

## **Ministry Opportunities at St. John the Evangelist Church, Kitchener Property Committee Member**

At St. John's, our various ministries support our intention to be a faithful and thriving community.

Connecting individuals and ministries is an act of mutual discernment – you may wonder which ministry is the best fit for you at this time, and the community may recognize gifts in you and encourage you to share them as we seek to be a thriving community.

The community also has some expectations for ministries. Knowing these expectations can help you and the community discern which ministry makes sense for you at this time. Some ministries have a trial time to assist further with this discernment.

### **How does this ministry contribute to living as a faithful and thriving community and your life of discipleship?**

Every part of our building and its furnishings have come into being, and been maintained through the faithful, often sacrificial, giving of our members. But ultimately, the church building belongs to God, and the purpose of our stewardship of the building is to advance the kingdom of God for generations to come.

### **What gifts and skills are helpful for this role?**

- Knowledge and practical skills in building maintenance
- Observation, and problem solving
- Able to work as part of a team

### **What to expect:**

The Property Committee, under the direction of the Churchwardens, oversees the maintenance and repair of the building and grounds of the Church of St. John the Evangelist.

The Property Committee chair and members:

- will provide orientation for new members
- are accountable to the Churchwardens
- report regularly to Parish Council

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### **Responsibilities**

Make recommendations to Churchwardens regarding:

- priorities for short-term and long-term building repairs and renovations
- maintenance and repair activities best carried out internally or contracted out
- a list of contractors to service regularly the building
- policies and procedures for property maintenance and monitoring
- the annual operating budget

Carry out the following tasks:

- at all times be vigilant for safety hazards, and take corrective action
- develop and regularly update the building systems manual (e.g., electrical, heating, plumbing, etc.) in the church office
- undertake regular walk-through facility monitoring
- implement monitoring checklists and contact appropriate persons to deal with issues
- monitor and regulate all building systems

Oversee/supervise the following tasks:

- custodial service contract
- refuse removal
- snow clearing contract

Coordinate:

- annual all-church cleaning day
- clearing of items that do not need to be retained

**Accountability:** To the Churchwardens