



Ministry Position: Building and Maintenance Committee Member

Date Last Reviewed: July 2019

◆ Position Overview

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

◆ Activities/Responsibilities

- Oversee the maintenance and repair of the parish building and its surroundings that include church, parish hall, rectory, grounds/gardens, etc.
- Regularly inspect the parish facilities to assess the maintenance and repair requirements and report all findings to the Pastor
- Recommend to the Pastor the priority of maintenance and repair projects to be undertaken around the parish
- Solicit quotations for work needing to be done around the parish
- Prepare reports for the Parish Finance Council and Pastoral Council about the repair and maintenance work needing to be done around the parish
- Be 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:
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◆ Skills, Experience and Qualifications

- Must be at least 18 years of age.
- Must have sufficient skills and maturity to serve the parish as outlined
- Familiar with the parish building, its surroundings and structures
- Have skills in various areas including landscaping, electrical, plumbing, construction, architecture, etc.



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- Has training in and/or knowledge of building codes, legislation, fire regulations, WHMIS and health and safety procedures
- Can relate effectively and communicate clearly with others

◆ **Personal Traits and Qualities**

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

◆ **Screening Requirements**

This is a General Risk Position

Note: If a person in this position hold a key to the parish, High Risk screening is required for this individual. An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ **Orientation and Training**

Standard Parish orientation program, including AODA training, and training provided by Pastor.

◆ **Participant Group**

Other members of the Building and Maintenance Committee

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.



◆ **Length of Ministry Appointment**

_____ year term with the ability to renew (*General Risk*).
One (1) year term with the ability to renew (*High Risk*).

◆ **Benefits and Working Conditions**

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

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Building and Maintenance Committee Member** currently practised at,
_____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department