

COMMITTEE ON CHURCH PROPERTY

The Committee on Church Property exercises an important stewardship. It has the primary responsibility for the care of the house of the family of God in its community. In addition, this committee will provide proper maintenance for all property owned by the congregation. Routine inspection is essential so that proper upkeep can be planned and major renovations can be adequately anticipated.

A. ORGANIZATION:

The property committee shall be composed of a Chair-person and at least three other members from the congregation. The property committee member will serve as the liaison between the Property Committee and Church Council. Specific responsibilities may be assigned to committee members for the following areas:

- (1) Church building
- (2) Educational Facilities
- (3) Church grounds and parking lot
- (4) Parsonage
- (5) Detached properties - rental property owned or used by the congregation.

The property committee shall meet at least on a monthly basis.

B. RESPONSIBILITIES:

The property Committee shall:

- (a) Be responsible for developing plans for the acquisition of property, for building on such property, and for the acquisition of contents and equipment. Such plans shall be submitted to the Church Council for review and approval. A separate committee shall be established for overseeing all phases of building a Church.
- (b) Provide for the maintenance of all property, buildings, building contents and equipment.
- (c) Make recommendations to the Church Council for the use of church facilities by congregational groups, community groups, and private individuals. These recommendations shall include a proposed fee schedule. The committee shall administer such use policies as are established by the Church Council.
- (d) Maintain a current inventory of all church contents and equipment. This inventory shall be updated at least annually.
- (e) In conjunction with the Treasurer, annually review existing insurance coverage.
- (f) Develop an annual property budget for the upcoming year.

C. RELATIONSHIPS:

It is essential that liaison be maintained between the Committee on Church Property and all the other standing committees of the church in supportive ways. The committee is not to act as censor over the program and mission of the congregation but should seek to work constructively with the other standing committees to improve, adjust, or add to the church building and its furnishings. The committee reports to and is accountable to the Church Council. The Pastor shall be an officiant member of the Property Committee.