

# **BUSINESS MANAGEMENT**

Assuring a safe, clean and comfortable church grounds and building can be a daunting responsibility. But it sure can be a fun and satisfying experience as well! From ensuring congregation safety by participating in the snow removal team in the winter months, to the dissemination of insurance requirements for the church, you have the opportunity to make visible impacts that not only benefit all church members but the local community as well.

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## **Building Maintenance**

- Electrical & plumbing work
- Van maintenance
- Window latch repairs
- Painting of building
- Door lock & key work
- Windows Cleaning
- Janitorial service
- Roof maintenance

## **Treasurer Supplies**

- Church treasurer
- Church security issues
- Audit treasurer books
- Office equipment
- Obtain Legal Advice
- Computers & supplies program
- Monitor/disseminate
- Phone(s) system
- Insurance requirements

## **Grounds Maintenance (Spring/Summer)**

- Cutting grass

- Weed around bushes
- Weed Dumpster area
- Trim outside hedges
- Prune/trim trees
- Water grass & plants
- Mulch trees and bushes
- Weed sidewalk cracks

### **Grounds Maintenance (Fall/Winter)**

- Prepare building for season
- Maintain ground lamps
- Pick up litter by street
- Snow removal
- Maintain parking lots
- Shovel walks
- Maintain outdoor sign lamps