

## **Job Description**

### **Building & Grounds Committee**

#### Composition:

The committee and chair will be appointed by the Committee Coordinating Council. The committee will consist of six to nine members with three-year staggered terms. The committee will choose a vice-chair who will serve as chair in the next year's rotation

#### Responsibility:

The committee is responsible for coordinating the care of the church property, both internal and external.

#### Duties:

To establish, review and make recommendations to the church concerning policies governing the use of the building.

1. To work in collaboration with the building superintendent.
2. To establish, review and make recommendations to the church concerning policies governing the use of the church buildings.
3. To provide for the maintenance and repair of the physical plant and grounds.
4. To study any unusual building and/or grounds use requests and make decisions and/or recommendations to the Diaconate concerning the requests.
5. To collaborate/coordinate with the Deacon Executive Committee on the organization of periodic workdays in which church members can assist in the general cleaning and maintenance of church building and grounds.
6. To make an annual evaluation of the church's insurance program, utilize insurance consultant, and recommend to the church any changes in coverage.
7. To assist in the preparation of budget in all matters related to the building and grounds, recommend said budget to the Finance Committee, and coordinate the disbursement of budgeted funds.

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