

COMMITTEE FUNCTIONS AND POLICIES

I. GENERAL

A. The Committee on Church Property shall provide for the proper care, protection and maintenance of the church property. The purpose of this Operating Instruction is to provide the committee with functional guidelines.

B. The committee chairperson is a member of council.

1. Committee members are appointed by the chairperson.

2. Subcommittees may be created as necessary by the chairperson.

C. The Director of Administration and Property is the staff resource person assigned to this committee and may vote on committee actions if he or she is a member of the congregation.

I.I INSTRUCTIONS

A. General Responsibilities

1. Maintain and publish guidelines and procedures for the use of building equipment and facilities.

2. Coordinate care, maintenance, and repairs as required.

3. Set rental and facility use rates for church owned property.

4. Coordinate fire, safety and security measures for both property and people.

5. Develop and present an annual budget to the Congregation Council.

a. Monitor budgeted and unbudgeted expenditures.

b. Track and analyze trends for significant expense categories.

6. Maintain a prioritized long range plan.

a. Major property expenditures.

b. Capital improvements.

c. Periodic required maintenance and replacement.

7. When the need arises for a major, unscheduled property expenditure, analyze and recommend actions to council.

8. Strive for and employ measures for the efficient use of utilities, resources and supplies.

9. Maintain an appropriate insurance program.

10. Support the staff in carrying out operational duties.

a. Decisions and recommendations.

b. Research and analysis.

Subject Church Property

Effective Date 9/7/2021

Committee Church Property

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II. INSTRUCTIONS (continued)

11. Conduct an annual site inspection of all church owned property.
- B. Specific areas of responsibility include:
 1. Inventory
 2. Mechanized equipment
 3. Electrical
 4. Plumbing
 5. Heating and air conditioning
 6. Housekeeping
 7. Furniture and fixtures
 8. Building interior
 9. Building exterior
 10. Grounds maintenance
 12. Rental units and satellite properties
- C. Be familiar with the procedures for making purchases and the associated spending limits for the committee and Director of Administration and Property.
- D. Use competitive bidding for major improvements, maintenance and repairs. Acquire a minimum of 2, preferably 3 quotes for review and consideration.
- E. Utilize do-it-yourself help whenever feasible.
- F. The Church Property Committee and/or the Director of Administration and Property should be involved in the acquisition, purchase, lease, donation or disposition of all major equipment or assets, particularly if the item is a fixed asset or has significant value. All committees should consult with the Church Property Committee regarding the following issues and considerations:
 1. Suitability and durability (i.e. commercial or industrial quality vs. consumer quality)
 2. The item(s) must be added to the property inventory list for insurability.
 3. Maintenance and repair - what maintenance will be required?
Should there be a maintenance contract?
Who will be responsible for repairs?
What budget line will absorb the costs of maintenance and repairs?
 4. Special storage and/or security requirements?
 5. Special handling and/or training requirements
 6. Environmental considerations.