

Mount Zion Baptist Church of Greensboro, Inc.

MINISTRY DESCRIPTION

Ministry Title:	Facilities Committee
Reports To:	Executive Council
Committee Member from Staff:	Director of Exaltation
Date Prepared/Revised:	May 20, 2005

Ministry Purpose Statement

To ensure the proper maintenance and use of church properties including grounds, parking lots, buildings and equipment. Implement wise stewardship measures to safeguard church property and equipment.

Specific List of Responsibilities

- Ensure that proper repairs and maintenance are made to church property and equipment in accordance with budgeted resources and need. Review competitive bids on service contracts.
- Develop and implement a preventative maintenance program for routine periodic inspection and maintenance procedures on all church facilities. Refer to the Facilities Section of the Policies and Procedures Manual.
- Work with staff in determining needs in repairs, contract maintenance, rental and/or replacement of furniture and equipment used in all areas of the church. Make part of the annual budgeting process a "Repairs and Maintenance Request" form.
- Work to promote efficiency and economy in the purchase, use of, and repair to equipment.
- Develop a group of lay volunteers who have businesses or special talents in the area of facilities and grounds. Call upon these individuals as minor needs arise or when special "Work Days" are called. Allow the body to use their gifts and talents.
- Make recommendations to the Finance Committee for any non-budgeted emergency repair/maintenance needs.

- Recommend short and long-term requirements including the renovation, remodeling, purchase or sale of church properties and equipment.
- Recommend the acceptance of any furniture, fixtures and equipment gifts to the church.
- Maintain and develop new policies and procedures for the use and upkeep of church facilities. Refer to the Facilities Section of the Policies and Procedures Manual.
- Conduct with senior staff and other ministry leaders an annual evaluation of space allocations for the purpose of determining better uses of space.
- Evaluate all church property and buildings and make recommendations to ensure that the space is accessible to disabled persons and the elderly.
- Work with any ministry regarding upkeep of any properties and acquisition.
- Recommend vendors for the obtaining of competitive bids in the selection of furnishings for church programs and activities.
- Promote, through whatever means available, the conservation of energy and other natural resources that are used in the operation of church facilities.
- Develop plans to ensure safety and protection of members, guests and employees while on church property (i.e. evacuation plans, disaster plans, recovery).
- Review security measures to protect church owned assets (i.e. structural safeguards, keys and locks, security systems, lighting).
- Evaluate adequacy of internal and external church signage.
- Maintain operation and repair of church mobile radios used by staff and volunteers.
- Work with appropriate committees in evaluating the feasibility of accepting offers of real property.
- Work with staff in developing guidelines for use of facilities and fee structures.
- Provide reasonable assurance that the following Mount Zion Baptist Church ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals

2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
 - Present an Annual Report of ministry to the Executive Council.
 - Perform other duties as requested by the Executive Council.