

KURRI KURRI BAPTIST CHURCH

Property Coordinator Role Description

Document 33	
Replace existing document?	Yes
Version:	3.1 (correction to wording of Work Health Safety and alignment with Doc #12)
Model Document Credit:	N/A
Details of superseded documents:	(Version 3.0) Property Coordinator Role Description. Change to title and nomination, removal of Property Register, volunteer category added. Reviewed and adopted by Governance Body on 1/7/2025 (Version 2.1) Property Committee Coordinator Role Description. Reviewed and updated by Governance Body on 27/6/2024 (Version 2.0) Property Committee Coordinator Role Description. 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)
Adopted by governance body on:	1/7/2025
Last date reviewed:	14/7/2026
Review due date (annual review):	14/7/2027

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

Role Title

Property Coordinator

Role Description

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

NOTE: The Property Coordinator oversees the Property Team and the Aesthetics Team

Responsibilities

- Appoint a Property Team ideally comprising three to four others, including at least one female, and communicate this team to the Diaconate and Safe Church Team
- 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 association with the annual Work Health Safety (WHS) Team safe environment audit (see Doc #12)
- 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
- Liaise with the Diaconate and the Real Estate for property and maintenance matters pertaining to the property at 53 Edward Street, Kurri Kurri, 2327

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
- 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 Team and Aesthetics Team

Term

- Nominated by a regular Church attendee (Member or Non-Member), 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