

## **Ministry Description - Property Chair - DRAFT**

*Adopted by*

### **Qualification, Knowledge, Attitudes**

A candidate for the position of Property Chair must be able to be self-directed and ought to have some knowledge of trades and MS Word.

### **Appointment**

Vestry meeting

### **Responsibility**

### **Specific Duties**

update to do list

monthly Health and Safety checklist

### **Supervision/Accountability**

The Incumbent and Church Wardens may discontinue the appointment as the Property Chair for not carrying out the responsibilities and duties of the Property Chair.

member Parish Council

oversee property budget

meet with Incumbent and Wardens