

Facilities Committee Job Description

Purpose and Description

The Facilities Committee supports the Meeting in dealing with its Meeting space and incidental property. It also has overall responsibility for Audio Visual (A/V) and Zoom-related activities.

Number of Members

The Facilities Committee is clerked and coordinated by one or more individuals in each of the following roles:

- Clerk
- Set-up Coordinator
- Audio Visual Coordinator
- Zoom Coordinator

A single individual may serve in more than one of these roles, and each role may have two individuals acting in that role (e.g., co-clerks and/or co-coordinators). Individuals nominated and approved to serve in each of these positions will also constitute the formal Facilities Committee.

Committee Membership Requirements

Ideally, the Clerk of the Facilities Committee shall have previously served as one of its three Coordinators or at least as a volunteer on one of its three volunteer Working Groups in the past.

Ideally, the Set-up Coordinator shall have previously served as a volunteer on the Set-up Working Group in the past. The Set-up Coordinator should be comfortable recruiting and working with other volunteers to carry out Set-up Working Group responsibilities detailed below.

Ideally, the Audio Visual Coordinator shall have previously served as a volunteer on the Audio Visual Working Group in the past. The Audio Visual Coordinator should be comfortable recruiting and working with other volunteers to carry out Audio Visual Working Group responsibilities detailed below.

The Zoom Coordinator requirements are set out in the [Zoom Coordinator \(ZC\) job description approved 11/13/22](#)

Term length

The Facilities Committee Clerk and Coordinators should agree to serve for at least one year, renewable on a year to year basis.

Responsibilities

Each coordinator will recruit and schedule individual volunteers from our Meeting community to carry out responsibilities listed below for each of three working groups:

- Set-up Working Group
- Audio Visual Working Group
- Zoom Working Group

Set-up Working Group

The principal activity of the Set-up Working Group involves preparing the space for Meeting for Worship and returning the space to its normal condition thereafter. Similarly, the Set-up Working Group is responsible for preparing the premises for Meeting for Business and ensuring that it is returned to normal following the meeting. While it is primarily the responsibility of the Set-up Coordinator and volunteers to schedule volunteers to perform this work each First Day, Berkeley Tech staff does the main seating set-up and takedown for Meeting for Worship.

The following describes the regular activities of the Facilities Set-up Working Group:

- 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 if needed.
- Place Meeting's outdoor signage where it can be seen from the street.
- Put out guest book, donation box, reading material and other information.
- Assist First Day School set up if requested
- Assist with set-up and take-down of tables used for refreshments.
- Ensure that all materials are returned to their proper storage spaces after all activities
- 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.
- Make arrangements to ensure that that all materials are returned to their proper storage spaces after Business Meeting
- Other Activities and Duties
 - Coordinate maintenance and usage of Meeting storage locker
 - Put out a display of current information 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 Committee (Librarian/Library), First Day School Committee, and A/V Working Group 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.

Audio Visual Working Group

The Audio Visual Working Group is responsible for acquisition, management, and operation of hardware and software required to support blended/hybrid Meetings for Worship and other events.

Regular activities of the Audio Visual Working Group include the following:

- Create and maintain up-to-date detailed documentation about audio visual equipment, software and procedures used to support blended/hybrid Meetings for Worship and other events
- Train volunteers to set up, operate, and maintain audio visual equipment and software
- Set up prior to Meeting for Worship and other events, and take down after each event:
 - “Tech Table” with computer and audio mixer
 - Speakers, Projector, Screen, and Web camera
 - Assorted power strips, A/V cables, etc.
- Test audio and video components prior to each event
- Check at least monthly and perform updates for new versions of operating systems, firmware, etc.
- Replace or repair any equipment or peripheral devices when necessary

Zoom Coordinator and Working Group

For complete description, see [Zoom Coordinator \(ZC\) job description \(approved 11/13/22\)](#).

One section of that job description states that the Zoom Coordinator recruits and schedules volunteer Zoom Hosts to serve during all Meeting activities on Sundays: Meeting for Worship, Meeting for Business, Third Sunday afternoon programs, and as needed. During the week preceding their assigned Sunday, the Zoom Coordinator reminds each Zoom Host that they are scheduled to serve as Zoom Host on the upcoming Sunday.

The Zoom Working Group is the set of volunteers who agree to serve as Zoom hosts as scheduled by the Zoom Coordinator.

Approved February 12, 2023