

CONGREGATIONAL OFFICER JOB DESCRIPTION

Trinity Lutheran Church, Savannah, Georgia

MINISTRY NAME

BOARD OF PROPERTY MANAGEMENT

MISSION

- To efficiently and prudently support and maintain the many physical assets we are blessed with in our quest to reach others with the good news of Christ crucified.

VISION

- A simple, yet beautiful place of worship and study that reflects God's glory and our commitment to our Savior, one that can be efficiently maintained through the expeditious use of the time, talent, and treasure so generously offered by our members.

PURPOSE

- The preservation of all real and personal property of the congregation.

COMPOSITION & ORGANIZATION

The Board of Property Management, hereafter referred to as the BOARD, shall normally consist of a CHAIR elected by the congregation's voting members at a properly convened Voter's Assembly. The CHAIR will serve a term as specified in the church Bylaws and is a designated voting member of the Church Council. Additional willing and able voting members of the congregation will be recruited to serve on the BOARD and its various subcommittees in order to expedite accomplishing the functions of the BOARD. In the absence of an elected candidate to serve as the CHAIR, the Church Council will appoint an interim CHAIR until a suitable candidate to the CHAIR position has been identified, said candidate would then be confirmed by election at the next scheduled Voter's Assembly. The BOARD, under normal circumstances, shall meet at the discretion of the CHAIR, servant events such as Congregational Work Day may be held in lieu of regular meetings.

ACCOUNTABILITY

The CHAIR and BOARD is accountable to the Church Council and Voters Assembly.

QUALIFICATIONS

The CHAIR qualifications include:

- The ability and commitment to function as a member of the Church Council.
- Ability to attend monthly and quarterly meetings and work activity events and participate in meetings as a member or leader.
- A background in the repair and maintenance of buildings and equipment.
- A working knowledge of simple budgets and contracts.
- Organizational skills to manage small group or team repair activities.
- Must be able to climb stairs and ladders for inspection purposes.

RESPONSIBILITIES OF THE CHAIR

The CHAIR has authority and responsibility for all personal and real property of the congregation, these include:

A. Church Property And Equipment

- a. **Implementation & Facilitation:** Carry out resolutions as instructed by the Voters and Council regarding purchases, repairs, replacements or modification of church property and equipment.

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- b. **Work Lists:** Develop and maintain a backlog of repairs and improvements to the facility. Establish priorities for work to be accomplished. Secure needed material, equipment and technical skills needed within budget to complete routine work items.
- c. **Capital Projects:** Maintain a list of capital project “opportunities” to itemize needed repairs and improvements. Provide guidance to Council and Voters concerning major purchases, equipment and building repairs, and any other major capital expenditures beyond the direct authority of the Property Management.
- d. **Property Files:** (Develop and) Maintain a file of all real and personal property to include the replacement cost, serial numbers, model, and style and type numbers as appropriate.

B. Security And Protection Of Church Assets

- a. **Building Security:** Maintain a key control program for keys issued for access to all church facilities and provide for the issuing of such keys. Provide guidance to Council and Trinity staff concerning individuals who are authorized to hold keys. Retrieve keys from individuals who are no longer authorized to hold them.
- b. **Emergency & Security Equipment:** Establish and maintain security, emergency egress, and fire monitoring and control equipment for the facility.
- c. **Consultation:** Provide guidance, administration, and support to Council in the protection of information, intellectual property, and real property critical to the operation of the Church.
- d. **Over site:** Provide for the care and safekeeping of all official documents of the congregation, particularly the Articles of Incorporation, the constitution and bylaws, all insurance policies, all deeds and titles, all legal opinions and legal correspondence, all contracts and all blueprints.

C. Administration.

- a. **Management:** Participate in the management of Trinity affairs as a member of Church Council. Attend meetings and chair or participate in sub-committees as needed. Report, in writing, the status and recommendations of the BOARD to Church Council and the Voter’s Assembly. Establishment and communicate the goals and activities for the BOARD.
- b. **Board Members:** Help identify, recruit, and train lay adult volunteers as Board members to assist in the maintenance and care of congregation properties. Appoint, when necessary, a Board member or other member as a substitute for the CHAIR and assume their duties. Board members duties and responsibilities shall be defined and delegated by the Board Chair as limited by the Constitution and By-Laws. Board member positions include but are not limited to the following areas:
 - i. **Landscaping**
 - ii. **Mowing and Edging**
 - iii. **Computers, A/V and Electronics**
 - iv. **Kitchen**
 - v. **HVAC and Electrical**
 - vi. **Buildings General**

