

Property Committee

FUNCTION:

To identify and ensure the maintenance, improvement, and protection of all church property.

DUTIES:

1. Oversee maintenance of church property including building, grounds, and most equipment.
 - a) Work with Minister and Board of Directors to direct, manage and assess the work of one or more individuals to perform regular cleaning and upkeep of the church property; to include care of floors, windows, and furniture in the building; the yard, shrubbery and parking areas; and pieces of equipment which serve the entire building (e.g. kitchen facilities, heating equipment, plumbing and electrical services).
 - b) Recruit individuals and/or groups to be responsible for all of the above not cared for by paid personnel.
 - c) Arrange for all necessary heating and utility services.
2. Communicate to the Board any needs for major repairs or improvements in church properties, and follow through on any Board directives on such matters.
 - a) Make regular inspections of all church properties, both internal and external, including major structural items such as the roof, heating equipment, and parking areas.
 - b) Keep a list of improvements needed and priorities for these improvements, including the reasons for them.
 - c) Convene task forces to deal with improvements that are directed by the church Board. Each task force will be temporary and have a specific goal to accomplish. The members of the task forces will include one or more Property Committee members and others, with a Chair who has specific capabilities in the area under consideration (e.g. landscaping).
 - d) Utilize, monitor, and assist the Design Subcommittee.
3. Regularly review all property deeds, taxes, insurance policies, and other legal documents pertaining to church property and make recommendations to the church Board.
4. Review and keep an inventory of all church property.
5. Solicit information from other church committees and church members concerning property needs.

ORGANIZATION:

1. The Chair is appointed by the Committee from among the members of the church, and approved by the Board for a term of one (1) year, with up to three (3) consecutive terms.
2. In the event of a vacancy, the Chair will be filled by the Committee and approved by the Board.
3. The Committee will be comprised of no fewer than five (5) members, one of whom is the Board liaison. The Chair is encouraged to recruit as many members as practicable.

Property Committee (cont.)

4. The Chair or a designee represents the committee at Program Council meetings.
5. The Property Committee has one (1) subcommittee:

Design Subcommittee

The Design Subcommittee focuses on making the church as inviting, attractive, and functional as possible for members and visitors. The subcommittee does so by initiating projects such as obtaining and placing holiday decorations, creating and placing banners in the sanctuary, and caring for the courtyard gardens. The subcommittee also responds to requests from various church committees and groups to provide input, guidance, and assistance.

Funding for subcommittee activities comes from within the Property Committee budget, as well as from selected donations from the Clara Barton Guild.

The Chair is appointed by the Committee from among the members of the church, and approved by the Board for a term of one (1) year, with up to three (3) consecutive terms.

The subcommittee has no fewer than five (5) other members. The Chair is encouraged to recruit as many members as practicable.

MEETINGS AND REPORTS:

1. A list of committee members will be submitted to the Board and church office each September.
2. The Committee will meet at least quarterly to review and coordinate all activities.
3. Minutes of each meeting are prepared and distributed to committee members and the church office.
4. Regular reports on Committee activities are to be made to the Program Council.
5. An annual budget will be submitted to the Finance Committee in the month of January, unless otherwise directed by the Board of Directors.
6. An annual report will be submitted in May for the annual meeting in June.

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