

**Grace Episcopal Church  
Ministry Role Description  
2025**

**Ministry:** Buildings & Grounds

**Leader/s name, email address, phone number:**

Doug Biedenweg      doug.biedenweg@yahoo.com      (804) 269-6963

**Leaser role, responsibilities and duties:**

What is needed is a maintenance person on our staff to keep, sustain and preserve current state of our buildings and grounds. We can use someone who can correct, prevent, predict and be proactive to resolve issues presented to our buildings and grounds. We have Junior Warden's who provides services at level of expectance and normally not on daily basics. We have a light maintenance and cleaning personnel who has several opportunities to earn more money outside our church and have shown this by being under budget; his work-time is being spent more on cleaning and arranging rooms not light maintenance.

**Cost:**

We have had two years to analyze my work performance and cost savings abilities. I have completed three full pages of items and that does not include all I have done. Like being a force of reason on many everyday issues including personnel, logistics and facility improvements. My cost savings in last two years as Junior Warden is over \$100K just with refinishing pews. LED lighting and 229 house update. I have created a wide range of skills to complement the churches needs like Project Management, LEAN Manufacturing and the skills of a home builder and finisher. I am asking for \$15/hr working less than 20 hours a week. More than likely I would work 3 hours a day and also I will take 4 weeks off for vacations and other personal time off. Plus if there are no projects no pay.

**Paying:**

I will make you money as I have in the past. My maintenance strategy is the four P's presentation, protection, preparation and partnership. My four types of providing support to the church is correction, preventive, predictive and proactive. I believe in 80/20 rule which is 80% progress or performance coming from 20% of the work you do.