SOP Document for Building and Grounds Committee

PURPOSE:
The purpose of the Building and Grounds Committee is to assist the church in caring for all property and buildings. Its work includes; maintaining all church properties for ready use, recommending policies, regarding the use of designated properties. Reviewing all suggestions, recommendations, or requests concerning changes in/or additions to the church properties or facilities.

CHARTER: GLBC Constitution

RESPONSIBILITIES:
• Oversee the physical appearance and accessibility of the church complex.
• Develop and maintain appropriate policies and procedures for the care and maintenance of church properties.
• Review all facilities requests that come to the church from the membership as well as outside groups.
• Perform certain maintenance functions that are within the scope of the team’s collective abilities.
• Maintain maintenance schedules for all regularly scheduled facility maintenance.
• Coordinate and facilitate Church-wide “Work Days”
• Coordinate and monitor church facilities for non-church functions.
• Prepare annual budget recommendations.
• Secure and supervise the Groundskeeper contractor and annual contract renewal to church.
• Secure and supervise the Housekeeping contractor and annual contract renewal to church.
• Secure and supervise the Custodian contractor and annual contract renewal to church.
• Coordinate wedding ceremonies.
• Ensure that the facility is safely and securely maintained.

MEMBERS:
• The recommendation for new members will come from the Nominating Committee.
• Replacement procedure for member due to inability to serve will come from Nominating Committee

TERM: Unlimited

OFFICERS:

THE CHAIRPERSON WILL:
• Organize and conduct meetings of the Building and Grounds Committee.
• Coordinate/Interface all activities/projects with church membership and church ministries.
• Present committee information in church conferences.
• Represent committee in Church Council Meeting

THE VICE-CHAIRPERSON WILL:
• Assist the Chairperson as needed.
• Fill in for the Chairperson in his/her absence.

THE SECRETARY WILL:
• Record minutes of all meetings.
• Have minutes available at monthly meeting or when requested.
• Keep a record of all minutes and provide documents for the repository.
MEMBERS DUTIES:

- There are monthly meetings and you are *expected* to attend. During these meetings we discuss items that need to be monitored or repaired. From time to time you will be assigned action item(s). You will be in charge of gathering information, prices/quotes and material(s) that would be needed to complete the task.
- There are “Church Work Days” periodically and you are expected to attend.

Procedure to change SOP will come from the Chairperson, with the approval of the committee to modify the SOP.