

Redeemer Evangelical Free Church  
**MINISTRY JOB DESCRIPTION**

**POSITION: Properties Chairperson**

**Accountable to:** The Property & Finance Elder

**Nominating Team Contact:** Any member

**EXPECTATIONS AND DUTIES**

- Request Elder Board approval for team members.
- Concern for the appearance of the church building, its furnishings and grounds as a ministry to the Lord.
- Responsible for enlisting and motivating volunteers to help with repairs or projects around the church.
- Establish written policies concerning the use of the church facility and equipment.
- Able to discuss ideas and ways to improve the appearance and upkeep of the church building.
- Plan and lead regularly scheduled meetings.
- Assign, oversee projects and follow up on progress until completed.
- Oversees decorating & kitchen teams.
- Be a liaison/mediator between groups and all types of people.
- Submit a yearly report.
- Keep records of property expenses and together with the Trustee team set the yearly budget needs.

**QUALIFICATIONS**

- A believer who has accepted Jesus Christ as their Savior and Lord, and is drawing upon the Holy Spirit for continued spiritual growth and maturity.
- (Taken directly from 1 Timothy 3:1-7 & {Titus 1:5-9}) Above reproach {blameless, temperate {not overbearing}, self-controlled {holy & disciplined}, respectable {upright}, hospitable, not given to drunkenness, not violent but gentle, not quarrelsome {not quick tempered}, not a lover of money {not pursuing dishonest gain}, {one who loves what is good}
- Must be mature in their faith, doctrinally sound – knowing and loving the Word, loving God and loving others.
- General knowledge of building maintenance or a willingness to get information.

**MEMBERSHIP REQUIREMENT:** A member in good standing for minimum of one year

**COMMITMENT:** One year