



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

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## HOUSE & GROUNDS COMMITTEE Job Description

### Overview / Purpose

Ensure the proper maintenance and upkeep of the buildings and grounds of CUMC in order to make them a place where CUMC's vision and mission can be taught and lived out effectively.

### Meetings

- Quarterly with additional meetings as needed

### Responsibilities:

- Give input on areas that need attention
- Bring concerns from the congregation
- Assist the Chairperson and the staff member accomplish goals

### Length of Service

- 2 – 3 years

### CORE VALUES

**SCRIPTURE:** Led by God's Word

**LOVE:** Growing in God's Grace

**HUMILITY:** Walking w/God

**SERVANTHOOD:** Living as God's Servants

**MISSION:** Reaching out in God's Love, Justice & Mercy

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Mission: To Know Christ and to Make Him Known



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### **CHAIRPERSON**

Responsibilities:

- Elect a vice-chair and secretary to record minutes at the first meeting of the year
- Schedule & preside over meetings
- Meet with the staff liaison
- Update social media
- You are the face of the church facilities
- Key holder for the church
- Part of the On-Call team for Fire & Security
- Good working knowledge of ALL church facilities
- Ensure all church properties are maintained (Square, Poplar & parsonage)
- Help prepare annual budget
- Maintain good communication with Trustees concerning the facilities
- Provide a means to get facility upgrades done
- Ensure long range plans for the facility improvements stay on track
- Provide support for the Facility Manger
- Prepare & Present Facility update reports to the Administrative Board

### **Other Committees you will serve on**

- Administrative Board
- Preschool
- Trustees (non-voting member)