (meaning not just Committee members).
2. Prepare a (sizable) budget each fiscal year for the maintenance and needed improvements of church property.
3. Supervise the servicing of HVAC and utilities equipment.
4. Keep an inventory of all properties and supervise the custodians' purchase of supplies.
5. Provide information and supervision for the custodians and recommend compensation.
6. For major repairs and maintenance projects, solicit and evaluate bids and make recommendations to the Board.
7. Ensure the currency and adequacy of church insurance policies (liability, fire, and property damage).

Schedules & Time Commitments & Two-Year Term

The Committee meets monthly to plan and coordinate its activities. The chair/co-chairs is/are responsible for coordinating activities and assigning committee members to work on tasks as the needs arise. Changing light bulbs in the sanctuary and helping with the setup and teardown of the Christmas tree each year are examples of these activities. Committee members typically serve a two-year term.

Preferred Qualifications

The most important qualification for this committee is a willingness to work in order to help our church run efficiently and look nice. Of course it is always helpful if persons have skills or experience in building construction, lighting and electrical systems, HVAC, plumbing, landscaping and grounds keeping, insurance and related budgeting procedures, or have an eye for aesthetics, but these are not essential qualifications for membership. A service manual is available for reference.

Compensations & Rewards

Get to know and work with a group of dedicated folks. Apply your skills (of whatever level) at building and grounds maintenance and improvement, and observe and learn some new ones. Experience the satisfaction of tangible and concrete results of your efforts which people can see and benefit from and which are absolutely essential to church operation and beautification.

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