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- c. **Meetings:** Schedule, set and distribute the agenda, and preside at the regular meetings of the BOARD. With appropriate advance notice provided to all BOARD members, call special meetings of the BOARD, reschedule, or cancel any regular meetings.
- d. **Negotiation:** Negotiate and recommend for approval by the Church Council or Voters, all contracts and purchases relative to the properties of the congregation.
- e. **Purchasing & Contracts:** Purchase materials, repair parts, contract services, and supplies within budget limits and delegated authority as needed to maintain the equipment and buildings. Secure and approve the hiring of contract employees or services to perform custodial and routine maintenance and emergency services.
- f. **Budgeting & Cost Control:** Prepare an annual budget funds for adequate staffing, services, and supplies for the facility consistent with Trinity's ministry plan. Control purchasing made by others in areas related to Property Management. Periodically review expenditures with the Church Council.
- g. **Utilities:** Review utility use, primarily gas, electric, water, and telecommunications, and include in the budgeting cost control process. Make recommendation for control and reduction of these variable costs.

D. Building Use And Control

- a. **Sub-committees:** Sub-committee assignments may be assigned as responsibility of Property Management by Council or Voters. The CHAIR will appoint sub-committees and individuals to plan and implement the various activities of the BOARD and coordinate the activities of said sub-committees directly or through a designated representative. These sub-committees may be standing, as needed or ad hoc in their function.
- b. **Building Use and Control Sub-committee:** An ad-hoc committee to provide and maintain, with approval of the Church Council, will:
 - i. May develop for approval a set of regulations governing the use of church properties, facilities and equipment. The CHAIR or sub-committee head or their designee shall administer rules and regulation regarding the use of the facility.
 - ii. May develop for approval a set of priorities and cost schedule guidelines with approval of the Council in granting use of church property, facilities and equipment to various groups and individuals.
 - iii. May develop for approval guidelines to regulate and coordinate the use of property, facilities, and equipment.
 - iv. May develop for approval and maintain a set of forms and procedures as necessary to the administration of this function.
 - v. May develop for approval recommendations and refer extraordinary use requests to the CHAIR or Council to render a decision.
- c. **Furnishings Sub-committee:** An ad-hoc sub-committee to research and recommend furniture for the aesthetic improvement or functionality of the buildings. The sub-committee, with approval of the Church Council, will:
 - i. Be activated or dissolved by directive from the CHAIR or Church Council.
 - ii. Identify and bid furniture and other items as directed and recommend purchase of same to the CHAIR or Church Council.

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- iii. Schedule and over see the delivery and installation of these approved and purchased materials.
- d. **Hurricane Preparedness Team Council Sub-committee:** Act as **Hurricane Preparedness Coordinator (HPC)** as defined in the **Hurricane Preparedness Plan**. Annually review and update the plan as needed.

E. Miscellaneous

- a. **Direction:** Enlist, coordinate and schedule work on approved projects, normal repairs and routine maintenance services.
- b. **Inspection:** Make a periodic physical inspection of all church properties.
- c. **Hazard Abatement:** Insure that on-the-spot repairs are made for safety items and remove potential hazards. Where an emergency exists, or a delay could endanger life or health or cause still greater damage, incur such expense as is necessary to render the congregation's premises safe and also to protect congregation property from casualty, liability, theft or undue exposure to the elements.
- d. **Termination of Position:** Recognize, inform, and consult with the President of the Church Council if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied. Should the CHAIR decide to quit their position, and barring an emergency situation, they are to
 - i. 1) provide sufficient notice and reason to the President so as not to disrupt the operations of the BOARD,
 - ii. 2) continue in their position for 30 days, or until such time as their replacement has been designated, whichever comes first, and
 - iii. 3) work in conjunction with the new CHAIR and Church Council to effect a smooth transition of any work in progress.

RESPONSIBILITIES OF BOARD MEMBERS

BOARD members shall:

- Serve for a period of one year or, at the discretion of the CHAIR, the requisite amount of time required to fulfill their assignments.
- Carry out the assignments entrusted them by the CHAIR.
- Attend and participate in regular meetings of the BOARD.
- Recognize, inform, and consult with the CHAIR if additional assistance in meeting their commitments is required.
- Recognize, inform, and consult with the CHAIR if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied.

GENERAL RESPONSIBILITIES OF THE BOARD

- Assist as needed in meeting the CHAIR's responsibility regarding the BOARD as defined above.
- Work with the appropriate committees, officers, and other church leaders to maintain the church property.
- Communicate regularly to ensure mutual understanding of goals, objectives, and activities.

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- Provide input as necessary to assist in the preparation of an annual budget for the BOARD.
- Act as a steward of the resources made available to the BOARD.
- Ensure that supplies, materials, and equipment are available as authorized and necessary to maintain and preserve the physical assets of the church. Oversee the care of facilities and equipment.
- Help plan, implement, and conduct servant projects and encourage continued and increasing participation of congregational members in these activities.
- Regularly review the availability and condition of facilities to ensure proper operation and make recommendations to the appropriate groups in the church concerning any needed changes.