

# **BUILDING & GROUNDS MINISTRY TEAM**

## **Felton Presbyterian Church Mission Statement:**

Bringing people into a lifelong relationship with Jesus Christ

**Key Strategies:** Knowing Jesus Christ more deeply, growing in His likeness, and showing His love and truth to each other and to our community.

## **BUILDING & GROUNDS MINISTRY TEAM Mission Statement:**

We as a team strive to make the facilities a safe and attractive place for people in our congregation and community to worship, fellowship and conduct business.

### **OBJECTIVES:**

- \* To work together to maintain and improve the church facilities to the best of our ability and with wise use of the resources.
- \* To strive to make the facilities a safe and attractive place for people in our congregation and community to worship, fellowship and conduct business.

### **DUTIES AND RESPONSIBILITIES**

- A. Ensure an attractive and inviting facility in which people will desire to return.
- B. Maintain and improve church building.
- C. Regular maintenance of heating system filters, smoke detector battery changes, light bulb changes, sprinkler system reset, light timer reset, heat thermostat reset, etc.
- D. Maintenance of plumbing and septic system.
- E. Maintain and improve church grounds.
- F. Maintain and improve outdoor irrigation system.
- G. Schedule and supervise All-Church Workdays with an emphasis on building relationships.
- H. Ensure security of church building (lock-up, fire safety, prevent & repair hazards, comply with local building ordinances)
- I. Respond to facility emergencies (plumbing, electrical, breaches of security, etc.)
- J. Repair or replacement of chairs, tables and other fixtures in the church building.
- K. Maintain and improve manse.
- L. Review and approve (or deny) payment of receipts and services related to the building & grounds of FPC as requested by the Office Manager.
- M. Help the Personnel Ministry Team and the Pastor as Head of Staff in oversight of the Custodian.
- N. Lock-up of facility after church functions (delegate to lock-up team)
- O. Hiring and supervision of outside contractors and laborers
- P. Serve as a general contact for questions or needs of the Helping Hands Ministry.

**Staffing for the ministry team:** One session member and at least five others.

**Buildings & Grounds Ministry Team Meetings:** Held on an "as needed" basis with a minimum of three scheduled meetings per calendar year.