
Building and Grounds Committee

Scope: Maintain and repair or real property of the church. Manage related contracts.

Purpose:

To be responsible for any and all maintenance and repair required for the upkeep of the real property of the church to include the grounds and the buildings and the administration of any approved related contracts. To give attention to the state of repairs and appearance of the buildings and grounds, making such repairs and improvements as are included in the church budget or otherwise authorized by the church. To procure and cause effective functioning of the utilities necessary for the use of, and approved by, the church. To conduct inventory and verification of safe condition of property and equipment for which the committee is responsible according to church policies.

Membership:

Building and Grounds Committee is composed of six (06) members nominated by the Nominating Committee and elected by the church to three-year rotating terms which begin in January annually. The Nominating Committee should try to nominate members to this committee who have a knowledge of electrical, HVAC, plumbing and general building construction. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The committee chair serves as a member of the Church Council. Committee consults with church leaders and pertinent committees concerning furnishings.

Duties:

1. Provide Building and Grounds Committee budget information to the Budget and Finance Committee. Administer committee portion of approved capital and operating/maintenance budgets.
2. Maintain a prioritized list of repairs, maintenance, and appearance improvement items needed to be made to the real property for which the committee is responsible.
3. Inspect properties and render periodic reports to the church on the condition of the church real properties and equipment for which the committee is responsible.
4. Make recommendations relative to needed improvements and general upkeep of the building, grounds, and parking.

5. Develop and recommend policies, procedures and guidelines related to church property.
6. Obtain bids for real property repairs and improvements and administer building and grounds contracts, which have been approved by the church.
7. Oversee the construction of church approved real property improvements unless assigned to another organization.
8. Receive and act on submitted "Work Requests."
9. Maintain a working knowledge of Financial Policies, Procedures and Guidelines, #053.
10. Meet as often as needed to accomplish the committee's purpose.
11. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
12. Provide a written report of deliberations, activities, and recommendations to the Church Council when requested.