



Plant / Operations Commission  
**Building Maintenance Committee Coordinator**  
**Position Description**

**Reports to:**

Facilities Commission Chair.

**Ministry Purpose / Objective:**

To coordinate and plan activities surrounding the maintenance of the properties of the parish. This ministry monitors the condition of the physical environment and advises the Facilities Commission Chair of current facility status. It functions as a resource for general repairs and saves the parish money by performing repairs and projects instead of hiring others to do them whenever possible. It helps to coordinate and plan capital expenditures.

**General Responsibilities of All Ministry Coordinators:**

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Maintains updated participant records including phone numbers and email addresses.
- Recruits new ministry members, using bulletin announcements, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding your ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry's budget
  - Ministry Goals and Objectives
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Always presents ministry in a positive light.



### **Responsibilities of Building Maintenance Committee Coordinator:**

- Monitors the physical condition of ICC grounds and buildings.
- Advises the Facilities Commission Chair of current facility status, and ways to save funds and resources.
- Determines course of action for committee members, and projects.
- Develops an activities/task list for committee members to avoid duplication of effort:
  - Inter Committee Work
  - Outsourcing of Work
- Plans/schedules repairs and projects within parish budget guidelines.
  - Schedules Estimates
  - Addresses Budget Constraints
- Develops capital plan and submits to Parish Financial Council for incorporation into annual budget. (Refer to Building and Grounds Commission description regarding the 5-year plan.)

### **Special Activities:**

- Annual parish Leadership training.

### **Meetings (when held, frequency, etc.):**

- All Commission Meetings
- Inter Ministry meetings as needed/required/scheduled

### **Time Commitment:**

Time to be allotted to the Following Tasks:

**Average Time** (these times are average and may vary depending upon the individual completing the work, and the situation.)

- Administrative

2 hours monthly

### **Expected Length of Commitment:**

- Two years and may be extended by one year with a maximum term of three years.

### **Qualifications Required:**

"Handyman Experience" -- especially mechanical and carpentry.

### **Building Maintenance Committee Coordinator Resource(s): Assistant Coordinator**

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



## Facilities Commission Building Maintenance Committee Coordinator Task List

### General Tasks:

- Recruits new members
- Maintains member list and advises secretary of any changes to ministers' records (phone number, email, address).
- Conducts training sessions during the course of the year in coordination with the Director of Liturgy and the Facilities Commission.
  - Ensures training dates and times are on the parish calendar.
- Completes Facility Reservation Form (FRF) for dates when utilizing the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Keycard Record & Agreement for assignment of Access keycard when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Building Maintenance Committees Guidelines.
- Participates in Commissions/Stewardship Fairs.
  - Updates "Story Board" for Commissions/Stewardship Fair.
  - Recruits' members of ministry for implementing Commissions/Stewardship Fair.
- Evaluates the ministry yearly, (What worked well? What didn't work well? What needs to be done differently?)

### Additional Tasks:

- Monitors ICC grounds and buildings and advises Facilities Commission Chair of status.
- Oversees projects done by either committee members or outsourced labor.
- Updates and maintains vendor contract list for outsourced projects.
- Hurricane preparation according to parish Hurricane Plan.