

PROPERTY MINISTRY DESCRIPTION

PURPOSE

The session, in response to the Book of Order, G3.0201c, which requires “managing the physical property of the congregation for the furtherance of its mission”, has established the Property Committee (Committee). The purpose of the Committee is to provide direct oversight of church physical plant, grounds, and all real property, including equipment, furniture, and vehicles; to repair, maintain, and replace all church property and grounds; to suggest, implement, and oversee construction and improvement projects; to recommend adequate insurance coverage; and to establish and enforce policy on the use of all buildings, grounds, vehicles, and equipment of the church.

MISSION

The Committee strives to provide clean, up to date, and well-maintained facilities for its congregation and building users from the community. The Committee shall continually assess the appearance of the property’s entire exterior and interior and make the changes that will positively suggest the congregation’s stewardship, care of its house of worship, and its status in the neighborhood.

COMMITTEE MEMBERSHIP

The Session shall assign at least one Session Elder to represent the Session on the Committee. The Committee is composed of this Elder(s) and members of the congregation. The Session Elder or another Committee member may chair the Committee. The Committee shall meet as needed to carry out Committee responsibilities.

RESPONSIBILITIES

- **Sexton** - The Church employs a Sexton to take care of the day-in-day-out cleaning, trash removal and minor maintenance. The Sexton reports to the Pastor as Head of Staff. The Committee also provides direction and assistance to the Sexton as needed. The Sexton insures sanitary conditions in the kitchen, food service, nursery, and the bathrooms. See the Sexton Job Description for more details of the Sexton’s responsibilities.
- **Buildings** – The Committee is responsible for maintaining all of the Church improvements, inside and outside. The Committee is responsible for the Facility Use Policy. The Policy appoints the Office Administrator to manage the Policy and involve the Committee chair for Policy interpretation as needed. The Administrator will keep a Church Calendar which posts all room and facility reservations by members and guests. A reservation is not official until the Administrator posts it on the Calendar. The Administrator is in charge of entering into use agreements with guests.

- Landscaping - The Church normally contracts for basic lawn and bed care. The Committee hires and directs this work. The Committee shall organize the performance of non-basic yard services such as seasonal plantings, tree trimming and ball moss removal and the placement of mulch in the beds as needed. The Committee sets and maintains the irrigation controllers.
- HVAC - The Church has 16 HVAC systems. The Committee is responsible for contracting for maintenance and repair as needed. The Committee is responsible for changing or hiring a contractor to change the system filters at least semiannually. Twice a year leaves and debris shall be cleaned out of the outside condensers. Once a year one cup of bleach shall be poured down the primary drains to assure they stay open. The Committee will program the programmable thermostats to conserve energy while meeting the needs of the users.
- ELC – The ELC School and the Committee jointly maintain the buildings and grounds used by the ELC.
- Interior and Exterior Lighting – The Committee will oversee changing out interior lights, ballasts and fixtures as required. The Committee will manage the proper operation of the Sanctuary lighting and low-voltage control system. The Committee will maintain the programming of the two exterior lighting timer controllers and replace bulbs and fixtures as required on the buildings and for the parking lot and for the two Church signs.
- Church Work Days – Immediately before Easter, and other times of the year as needed, the Committee shall organize and supervise an All-Church Work Day to accomplish tasks that the congregation and volunteers can perform both inside and outside buildings and the Church grounds and parking lots. Examples of work that can be accomplished at the Work Day are:
 - Dead leaf removal
 - Tree and shrub trimming
 - Plant replacement shrubbery and annuals
 - Mulch placement in beds
 - Weed removal and spray
 - Interior dusting
 - Clean out interior clutter
 - Change light bulbs
 - Repair broken items
 - Clean windows
 - Painting
- Signage – The Committee is responsible for acquiring and maintaining signage as needed for the campus.

- Vehicles – The Committee is responsible for the acquisition, divestment, maintenance and operation of vehicles such as vans and trailers.
- Utilities – The Committee manages the use of electricity, natural gas and water on campus and approves the monthly bills.
- Phone & Internet – The Committee is responsible for providing services and oversees their maintenance and enters into contracts as appropriate.
- Computers, Wi-Fi Routers, Printers, Copiers and other office equipment – The Committee is responsible for purchasing and maintaining and leasing as appropriate all office equipment. The Ministry enters into contracts for purchase and/or maintenance of the office equipment as appropriate. The Ministry purchases software and subscriptions as needed for this equipment.
- Interior Cleaning – The Committee oversees the Sexton who is hired to provide day-to-day cleaning. Non-routine cleaning, such as carpet shampoo is handled by the Ministry.
- Audio/visual Equipment – The Committee purchases and maintains the church's audio and visual equipment.
- Appliances – The Committee purchases and maintains all appliances such as ranges, icemakers, microwaves, refrigerators, freezers and coffee makers.
- Consumables – The Committee purchases all office supplies and stamps, copy paper, toilet tissue, paper towels, cleaning supplies, cleaning tools, paper plates, utensils, sweeteners, creamers, stirrers, etc.
- Insurance Policies – The Committee is responsible for properly insuring the Church assets and paying the premiums.
- Furniture - The Committee is responsible for purchasing and maintaining all furniture.
- Pest Control – The Committee is responsible for entering into pest control contracts to enable bug-free buildings
- Printing – The Committee pays for printing.
- Message System – Purchase and maintain the system as needed which currently consists of two monitors and a computer.
- High-cost Items - Coordinate the replacement or purchase of large or expensive equipment with the Finance Committee.

- The Committee shall assure that all safety inspections are performed including but not limited to:
 - Fire extinguisher
 - Cook vent hood maintenance
 - Fire monitoring
 - Gas testing
 - ELC Facilities – Inspections are the responsibility of the ELC staff
- The Committee will present a monthly report of activities and concerns to the Session and an annual report to the congregation.

Adopted: July 12, 2021