

Property Committee Charter

Approved June 11, 2024

Purpose:

The purpose of the committee is to provide care for the church grounds and structures (the main building, Wezner House and Manse).

Responsibilities:

- A. Contract for routine maintenance, repairs and renovations, as needed. In cooperation with the Building Manager, develop and implement a systematic plan for maintaining and updating facilities and equipment. Refer to the recommendations in the church's Preservation Plan (March 2019) in developing a maintenance and conservation plan.
- B. Review insurance policies annually, including Workers' Compensation. Review maintenance contracts.
- C. Monitor the progress of repair and improvement projects and any consideration of sale or use of real property.
- D. Recommend to Session repairs and renovations exceeding \$8,000 in cost, and apprise Session of other repair and renovation expenses, without regard to cost.
- E. Establish policies regarding the use of facilities by outside groups and agencies and, in cooperation with the Building Manager and other church staff, monitor the process used to ensure compliance with those policies.
- F. Refer to the church's Preservation Plan (March 2019) to assure that maintenance, repairs and renovations are done in a manner that preserves the historic integrity of the structures.

Committee composition:

- A. Assigned Elders and members of the congregation interested in the work of the committee, including at least one member of the Finance Committee.
- B. One Elder will be designated by the Moderator of Session to serve as chairperson.
- C. Senior Pastor will serve as a non-voting *ex officio* member of the committee.
- D. Building Manager will attend committee meetings, as requested by the committee chair, to provide information and recommendations.

Monthly Meetings:

Meetings will be conducted monthly or at other times at the call of the chair.

Reporting:

The committee chair will report regularly to Session, seeking approval for any expenditure exceeding \$8,000. In cases of urgent repairs or maintenance between regularly scheduled Session meetings, such communication may be by electronic means.