

**Community Mennonite Church  
Job Description**

**Committee/Position** \_\_\_\_\_ **Property Committee** \_\_\_\_\_

**Commission** \_\_\_\_\_ **Administration** \_\_\_\_\_

**Mission/Purpose:**

Attend to the stewardship of the physical property at CMC by keeping the facility in good working order from the grounds to the roof.

**Responsibilities:**

- Meet as needed
- Submit budget requests
- Monitor expenditures, to make sure they are within budget
- Make special expenditure requests when needed
- Monitor condition of building and grounds
- See that the work gets done, delegate it out (volunteers) hire it out when appropriate or if necessary or if all fails, do it yourself considering time skills and budget
- All maintenance: heating and air conditioning, lights and electrical needs, plumbing, kitchen equipment, put in and take out a/c window units, change air handler filters every 4 months, fall & spring Saturday clean up
- All repairs when they arise
- Landscaping: yearly maintenance and upkeep

**Regular Activities/Responsibilities:**

**January**

**February**

**March**

- Change filters

**April**

- Change from heat to cool cycles

**May**

- Spring cleanup

**June**

**July**

**August**

**September**

## **Community Mennonite Church Job Description**

### **October**

- Change from cool to heat cycles

### **November**

- Fall cleanup
- Change filters

### **December**

- Write annual report
- Change filters