



## Doylestown Presbyterian Church

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**Volunteer Job Title:** Property Subcommittee Member

**Reports To:** Jay Stough, Moderator

**Time Commitment:**

- The Property Subcommittee meets, as needed, on the third Wednesday of the month at 7:00pm, and meetings generally last about an hour.
- In addition to attendance at meetings, subcommittee members have some duties to carry out that are aligned with the mission of the subcommittee.
- New subcommittee members generally begin in June, though they can also join the subcommittee at other times of year, at the discretion of the Moderator.

**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 Subcommittee 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

**Requirements and Training:**

- We especially seek subcommittee members with a background in business, insurance, the construction industry, or facilities management.
- No specific training is required to serve on the Property subcommittee, but one must be a member of DPC.

**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](mailto:chrisr@dtownpc.org).

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