



Archdiocese of Regina

BUILDING AND MAINTENANCE COMMITTEE

Overview

Under the direction of the Pastor, the Building and Maintenance Committee oversees the maintenance and repair of the parish buildings and grounds. The committee members ensure that the Church building and its surroundings remain in good repair and are a safe environment for the parish staff, parishioners and those that visit the parish.

Activities/Responsibilities

- Oversees the maintenance and repair of the parish building and its surroundings which include: church, parish hall, rectory, grounds/gardens, etc.
- Regularly inspect the parish facilities to assess the maintenance and repair requirements and reports all findings to the Pastor.
- Recommends to the Pastor the prioritizing of maintenance and repair projects to be undertaken around the parish.
- Solicit quotes for work needing to be done around the parish.
- Prepare reports for the Parish Finance Council about the repair and maintenance work needing to be done around the parish.
- Is available for training as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

Skills, Experience, and Qualifications

- Must be at least 18 years of age.
- Must have sufficient skills and maturity to serve the parish as outlined in this position description.
- Is familiar with the parish building, its surroundings and structures.
- Has skills in various areas including: landscaping, electrical, plumbing, construction, architecture, etc.
- Has training in and/or knowledge of building codes, legislation, fire regulations, Workplace Hazardous Material Information System (WHMIS) and health and safety procedures.
- Can relate effectively and communicate clearly with others.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

Orientation and Training

- Standard Parish orientation program and training provided by Pastor.

Participant Group

- Other members of the Building and Maintenance Committee

Support, Supervision, and Evaluation

- The Pastor is the first level of support, supervision and evaluation.

Length of Ministry

- ____ year term.

Benefits and Working Conditions

- Will directly impact the upkeep and overall view of the parish.
- This is a volunteer position requiring a time commitment of ____ hours per week or ____ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a General Security position.
(If this individual holds a key to the parish the position is deemed High Security. Screening Recommendations for a High Security position will then be used.)*
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his Designate.

This ministry position description accurately reflects the Ministry of Building and Maintenance Committee currently practiced at _____ Parish.	
(Parish Name)	
_____ Parish Volunteer Screening Committee	
_____ Pastor or Designate	_____ Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto

