

# KURRI KURRI BAPTIST CHURCH

## Property Committee Coordinator Role Description

<b>Document 33</b>	
<b>Replace existing document?</b>	Yes
<b>Version:</b>	2.1 (Reviewed and updated)
<b>Details of superseded documents:</b>	(Version 2.0) Property Committee Coordinator. Reviewed, updated, and reformatted and adopted by Governance Body on 27/6/2023  (Version 1.0) Property Committee Coordinator Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
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<b>Review due date (annual review):</b>	27/6/2025

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

## Role Title

Property Committee Coordinator

## Role Description

The Property Committee Coordinator shall be responsible for the upkeep and reasonable maintenance of the Church buildings and grounds

## Responsibilities

- Make repairs as required or organise such repairs and maintenance
- Ensure a Maintenance Register is available for recording issues to be dealt with and keep the Register up to date
- At least annually, inspect the buildings for internal and external maintenance issues, which could be in conjunction with the annual WHS inspection
- Ensure all trades personnel who perform repairs (plumber, electrician, pest control, painter, builder, Fire Brigade check, etc) are certified and have the appropriate insurance coverage
- Liaise with the Treasurer to secure funds and prepare recommendations for the Church, recognising “that the deacons have delegated authority to spend up to \$5,000 per projects” (as per Quarterly Church Meeting minutes 27/2/2022)
- Liaise with the Secretary to select dates on which to hold Working Bees, and to oversee the organisation, planning, communication, running and recordkeeping of these Working Bees
- Liaise with the Aesthetics Team
- Maintain a “Privately Owned Property Register” listing all privately owned property stored and/or used on the Church premises
- Liaise with the Diaconate and the Real Estate for property and maintenance matters pertaining to the property at 53 Edward Street, Kurri Kurri, 2327
- Appoint a Property Committee ideally comprising three to four others, preferably including one female, and communicate this Committee to the Diaconate and Safe Church Team.

## Prerequisites and/or skills required

- Church member, and/or agree with the “Responsibilities of Membership” listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers
- Have a sound, practical knowledge of what is required to maintain buildings and grounds
- Be aware of, and hold current certificates required by Baptist Insurance Services
- Be up to date with current WHS requirements

## Supported by

- Church Leadership, and Church
- Property Committee
- Aesthetics Team

## Term

- Nominated by the Church Leadership and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

## Reporting to

- Church Leadership, and Church

## **Reporting method and frequency**

- By means of regular reporting to the Diaconate, and contributing a written report for the Church Annual Report