

**Vienna Community Church**  
**Job Description & Procedures**

**PROPERTY**

**Job Description according to the present constitution**

*This committee shall be responsible for keeping accurate records of all Church property and for ensuring proper maintenance and upkeep of such property.*

*It shall be responsible for keeping contact with the owner of the pastor's residence, relating to the rental contract, maintenance etc.*

*It shall be responsible for shipping and related arrangements for the pastor's personal belongings.*

**In order to fulfil the above duties, it is essential that Property Chair is fluent in written and spoken German.**

### **Present Procedures**

To ensure the Manse is kept at an appropriate standard, the Pastor is requested to inform Property Committee immediately of any necessary maintenance or replacements and Property Committee is to act accordingly without delay.

Attend Congregational meetings and monthly Board Meetings and prepare a report where appropriate which will be sent to the Clerk 3 days before the Board Meeting.

All bills for maintenance or item replacement and commissioned by Property Committee should be signed by same before payment by the Treasurer.

### **Property File to be regularly updated and to include**

- Relevant list of telephone numbers and e-mail addresses
- Copies of bills of all purchased and donated items
- Details of regular direct debit charges
- Copies of correspondence concerning change in costs of rent, insurance,
- Contracts – rental, phone, servicing of boiler
- Plan of Manse
- Where possible plan of electrical installations

### **Budget**

Figures for the annual budget are to be given as requested by the Stewardship & Finance committee, taking into consideration all known or probable maintenance costs

A set amount to be set aside annually for regular maintenance of the Manse (min. € 3000.-)

**On transition of Pastor-** € 2000.- to be made available for replacements/cleaning (motion passed at Board Meeting 9<sup>th</sup> August.

- Inspection of Manse with former Pastor
- Thorough check of Manse - cleaning, update inventory if necessary, replacement of necessary items
- Inspection of Manse with new pastor

### **Future Procedures**

In accordance with the vision of the future of the VCC and with the support of the Board, evaluate the needs for the future regarding the VCC Manse as well as office and meeting space.