



Facilities Committee Chair Job Description

JOB TITLE: Chair, Facilities Committee

Term Begins:

Term Length: Three Years

JOB SUMMARY:

The Facilities Ministry is responsible for the care and maintenance of all Church property, including the Church grounds, the Memorial Garden, Westminster House, and the Manse. The team always includes one Session member who may or may not be Chair. It draws its other members from people in the congregation who have an interest in the Church facilities and their upkeep. There may be as many as 12 members, but it usually has fewer. The team meets monthly at 7:30 on the second Tuesday, but can meet at other times when called by the Chair. The committee works closely with the Director of Operations and the Sexton in scheduling work and using its financial resources.

RESPONSIBILITIES

- Oversee the gardening service and grounds maintenance.
- Identify maintenance, repair, and capital improvements needed at the church campus and the Manse.
- Submit projects costing over \$2000 to Session for approval.
- Assist in preparing the facilities section of the budget.
- Assist the Director of Operations with facility rentals, both long and short term.
- Maintain a facilities and maintenance plan
- Conduct committee meetings as needed, typically monthly, and report recommendations at monthly session meetings.
- Provide a committee report to Session monthly, prior to the Session meeting.
- Consult an attorney when needed.

REQUIREMENTS/QUALIFICATIONS

- The ideal candidate would have facilities and property management experience.
- The candidate should be comfortable dealing with conflict resolution.
- The ideal candidate would have a high level of organizational skills
- The chair must be an Ruling Elder on Session.
- Comfort working with or delegating computer assisted surveys and organizational aids would be useful (eg Google Forms).

TIME AND SUPPORT

- Time: Varies depending on time of year
- Support: The chair has numerous supports from the church family, including committee members and former chairs who are willing and able to help advise when needed. Church staff, in particular the Sexton and the Director of Operations, will handle day to day facilities needs.

ADDITIONAL NOTES AND LINKS

- [Session Handbook](#)
- [Book of Order](#)
- If not already, all Ruling Elders will need to become an official member which requires a meeting with the pastor and session. This is not a scary process.
- Elders are ordained and installed as part of a public worship setting generally held at the beginning of each calendar year.
- Session meetings generally take place the first Friday of the month at 10 am.

WHY TAKE THIS VOLUNTEER JOB?

As the church emerges from the pandemic, this is a vibrant time! The facilities chair will greatly impact how we go into the future with the church campus, and if we are able to make the change smoothly.

ROLL OF ELDER IN THE PRESBYTERIAN CHURCH USA (Book of Order G-2.0301)

“As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God’s Spirit and governance of God’s people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they “lord it over” the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with ministers of word and sacrament, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships.”

SUMMARY ROLL OF SESSION IN THE PRESBYTERIAN CHURCH USA (See Book of Order G-3.02)

The session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors. All members of the session are entitled to vote. The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness.

As it leads and guides the witness of the congregation, the session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

In light of this charge, the session has responsibility and power to:

- a. provide that the Word of God may be truly preached and heard.
- b. provide that the Sacraments may be rightly administered and received.
- c. nurture the covenant community of disciples of Christ.