

KURRI KURRI BAPTIST CHURCH

Property Team Role Description

Document 46	
Replace existing document?	Yes
Version:	Version 2.1 (Minor formatting changes, correction to wording of Work Health Safety and alignment with Doc #12)
Model Document Credit:	N/A
Details of superseded documents:	(Version 2.0) Property Team Role Description (Change of title, addition of volunteer category) Reviewed and updated by Governance Body on 1/7/2025 (Version 1.1) Property Committee Member Role Description. Reviewed and updated by Governance Body on 30/6/2024 (Version 1.0) Property Committee Member Role Description. Created and adopted by the Church Governance Body 22/11/2023
Adopted by governance body on:	1/7/2025
Last date reviewed:	15/7/2026
Review due date (annual review):	15/7/2027

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

Role Title

Property Team

Role Description

The Property Team shall assist in the upkeep and reasonable maintenance of the Church buildings and grounds

Responsibilities

- In cooperation with the Property Coordinator, make repairs as required, or organise such repairs and maintenance
- Ensure the Property Team has a Maintenance Register that is available for recording issues to be dealt with and keep this register up to date
- At least annually, assist the Property Coordinator in inspecting the buildings for internal and external maintenance issues, which could be in association with the annual Work Health Safety (WHS) Team safe environment audit (see Doc #12)
- If asked by the Property Coordinator, liaise with the Treasurer to secure funds and help 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 27.2.22)
- If asked by the Property Coordinator, liaise with the Secretary to select dates on which to hold Working Bees, and to oversee the organisation, communication and running of these Working Bees
- Join the Property Coordinator in liaising with the Aesthetics Team

Recommendations

- Be up to date with current WHS requirements

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 (Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)
- Have a sound, practical knowledge of what is required to maintain buildings and grounds

Supported by

- Church Leadership, and Church
- Property Coordinator

Term

- Appointed by Property Coordinator
- One year term, with eligibility for re-appointment for subsequent terms

Reporting to

- Property Coordinator

Reporting method and frequency

- By means of regular verbal reporting to the Property Coordinator, and contributing to the Property Coordinator's written report for the Church Annual Report