

Building and Grounds Committee

Purpose:

To plan and carrying out improvements to the operations and physical plant of the Meeting House, Parish Hall and exterior lot. Improvements range from minor maintenance, typically performed by the Sexton and/or teams of volunteers, through major expansions and renovations performed by outside contractors.

Buildings & Grounds covers one of the largest categories in the church budget with sub-allocations for maintenance and utilities, as well as reserves for large projects.

Tasks:

- Work closely with the Finance Committee to prepare the annual budget for buildings and grounds.
- Approval of expense items and work with the Business Administrator to monitor spending on a regular basis.
- Forecasting operating expenses and planning multi-year finances for big projects.
- Maintain a prioritized list of building improvements with entries ranging from repairing broken windows to resurfacing the roof.
- Maintain a schedule of small routine projects such as planting flowers; recruit volunteers and coordinate projects.
- Coordinate major projects with the Parish Administrator, Sexton and outside contractors; one member of the committee is designated the project manager.
- Provide the church office with detailed records of building repairs and renovations for future reference.
- The chair or a designated committee member is expected to provide regular updates to the Finance Committee and to report to the Standing Committee on the progress of major initiatives.
- Consult with tenants on operational and maintenance activities affecting their space.
- Liaison with other committees on building and ground issues such as Communications and Social Justice (environmental issues).
- Build awareness and appreciation of the building among the congregation by offering a tour once a month.