

POSITION DESCRIPTION

Name of Position and Team/Task Force

Property & Grounds Committee Member

Responsibilities

1. Review facility needs and develop action plans
2. Help prepare yearly facility budget
3. Work with church staff to organize groups to work on various projects

Qualifications

1. Commitment to the mission and vision of St. Philip's Lutheran Church
2. Some personal experience in building maintenance
3. Ability to work as a team member
4. Ability to help organize volunteers for upcoming projects

Amount of Time Required

A one hour meeting once per month

1-2 hours per month outside meeting times

1-2 projects per year – i.e. – spring clean-up, painting projects

When Ministry is Performed

Committee meeting the second Monday of every month

Outside meeting hour determined whenever the work needs to be done

Length of Commitment

Two years, renewable upon mutual agreement

Responsible To

Becky Leicher and Pastors

Last Reviewed

November 2006