

All Souls Unitarian Universalist Congregation
Job Description of Committee Chair or Ministry Team Leader

Committee or Ministry Team: Facilities

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MISSION STATEMENT: All Souls UU Congregation is a liberal religious congregation that nurtures lifelong spiritual development. We covenant to create a welcoming, caring, justice-seeking community within and beyond these walls.

VISION STATEMENT: All Souls welcomes seekers to our liberal religion and offers a transformative worship experience. We act boldly, compassionately, and publicly for justice. We intentionally share the message of Unitarian Universalism. While building a congregation of over 300 members, we broaden and deepen our ministries with community partnerships and an integrated campus.

1. How does this committee support the mission and vision of All Souls?

The Facilities team seeks to maintain a safe, secure, clean and attractive environment for the members of the congregation. By presenting a welcoming campus to those beyond our walls, we strive to broaden our outreach and share the message of Unitarian Universalism. The Facilities team attends to both the 19 Jay Street and the 25 Jay Street properties.

2. Specific responsibilities of chairperson:

Directs the efforts of the team in completing, or works to secure professional contracts to address the following areas;

- a) Assure that the heating and cooling systems are functioning and as efficient as possible
- b) Attend to the repair and replacement of plumbing and electrical systems
- c) Maintain the structural and esthetic integrity of the buildings
- d) Maintain and improve the grounds and gardens of the campus
- e) Ensure that any service contracts, such as snow plowing, are addressed and that periodic inspections (fire and alarm systems, HVAC) are completed

- f) Provide support to other All Souls teams in their attempts to address congregational goals.
- g) Encourage the participation of congregational members in the work of the Facilities Team to deepen their commitment to this community.
- h) Prepare annual report for team
- i) Prepare budget for team
- j) Attend council meetings

3. Knowledge and skills:

- a) Interest and belief in the responsibilities that the Facilities team has accepted
- b) Willingness and time to participate in the schedule of the team – one meeting and one work day per month (which on occasion might require more time during the week to complete certain jobs).
- c) Willingness to perform all types of maintenance tasks from cleaning and painting to landscaping and simple plumbing or carpentry work.
- d) Participation in the decision making process when seeking contracts for work beyond the scope or abilities of the team

4. Estimated number of hours per month: 5 - 10

5. Position term: 2 year commitment, with a second 2 year term possible; no term limits for committee members

6. This team coordinates with (indicate other teams or committees): staff, safety committee, technology, and any other as requested

7. Additional relevant information: The Facilities team works behind the scenes in the life of our church's community. It strives to meet its responsibility by working to maintain a comfortable environment and to anticipate problems before they become critical. Much goes unnoticed by the church community but the team is rewarded by a sense of accomplishment and pride. We welcome all those who share our commitment.