

Diocese of Hamilton

Name of Group/Ministry	Maintenance Coordinator, Committee
Accountability	Parish Team, Pastor
Purpose of Ministry	Under the direction of the Pastor, oversee maintenance of the Parish Buildings and grounds.
Participant Group	Parish
Activities and Responsibility	Take down and Set Up for Parish Events Minor Maintenance and cleanliness of parish buildings and its surroundings which includes parish hall, parking lot, grounds/ gardens, etc. Regularly inspect parish facilities, determine minor maintenance painting, wall repairs. Recommend to Pastor the ordering of supplies. Work with student volunteers ages 14-18
Skills and Qualifications	Good communication, interpersonal skills, and organization skills Leadership Skills with ability to delegate Familiar with parish building, parking lot and grounds. In case of an emergency, knows contacts and/or procedure.
Time Commitment Duration	As per the pastor TBD
Orientation Training	Provided by Pastor, Parish Team
Support and Enrichment	Parish Team
Risk Assessment Screening Procedure	High Risk Provide a position description form Fill out Diocese of Hamilton Volunteer Information Form Interview Reference checks Vulnerable Sector Check Orientation and training

Date Approved: _____

Date Received: _____

Ministry Leader: _____

Parish Screening Committee: _____

Pastor: _____