

JOB DESCRIPTION FOR BUILDING MONITOR

Hours: As designated by the church calendar and the office manager

Weekday Responsibilities:

1. At 5:00 PM, check the main floor and upstairs, securing and locking all outside doors and windows.
2. Check all classroom doors that are not in use, securing and locking all doors.
3. Walk through the building, making sure all people are out of the building, except for those involved in specific activities.
4. Leave the courtyard door (by Fellowship Hall) unlocked and sit at this entrance, welcoming all who enter the building and making sure of their purpose.
5. At 8:45 PM check the entire building, making sure all doors and windows are locked and that all people are out of the building. If any meetings are still in progress, inform the group that they must be out of the building by 9:00 PM.
6. When everyone has left the building, lock the courtyard door and leave. Check with the Office Manager in advance for information as to which groups will be using the building.

Sunday Responsibilities:

1. Arrive by 8:00am and pick up any trash along the sidewalks and in the flower beds.
2. Unlock outside arcade and courtyard doors. Turn on lights as you go. Open Sanctuary door to hallway and turn on lights. Unlock the three rear doors of the Sanctuary, both Narthex doors and the doors to the stairwells leading from the Narthex to the Basement. Make sure both the upper and lower lights for the stairwells are turned on. The light switch for the lower portion of the stairwells is located in the basement. Turn on the lights for both Narthex entry areas as well as the lights for the Sanctuary area under the balcony. Don't open Narthex courtyard or 22nd Street doors until about 9:00 AM.
3. Place the folding "Handicapped Access" sign (located in the north Narthex entry) about 8-9 feet into the street to mark the handicap ramp at the curb.
4. Open all classrooms for Sunday School upstairs, Fellowship Hall, Parlor, Office and basement rooms.
5. Make coffee in 58 cup pot by 8:30 AM – **it takes 30 minutes to perk** (80 cups in larger pot will take over an hour) Put out cups, sugars, creamer, napkins, stirrers with it.
6. Following worship, the "Handicapped Access" sign can be returned to the Narthex entry area about 12:30pm. Also, by 12:30pm the ushers should be finished cleaning up the Sanctuary. If everyone has left the Sanctuary, re-lock all doors and turn off all lights.
7. Check for group meetings and let them know when you lock the outside doors and remind them to be sure the doors shut and stay locked behind them!
EXCEPTIONS: When there is a dinner, luncheon, reception, etc. and you need to leave, be sure to check with one of the Pastors to let them know that you are leaving so one of them can be responsible for locking.

Job Accountability: To the Senior Pastor and Staff Oversight Ministry Team.