

## **BUILDING AND GROUNDS COMMITTEE JOB DESCRIPTION**

**STAFF LIAISON: Church Administrator, Debra Arredondo**

**2012 COMMITTEE CHAIR: Joe Manuel**

**COMMITTEE MEMBERS: Leo Adams, Les Barnes, John Bell, Melissa Brown, Richard Corderman, Gene Krieger**

### **I. Purpose**

The Building & Grounds Committee oversees all activities associated with the operation, maintenance, safety and security of all buildings, grounds, furnishings and equipment owned by the church, except items expressly the responsibility of another committee. As needed, the Building Committee assists Associate Pastor of Education & Administration (APEA) on matters relating to the building, facilities, and grounds.

### **II. Responsibilities:** Assist the APEA in:

1. Preparing annual Building Committee budget and amendments to same for submittal to the Finance Committee.
2. Reviewing requests regarding buildings, grounds, furnishings and equipment owned by the church and determine what, if any, action should be taken. If work is to be done, assist the Church Administrator in carrying out such work. When funds are needed for expenditures within the Building Committee Purpose, but beyond the approved budget, the Committee will request assistance from the Finance Committee.
3. Hiring, firing, providing job descriptions, task lists, supervisory methods and agreements related to any contracted maintenance and other services that may be needed from time to time to carry out the purposes of the Committee.
4. Maintaining an inventory of furniture and fixtures
5. Performing a detailed quarterly inspection of the building, grounds, furnishings and equipment of the church and determine any action needed to take care of a need. During such inspections, the Church Administrator will collect requests from members, organizational workers and staff members and work with the Committee to determine how best to deal with each request.
6. Performing or arranging for all needed purchases or maintenance work related to the Committee's charter. The Church Administrator will purchase maintenance parts, supplies and other budgeted items related to the Committee's work.
7. Staying informed of and complying with all code compliance and OSHA requirements.
8. Reviewing, recommending and approving the decorating, painting, structural changes or remodeling of any part of the church facilities.
9. Host an "All Church Work Day" as needs require.
10. Report Committee activities to the Council.
11. Serve as sponsor committee to assigned Ministry Teams: Audio/Visual, Building Aesthetics, Ground Aesthetics, Handyman Ministry, Information Technology Ministry, Office Work Ministry, Video Production Ministry.

## **MINISTRIES UNDER THE BUILDING AND GROUNDS COMMITTEE**

### **AUDIO VISUAL MINISTRY**

Richard Corderman, Leader  
John Bell  
Ted Borcharding  
Steve Fong  
Miles Hurst  
Joel Kirn  
Bill Miller  
John Myers

### **BUILDING AESTHETICS MINISTRY**

Beth Milstead, Leader  
Fran Rhodes

### **GROUNDS AESTHETICS MINISTRY**

Les Barnes, Leader  
Jim Davis  
Janie Tope-Dawes  
Peggy Hinds  
Phil Sagebiel  
Bob Sheriff  
Barbara Witt  
Keith Waldrep

### **HANDYMAN MINISTRY**

Joe Manuel, Leader  
Leo Adams  
Darren Ballinger  
Jim Carson  
Richard Corderman  
Penn Jackson Sr  
Bill Mitchell  
John Myers  
David Sharp  
Elwin Williams

### **INFORMATION TECHNOLOGY MINISTRY**

Steve Fong  
Joe Manuel  
Brent Shoffner  
Al Saenz  
Derlene Williams

### **OFFICE WORK MINISTRY**

Pat Davis, Leader  
Warren Blanchard  
Shirley Hill  
Lorraine Hudson  
Lottie Mitchell  
Bill Miller  
Fran Rhodes  
A Kay Sinclair  
Lonnie Shuler

### **VIDEO PRODUCTION MINISTRY**

John Myers, Leader  
Miles Hurst  
Pat Allen