

COMMITTEE CHARTER: PROPERTY

PURPOSE: Responsible for the maintenance, repair and improvement of church properties and grounds in order to keep the church an attractive and comfortable place for worship and church activities.

MEMBERSHIP: Representatives from Session and the congregation with one member serving as chairman.

MEETINGS: The committee meets as often as necessary to meet the needs of the church. All meetings are open to church members and staff.

KEY RESPONSIBILITIES:

- (1) Maintain in suitable condition the buildings, grounds, parking facilities and equipment of the church.
- (2) Be responsible for the addition, improvement and/or replacement of facilities and equipment.
- (3) Develop and maintain a timetable with priorities for the ongoing upkeep of church property, and formulate yearly objectives.
- (4) Contract with the appropriate companies to perform state required maintenance and inspections on the elevator, fire extinguishers and kitchen stove fire suppression system.
- (5) Approve the use of facilities and/or equipment by non-church members.
- (6) Submit appropriate budget requests to the Finance Committee each year.
- (7) Keep the Session apprised of the condition of all church facilities and equipment.