

Bethel Lutheran Church Council
Property Ministry Position Description

Job Title: Property Ministry
Reports to: President of Council
Position Status: Volunteer - 3 year commitment

Purpose: To oversee the budget and activities related to the upkeep of the Physical Plant and the Exterior Grounds

General Job Responsibilities and Duties

1. In conjunction with the Treasurer, Property Volunteers, Janitorial Staff, Contractors, Vendors and Council feedback, develop and oversee the budget of property operations
2. Work with the Columbarium Committee on the needs for the upkeep of the Columbarium Garden and maintain vigilance with the Treasurer on the separate Columbarium checking account. Continue to promote the Columbarium to the Congregation as a final resting place for them and their family.
3. Work with the Columbarium Garden Committee to maintain the grounds in the garden area to the highest standard.
4. Develop and coordinate with committees in the following areas:
 - Hanging of the Greens
 - Snow Team
 - Grounds and Mowing Team
5. Coordinate with Office Manager the Insurance policies in place for Property/Liability, Workers Compensation, and Auto are kept current
6. Monitor janitorial staff or contractors to ensure cleaning objectives are met
7. Maintain contact with Subcontractors and Vendors and keep appropriate files on each. Inform office staff of contractor and vendor activities.
8. Develop a culture within the Congregation of the importance of our property as “The First Impression” of Bethel and encourage volunteer participation to maintain it in that light.