

Job Description FABRICS DEACON



The **Fabrics Deacon** is responsible for overseeing the care, maintenance and presentation of the church building premises. The role involves identifying maintenance needs, coordinating repairs and organising volunteers and contractors to ensure the building remains safe, welcoming and fit for purpose.

Key Responsibilities

- Monitor the condition of the building and grounds (through feedback in the health and safety book, direct feedback, or from the quinquennial report), reporting and addressing maintenance issues.
- Coordinate routine maintenance, repairs and improvement projects.
- Organise and lead/delegate leadership of volunteer teams for decorating, cleaning and other practical tasks.
- Liaise with contractors and obtain quotations for larger works where required.
- Help ensure compliance with relevant health and safety requirements.
- Work with other members of the church leadership to prioritise and plan building-related projects and budgets.

Personal Qualities

- Good organisational and practical skills.
- Ability to motivate and coordinate volunteers.
- Reliable, proactive and attentive to detail.
- A commitment to serving the church community through the stewardship of its buildings and facilities.