

Job Description of the Building and Properties Committee for Sovereign Grace Baptist Church – Modesto California. March 2008

Introduction: As we embark on this phase of our church's history viz. from this point when we have our own building to maintain, it is prudent as a matter of stewardship and practicality that we have a committee (Building and Properties Committee – B and P) of people who are willing to carry out the projects relating to the building in the future.

One characteristic we hope to see in committee members is initiative. It is a wonderful thing to see the servants of the Lord rush in to serve the church and not sit idly waiting to fix a problem. The projects of the B and P Committee will vary in nature so much that to compose a list of them would be too daunting. However, in brief the nature of the work of the committee will relate to the following areas:

Upkeep and Repair – Specifically as pertains to functionality. Meaning when there is a need of something being fixed the committee discusses it with Deacons and Pastors and sets about finding a solution to the problem. Some areas included are:

- Plumbing
- Electrical
- Heating and Air
- Structural Repairs – Paint, woodwork, damage, safety issues
- Grounds and Landscaping – Sprinklers, trees, parking lot, lawn, concrete

Projects, Additions, Remodels – Changes or improvements requiring management, planning and goals. Some areas may include

- Additions of Structures – Rooms, classes, activities areas, storage
- Remodeling – Restrooms, existing structures, improve space
- Improve or Add Non-Structural Elements – Shelving, storage, cabinets, platforms
- Updating as Necessary – Sound / Lighting, Disability access, compliance issues
- Exterior Improvements – Siding, concrete, grounds and landscaping
- Large Moves – Moving large things needing more than one or two people from one location to another (Piano, appliances, platforms)

Custodial and Regular Maintenance – *Day to day* operations of the building and grounds. The B and P committee is to work in tandem with the Deacons and Pastors with regard to daily maintenance of the property. There is overlap in daily maintenance and repair, so B and P members are encouraged to communicate with others who serve in daily maintenance of the church. This may include some of the following:

- Custodial / Janitorial - Coming along side those working as custodians to pick up slack
- Assisting Deacons – Helping lock up, prepare for special events or meetings, tidy up before and after services
- Availability – The B and P Committee is a servant committee and ought to be available when called upon to help

Admonition: Given the variety of Church Government Structures and individual experiences a word of admonition seems fit for members of the SGBC B and P Committee. One such thing is

that this committee is NOT is a Board of any type or a Governing Body. It is not an office of the church. It is an organized committee of those who would serve the Lord by helping make sure the Building and Properties of SGBC run smoothly and orderly. The decision making of our church is as it always has been and will be as outlined in our Constitution and we believe Scripture itself.

Committee Structure: As with any committee B and P will have members, a chairperson and regular meetings. The chairperson of the committee will give reports at business meetings on progress of projects or specific needs the committee may have. The chairperson will be similar to a foreman in a construction type setting. Meaning, he is encouraged to delegate duties to those gifted and willing to help. He can request leadership help from the Pastors and Deacons if it is needed (getting helpers and things of that nature)

Meetings should be monthly until operation is running smoothly after all of the initial projects are complete. We'll reevaluate this job description after a few months and decide if meetings should be less frequent.

Encouragement: Members are encouraged make special note in the studies of the Bible that regard the physical place of worship. Lest we think there is insignificance in serving in this area versus a teaching or up front type ministry this study of the Bible will show very much the opposite. It is a glorious thing to serve the Lord in such a capacity as when His people are gathered for Worship, they do it unhindered by those things this committee is working on. This is a very direct way to bring glory to the Lord!