

Document #:	Operating Committees: C-14	Created:	10-13-2004
Title/Subject:	Property Committee	Revised:	6-3-2018
Purpose:	Define committee function, duties, organization	Reviewed/Unchanged:	
Operational Authority:	Property Committee, Board of Directors, Administrators		

Policy

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. If there are no candidates, the PAC Team will seek a chair person(s). The chair person(s) will be approved by the Program and Administrative Council.
2. Terms shall be for one (1) year, with up to three (3) consecutive terms.

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

Design Subcommittee:

Function: 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.

- a) The Chair is appointed by the Committee. If there are no candidates, the PAC Team will seek a chair person(s). The chair person(s) will be approved by the Program and Administrative Council.
- b) Terms shall be for one (1) year, with up to three (3) consecutive terms.
- c) The subcommittee has no fewer than five (5) other members. The Chair is encouraged to recruit as many members as practicable.

Procedure

Meetings and Reports:

1. A list of Committee members is submitted to church office each September.
2. The Committee determines its meeting frequency.
3. Minutes of each meeting are distributed to members of the Committee and the church office.
4. The Committee regularly reports its activities to the Program and Administrative Council.
5. The Committee submits an annual budget to the Program and Administrative Council at the start of the budgeting process.
6. The Committee submits an annual report to the church office when requested.

Associated Documents

Bylaws Article VIII. Committees and Councils (6-3-2018)

Section 8.2 Operating Committees and Councils

The Board may create or dissolve any operating committee or council to meet the needs of the Church. Each operating committee and council will have a mandate approved by the Board that defines in writing that body's duties, organizational structure, and reporting requirements. The mandate will be reviewed at least every three years to ensure that it remains relevant to the evolving vision of the congregation.

Section 8.3 Subcommittees

The Board of Directors, committees and councils may create subcommittees, task forces, or other working groups, each with a specific limited focus.