

## PROPERTY MANAGEMENT COMMITTEE

### Functions and Policies

#### I. ORGANIZATION

The Property Management Committee (hereafter referred to as 'the committee', shall consist of voting members of the congregation who have an understanding and interest in maintaining the property, buildings and grounds of the congregation.

The committee shall elect from its membership a chairperson and a recording secretary.

#### II. RESPONSIBILITIES

1. Provide for the proper care, security and maintenance of all church property excluding office equipment.
2. Oversee the custodial staff in the performance of their duties.
3. Plan expenditures for maintenance and repair in ways to keep expenditures to a minimum, consistent with their protection and appearance by:
  - a. Using competitive bids for major improvements, maintenance and repair (not necessarily accepting the lowest bid).
  - B. Involving members of the congregation in the care and maintenance of the property.
4. Help coordinate with staff the requests for use of the church facilities and equipment.
5. Entertain suggestions from any source for improvement or maintenance of the church property and equipment.
6. Strive to establish and maintain sub-committees with expertise in the following areas:
  - Electrical systems
  - Plumbing
  - Heating and air conditioning system

- Building exterior
- Building interior
- Church grounds
- Furniture and fixtures