

BUILDINGS AND GROUNDS MINISTRY TEAM

Purpose: The Buildings and Grounds Ministry Team is responsible for the overall care and maintenance of all buildings and properties owned by UPC.

Responsibilities:

1. Plan and oversee maintenance of the buildings and grounds.
2. Advise and consult with the Facilities Manager regarding priorities for regular and special maintenance projects.
3. Maintain a three-year plan for regular maintenance needs and seek to anticipate items which will require major capital expense. The Ministry Team chair shall keep a clear line of communication with the Resource and Planning Ministry Team regarding such major expenditures.
4. Advise and consult with the Office Manager regarding the work of the church custodial staff.
5. Coordinate periodic volunteer work sessions to complete special projects.
6. Maintain a list of guidelines for use of the buildings and grounds by members and non-members.

Accountability: To the Session, through the Chairperson, and/or Session liaison, who will report to the Session at the monthly Session meeting.

Membership:

1. Chairperson (Elder) who shall preside over the meetings of the Ministry Team.
2. The Facilities Manager - shall be the on-site representative of the Ministry Team.
3. The Senior Pastor may participate as time permits to provide guidance as needed.

Meetings: Monthly, on the second Tuesday of each month at 3:00 p.m., unless otherwise advised.

Funding: The Buildings and Grounds Ministry Team shall present a proposed annual budget to the Resources and Planning Ministry Team prior to presentation to the Session and final approval by the Congregation. Budget items should include:

1. Maintenance and Repairs
2. Utilities
3. Janitorial Service
4. Building Monitoring Service
5. Janitorial Supplies
6. Property and Liability Insurance
7. Major Building Repair /Reserves