

**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

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October

- Change from cool to heat cycles

November

- Fall cleanup
- Change filters

December

- Write annual report
- Change filters