

ST. PATRICK'S CHURCH

VOLUNTEER MINISTRY POSITION DESCRIPTION

Maintenance Committee Member

Overview

The Maintenance Committee is involved in the structural maintenance of St. Patrick's Church and property. Reporting directly to the Pastor, the committee advises and is involved in the building, tearing down, rebuilding of any parts of the ecclesiastical Church and makes repairs or improvements on any of the Church's property.

Activities/Responsibilities

- Approximately two times a year, the committee members will conduct an overall walk around of the Church in order to survey any needs.
- Members of the committee may be involved in the fixing of minor repairs as needed.
- If major structural work is needed, the committee will meet to discuss the needs and will tender the work to at least 3 different companies.

Skills, Experience, Personal Traits and Qualifications

- Has experience in building structure and management.
- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Has the ability to work as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Screening Checklist for this Low Risk position at St. Patrick's Church

- Completion of a Volunteer Information Form, and Agreement to Code of Conduct
- Training and orientation
- Supervision

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Parish Volunteer Screening Coordinator

Pastor

Date _____