

## **Requirement; Duties and Responsibilities of the Church Property Committee**

- 1. Attend church and Church Board meetings.*
- 2. If a chairman has been appointed by the Church Board; the chairperson shall choose two to four members of the church to serve on the committee. This gives a three to five member committee.*
- 3. The members of the committee shall do any repairs or upgrading to the church property that is within their capability.*
- 4. If the repairs or upgrading are not within the capability of the committee members or a capable person in the congregation is not willing; the committee shall locate a person or company to do the repairs or upgrading. The work shall not start until the Church Board approves. A contract must be secured.*
- 5. It will be the responsibility of the property committee to oversee the work to completion.*
- 6. The property committee or chairperson shall meet with the Insurance agent, city utilities, yard work and any other workers; and all entities associated with the church as needed.*
- 7. Prepare the church and all other parts of the building with proper heat, air condition and electric for church service , Sunday School or other functions held at church.*
- 8. Develop Long range plan for upgrading and repairing.*
- 9. Develop and monitor contracts and oversee maintenance for lawn care, mowing, edging, irrigation, shrubbery, and flower beds.*
- 10. Develop and monitor custodial contracts to ensure compliancy.*
- 11. Approve all requests for use of the facilities by outside groups.*
- 12. Review and approve all facilities decorations.*
- 13. Prepare and annual budget.*
- 14. Conduct a walk-through of the facilities once a month for inspections, checking lights, and making sure all hallways are clear of obstacles.*