



[Insert local Church logo / details]

## **Volunteer Role Outline**

Role Title: Property Steward

Responsible to: Church Council

Purpose:

Co-ordinate the safe upkeep of the church premises.

Responsibilities:

[if the church has a Finance & Property committee, the contents of these responsibilities may need adjusting so they are appropriate and accurate]

### **Property Steward**

- Monitor the fabric of the church building, make recommendations for repairs, and initiate and manage renovations and repairs to be carried out as necessary
- Regularly check the Premises Report Book for minor repairs and action as needed.
- Ensure the property meets Health and Safety requirements
- Advise on and support development of Risk Assessments by appropriate activity organisers.
- Carry out the annual property inspection. Organise Quinquennial Inspection and act upon the report.
- Ensure checks are done as legally required for gas, electrical devices, smoke alarm, fire extinguishers. Display certificates as needed. Maintain a folder/log book of these documents
- Appoint/employ a cleaner for the premises
- Provide input to, and attend Leadership Meetings if required to discuss major projects
- Report to church Council
- Attend the Circuit property meetings to represent the local church, and provide required information and reports to the circuit as required
- Understand, raise and complete any required property consents for renovation and repair requiring such approval.
- Liaise with Church Treasurer regarding funding for renovations and repairs, and gaining council approval.

**Property Steward with Finance & Property Committee**

- To serve on the church council
- To meet with the Finance & property team, and communicate outside of meetings as necessary, to ensure the proper maintenance of the BRMC premises.
- Work together with other members of the property committee to ensure maintenance and upkeep of the church premises. This may include obtaining reports, and liaising with contractors.
- Maintain annual maintenance & servicing schedules
- Prepare the annual property return & advise F&P and/or church council of areas needing attention.
- After every quinquennial inspection consider the findings and recommendations of the inspectors and highlight areas of attention to F&P and/or Church Council.
- Overseeing special projects as required by the church council
- Ensure compliance with all applicable law and regulations relating to matters of finance, property and health & safety.

Other Requirements:

This role does not require a DBS check but please ensure you have read and understood the Church's Safeguarding Policy. You must also sign the Safeguarding Self Declaration for office holders without substantial contact with vulnerable groups (Form CSD/2)

I have read and understood this Role Description, the Church Safeguarding Policy and Safer Recruitment Policy

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_