BUILDING AND GROUNDS COMMITTEE

Purpose

The purpose of the Building and Grounds Committee of WOBC includes the responsibility for:

♦ Maintenance and security of the grounds, buildings, and all equipment, except for office equipment, computer systems, and media/sound systems.

♦ Manage the church’s property and equipment in accordance with established policies. Such policies could include when and how the building could be used for non-church activities and events.

♦ Create and maintain inventories of church equipment.

♦ Analyze possible future needs and/or improvements to existing property and make recommendations to the church body as appropriate.

Membership

Upon the recommendation of the Nominating Committee, at least six (6) members shall be elected to serve as members. A chairperson and secretary will be elected each year by the committee.

♦ Each committee member should possess some, but not necessarily all, of the following traits and skills:

• An interest in seeing the building and grounds properly maintained
• Knowledge of the techniques and materials required for general cleaning and maintenance of the building
• Knowledge of the heating, air conditioning, plumbing, and electrical systems
• Appreciation of the program needs that organizations have in their specific use of the building
• Understand insurance-related requirements
• Ability to envision future growth needs, and initiate planning for such

All attempts should be made to elect members that have these skills and traits.

Committee members may act as team leaders to recruit volunteer assistance in different areas as needed.
Term of Office

Term of three (3) years. No member shall serve more than two (2) consecutive terms until one year has elapsed. Those elected to fill vacancies shall serve the unexpired term of the member who is being replaced.

Responsibilities

The Building and Grounds committee shall meet on a monthly basis and is responsible for:

♦ Proposing a yearly budget that represents the needs of maintaining all property and equipment. Specific line items will be included in anticipation of future replacement or major repair costs to structures and equipment, e.g., such as repairs to heating/cooling systems, mowers, physical structures, etc.

♦ Funds designated for repairs, maintenance, or replacement shall be carried over calendar years to allow accrual of sufficient funds for such expenses.

♦ Annually inspecting and reviewing all church properties (or more frequently as necessary).

♦ Creating and maintaining an inventory of all furnishings and equipment (excepting office equipment). As equipment is replaced, updating the inventory list to reflect such changes.

♦ Annually inventorying all furnishings and equipment, identifying any missing equipment.

♦ Making recommendations to pastoral staff regarding any training and/or supervision needs of maintenance personnel

♦ Developing and drafting suggested maintenance policies and procedures for approval by the appropriate individuals and/or committees.

♦ Evaluating needs, and making recommendations for:
  • Changes or enhancements to building security and security systems
  • Changes or enhancements regarding maintenance of church grounds and structures
  • Changes or enhancements for parking needs and signage
  • Changes or enhancements for exterior lighting

♦ The committee shall additionally be responsible for maintenance recommendations regarding any of the above areas.
♦ Developing, preparing, and providing budget recommendations in a timely manner as designated by the Finance committee that incorporates cost/budget items for major repairs including but not limited to: roof, renovations, additions, and heating/air conditioning equipment.

♦ Corporately recommending improvements to the building structures as appropriate.

**Reporting**

The chairperson of the Building and Grounds committee shall provide reports to the church membership during scheduled business meetings and, if requested, to scheduled Finance Committee meetings. The Building and Grounds committee will cooperate with the chairpersons’, members of other standing committees, pastoral staff, church employees, and church members to ensure consistency of policy, accountability, and activities.