

UUFH
Shared Ministry Position Description

Position Title: Castle Care Committee Chair **Cluster:** Administration and Facilities

Purpose of Position/Description:

To insure that our buildings and grounds are safe and attractive

Responsibilities:

To take care of building emergencies as they arise

To plan non-emergency jobs to be done at Second Saturday Shared Maintenance

To maintain and update a list of jobs to be done

When is this ministry performed/Amount of time required:

Monthly meetings of the Committee

Ad hoc phone calls to discuss situations as they arise

Qualifications:

Familiarity with the buildings

Experience with various aspects of repair and maintenance

Ability to keep several projects in mind at the same time

Ability to delegate jobs within the Committee

Ability to triage jobs according to urgency

Training Provided:

Informal orientation

Chair should serve on Committee prior to assuming role of Chair

Support Provided:

Support provided by Administration and Facilities Cluster Coordinator, Vice President, President, Minister and Fellowship Administrator

Board-Appointed?

No

Length of Commitment (or Term if Board-Appointed):

One year, renewable

Note: In order to ensure effective succession planning, included herein is the responsibility to have a "trainee" in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.

Benefits:

Satisfaction in keeping the building in good repair

Camaraderie in working alongside fellow congregants to accomplish goals

Prepared by:

Approved by BOT on: [date]