

Facilities Committee Job Description

Introduction

The Facilities Committee supports the Meeting in dealing with its Meeting space and incidental property. Its principal activity involves preparing the space for Meeting for Worship and returning the space to its normal condition thereafter. Similarly, Facilities prepares the premises for Meeting for Business and returns it to normal following the meeting. While it is primarily the responsibility of Facilities Committee to ensure this work is performed, Berkeley Tech staff does the main seating set-up and takedown for meeting for Worship, and volunteers may be recruited from the meeting community to assist Facilities.

The following describes the regular activities of the Committee:

1. Prepare for Meeting for Worship and Clean Up
 - Ensure that the room is properly prepared for Meeting for Worship 15 minutes before the scheduled starting time, including setting up and arranging chairs, tables, and other furniture as needed, and ensuring that the space has comfortable temperature, appropriate lighting, and acceptable cleanliness.
 - Place a circle of chairs outside the Meeting room for latecomers.
 - Place Meeting's outdoor signage where it can be seen from the street.
 - Put out guest book, donation box, reading material and other information.
 - Open First Day School cabinet and move nursery materials into nursery room.
 - Assist Loaves and Fishes Committee with set-up and take-down of tables used for refreshments.
 - Ensure that all materials are returned to their proper storage spaces after meeting for Worship.
2. Prepare for Meeting for Business and Clean Up
 - Set up room for Meeting for Business, making sure the room is set up with sufficient chairs and a table for the Clerk, the Alternate Clerk, and the Recording Clerk.
 - After Business meeting, ensure that all materials are returned to their proper storage spaces.
3. Other Activities and Duties
 - Coordinate the maintenance and usage of the storage locker maintained by the Meeting.
 - Maintain current information on display for perusal by interested persons before and after Meeting for Worship.
 - Maintain a Lost and Found receptacle for items left at Meeting for Worship and other Meeting functions.
 - Coordinate with Communications (Library) and First Day School Committees to keep storage materials well organized and maintained.
 - Read and respond to Advices and Queries as directed by Care of meeting Committee and present response to Meeting for Business.
 - Other activities as requested by Care of the Meeting and Worship and Ministry Committees.