

Deacon for Facilities and Rentals

General Charge for the Role of Deacon within Christ's Church:

- 1) Spotting and Meeting Tangible Needs
- 2) Protecting and Promoting Church Unity
- 3) Serving and Supporting the Elders

Overview:

The "Deacon for Facilities and Rentals" is responsible for managing the church's physical property and ensuring that it is well-maintained, functional, and effectively used for ministry purposes. This role involves overseeing the church's facilities and coordinating any events or activities that involve renting out church space to external groups. The deacon's responsibilities ensure that the church environment is conducive to worship, fellowship, and outreach, while also managing logistical and operational needs.

Key Responsibilities:

1. Facility Maintenance and Upkeep

One of the primary responsibilities of the deacon over facilities and rentals is ensuring the church building and grounds are properly maintained. This includes overseeing routine maintenance, cleaning, repairs, and any needed renovations. The deacon works to create a welcoming and safe environment for the congregation and any guests or renters who use the space. This might involve coordinating with custodial staff, contractors, or volunteers to handle repairs and upkeep.

2. Facility Management and Scheduling

The deacon ensures that the church's physical space is utilized efficiently. This includes managing the scheduling of events, meetings, and services within the church building. The deacon works with church staff and ministry leaders to coordinate space for worship services, educational programs, fellowship events, and community outreach activities. They are responsible for making sure the right rooms are available and properly prepared for each event or gathering.

3. Rental Coordination

Consistent with the church's ability to rent the facilities to external groups, the deacon plays a key role in managing rental inquiries, contracts, and logistics. This includes handling requests for space from outside organizations, such as weddings, conferences, community events, or

other local groups that wish to use the church building. The deacon is responsible for overseeing rental agreements, ensuring that renters adhere to church policies, and coordinating the logistics of each event, such as set-up, security, and clean-up.

4. Budgeting and Financial Oversight

The deacon over facilities and rentals is often involved in budgeting for the church's physical assets. This includes managing the finances related to the upkeep and improvement of the facilities. The deacon may oversee a budget for maintenance, utilities, equipment, and supplies, ensuring that costs are kept within limits while maintaining a high standard of care. For rentals, they may track rental income and ensure that funds are used efficiently to support the church's ongoing ministry needs.

5. Safety and Security

Ensuring the safety and security of both the congregation and any renters is a critical part of this role. The deacon, along with the Safety And Protection (SAP) Committee, is responsible for overseeing safety protocols, such as fire safety, emergency exits, security systems, and monitoring compliance with safety regulations. They may coordinate with local authorities or security teams to provide necessary oversight during events, particularly those involving external groups or large gatherings.

6. Event Preparation and Support

The deacon for facilities and rentals may also serve as the primary point of contact for individuals or groups using the church for events. This includes making sure that the space is set up according to the needs of the event, whether it's a wedding, a community meeting, or a church-hosted outreach program. This role involves coordinating with staff or volunteers to arrange seating, equipment, audio-visual needs, decorations, and other elements to ensure that the event runs smoothly.

7. Communication and Collaboration

The deacon is a key liaison between the church leadership, staff, ministry leaders, and external groups renting space. They ensure that communication is clear about space availability, rental policies, and event requirements. They may also collaborate with other church leaders to ensure that the church's facilities are used in ways that align with the church's mission and values. For instance, rental agreements may include clauses about the purpose and conduct of events to ensure they are consistent with the church's Christian ethos. Key relationships in these efforts are with the Pastoral Team, the Board of Directors, and other deacons.

8. Long-term Planning and Improvements

In addition to day-to-day management, the deacon over facilities and rentals may be involved in long-term planning for the growth and development of the church's physical space. This might

include planning for future expansions, improvements, or renovation projects. They might work with the church leadership team to prioritize capital expenditures and develop a strategic plan for the church's property needs as the congregation grows or changes.

9. Volunteer Coordination

Given the hands-on nature of this role, the deacon may recruit and organize volunteers to assist with various aspects of facility management. This might involve a team of individuals who help with maintenance, setting up spaces for events, cleaning, and general support. The deacon ensures that volunteers are well-trained and equipped to perform their tasks, and that they understand the importance of maintaining a respectful and orderly church environment.

10. Ministry Impact through Facilities

Beyond the logistical and operational aspects, the deacon for facilities and rentals plays a role in ensuring that the church building serves as a place of ministry and outreach. This could involve making sure that the church's space is available for community groups, providing a place for local events or services that align with the church's mission. The deacon also helps to create an atmosphere in which the church's facilities are seen as a blessing and resource for the surrounding community.