

# Facility Maintenance Volunteers

**Purpose:** The purpose of these ministries is to help maintain the church and school facilities and grounds, to enhance the worship experience of all members and guests.

**Responsible to:** Volunteers are supervised by Jim Russell, Facilities Manager

**Job Duties:** Tasks are generally the types of jobs that would be performed at a home. Areas include our church, school and outdoor areas. Examples are: cleaning, scrubbing, sweeping, vacuuming, organizing, washing, planting and caring for plants, scraping, painting, constructing, repairing, carrying, and organizing.



**Projects and tasks fall into several categories:**

## General projects:

- These tasks are not on the general maintenance list, and may occur at unspecified (unplanned) times. These are tasks which can be completed any day of the week.
- Those working on a particular job may agree on a common time to meet to complete the project. Workers can volunteer for any amount of time. Volunteers come dressed to work, can work longer or shorter hours, and may adjust their volunteering hours as necessary.
- There may be some training necessary. Project volunteers will understand the project and then go about completing the tasks. The Facility Manager or project leader will facilitate the gathering of needed materials and supplies, and get the volunteers started on their task. Note that youth, student, adult, and family jobs are available. Children volunteering will need to be supervised by an adult.

## Garden team:

- The facility manager purchases needed annuals and perennial plants
- Volunteers do the preparation of the flower beds and planting of annuals in the spring.
- Volunteers are responsible for the upkeep of all garden beds and planters around the church--watering, pruning and weeding--during the growing season.
- Volunteers clean up the garden beds in late fall and do needed preparation for winter.

Some general knowledge of working with outdoor plants or some experience with gardening is beneficial but not required.

Lawn mowing team:

- The mowing team generally handles all grass cutting and lawn maintenance tasks for the congregation facilities. Some additional landscaping tasks may be handled on occasion. Note: This position is open to all interested men and women over the age of 18.
- The work is usually done in a few hours each Wednesday morning, weather permitting, during the growing season (Mid-April to late November). Some alternate days may be needed due to weather interruptions or other needs.

**Time required:** Project workers can volunteer for any amount of time. Many jobs can be completed any day of the week. For ongoing tasks, a regular commitment to help is encouraged.

**Length of commitment:** No specific length of commitment is required. It is understood that project volunteers are committed for the term of the project and will work to complete it in a timely manner.

**Training provided:** There may be some training necessary. Normally, all necessary materials are supplied. Some workers choose to bring their own ladders, favorite paint brushes, extra rags, pails, rubber gloves, etc. and are welcome to do so.

**Skills/qualifications:** Generally, no special skills are needed for the project tasks. For Lawn mowing team members, the ability to safely operate large lawn mowing equipment is important. Some knowledge of proper maintenance procedures is also helpful. The desire to work in an outdoor setting is also needed.

**Benefits to the volunteer:** The volunteers enjoy fellowship with other church members and know that their contribution is valuable to the congregation. Volunteers working on outdoor tasks also enjoy the fresh air and exercise from the experience.