Doylestown Presbyterian Church

Volunteer Job Title: Property Committee Member

Reports To: Doug Barnett, Committee Moderator

Time Commitment:
- The Property Committee meets on the third Wednesday of the month at 7:00pm, and meetings generally last about an hour.
- In addition to attendance at monthly meetings, committee members have some duties to carry out that are aligned with the mission of the committee.
- Terms of service are typically three years in duration, with new rotations beginning in June of each year. Volunteers who have completed a three-year term of service may begin a new term after at least a one-year hiatus from the committee.

Purpose: The purpose of this role is to support the DPC strategic plan by working to preserve all Doylestown Presbyterian Church properties, in order to ensure that weekly worship and church-supported programs operate freely, safely, and without interruption.

Duties: Members of the Property Committee are responsible for the following:
- Being responsive to the daily maintenance requirements of all DPC properties, including: the sanctuary building, Andrews Hall, two houses, the DPC church yard/cemetery/gravestones, grounds and landscaping, the audio-visual system, and parking facilities
- Developing a comprehensive planning process for anticipated maintenance requirements and long-term growth
- Establishing fiscally-responsible plans that give consideration to facilities and equipment with appropriate projects and timing

> ***Additional Responsibilities of the Committee Moderator:*** The Moderator is responsible for leading the committee, and for fostering the idea sharing, communication, and work needed to achieve the committee's mission. In addition, the Moderator is responsible for the following: working with the Maintenance Engineer to coordinate all inside and outside projects; meeting with the Director of Finance and Operations to analyze church expenses and revenues as it pertains to on-going repairs and projects; developing an annual budget with the Director of Finance and Operations and communicating the specifics to Session when called upon; and signing off on all property contracts that require a signature. The Moderator attends all stated and called session meetings, serving as a representative of the committee. The role of Moderator is typically filled by a sitting Elder, but may be filled by a member-at-large under special circumstances. In this case, the Moderator will not attend session meetings; instead, the committee will have someone in the group who is on session serve as liaison.
> ***Be a bridge for Christ and a beacon of His love.***

Requirements and Training:
- We especially seek committee members with a background in business, insurance, the construction industry, or facilities management.
- No specific training is required to serve on the Property Committee.

To Volunteer: To sign up as a volunteer for this role, click here. If you have questions or wish to learn more about this role, please contact Chris Graham-Rawlings (Member Engagement Coordinator) at chrisr@dtownpc.org.

Be a bridge for Christ and a beacon of His love.