

JOB DESCRIPTION CHURCH MAINTENANCE

Policy Statement

Each person who is employed by Trinity United Methodist Church, in whatever capacity, should see themselves as a minister of the church. Before accepting the position, they should prayerfully consider whether God is calling them to this ministry. Each person should understand that as an employee of the church, they are a representative of the church and their actions reflect upon the church in either a positive or negative way. This gives each person, employed and volunteer, the great opportunity and the responsibility to share God's love in both words and everyday actions.

Each employee of the church should have an up to date Act 435 Clearance (PA Criminal History report from the PA State Police; Certification from the PA Department of Human Services and Federal Criminal History report for the FBI, which shall include submission of the individual's fingerprints). The approximate \$50.00 fees will be reimbursed by the church.

Requirements

- Past experience in small repairs and maintenance trades
- Effective communication abilities, orally and/or in writing
- Presents a Christian demeanor in both dress and actions
- Use time efficiently

Scope of Work

This position will be part-time, for an average of about 10 hours per week, and entail light maintenance, to ensure all is in working order for the Church and Trinity Fellowship Center (TFC) on a regular basis, and also for the parsonage and other structures as assigned by the Trustees. The work will be done under the coordination of the pastor and in cooperation with the Trustees. The Trustees may determine the work assignments.

Duties and Responsibilities

1. Light maintenance such as replacing a screen or filter, fixing a window pan, painting, electrical, or plumbing
2. Provide written and/or verbal status reports to Trustees in time for their monthly meetings on the first Monday of each month
3. Attend Trustee meetings as needed
4. Direct any concerns to the Trustees, including emergency and larger maintenance jobs
5. As approved/requested by Trustees, enlist/hire assistance of commercial firms
6. Meet, escort and work with repair and maintenance companies (HVAC, pest control, security system, fire extinguishers)
7. Recycle as much as possible. Set out recyclables; recycle fluorescent light bulbs when opportunities arise
8. Inspect and repair playground equipment
9. Generally "police" around buildings (trash, detail, security, etc.)
10. Work under the direction of the Pastor and/or Trustees for other duties as assigned

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11. Available 6 a.m. to 6 p.m. Monday through Friday for calls to fix, repair, replace, maintain, and check things at TUMC, TFC, TDCC, and parsonage. Make arrangements with professional companies as needed.
12. Put up reserved space signs for funeral lunches and coordinate with funeral directors when needed
13. Distribute and collect church keys as needed

Related Information

1. Participate in their job performance reviews which will be performed once or twice a year with the Staff Parish Relations Committee
2. Participate in individual consultations with the pastor and in all-staff meetings

Last reviewed on:

Date:

Signature: