

## **Deacon of Property Job Description**

### **Definition:**

The Deacon of Property shall be the administrative leader for the total stewardship of the church property.

### **Relationship:**

1. Shall direct the Property Committee.
2. Shall submit quarterly reports to the Elder Board
3. Shall participate in Deacon Board meetings.

### **Specific Responsibilities:**

1. Give administrative leadership to the maintenance, expansion, and care of the property of the church.
2. Supervise the church custodian.
3. Monitor expenditures and develop an annual property budget.
4. Minister as a team member of the Deacon Board, casting vision for the stewardship of church property, yet understanding the whole ministry of the church.
5. To recommend policies to the Deacon Board related to the stewardship of the property.
6. Identify, recruit and train new leaders to assist in this ministry.
7. Plan, prepare and lead property meetings as needed.

### **Qualifications:**

1. Is a member of the church in good standing, exhibits competency for biblical stewardship of church property, and has a gift mix suited for the position.
2. Has the ability to work with a team, commands respect and is able to focus and move a team forward in accomplishing goals.
3. Is in complete agreement with the mission and vision of the church.