

# Buildings & Grounds Committee Responsibilities

## Mission Statement:

The Buildings and Grounds Committee seeks to be good stewards of the tangible resources of the Providence Forge Presbyterian Church and the day-to-day operations thereof, in coordination with the Church Sexton.

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## Responsibilities:

1. To provide for the upkeep of the buildings and grounds, e.g., landscaping; mowing grass; trimming shrubs; shoveling snow; repairing property; routine servicing (changing light bulbs, etc.)
2. To coordinate at least one work day per year to involve members of the congregation in cleaning; refurbishing; painting; and minor repairs of buildings and grounds.
3. To recruit members to perform needed repairs in lieu of contracting with outside companies when possible.
4. To contract with outside companies for major repairs when needed.
5. To inspect buildings and grounds to determine needed repairs.
6. To provide for the cleaning of the buildings (janitorial service).
7. To create and maintain check lists for the proper operations of heating and lighting control and switches.
8. To prepare and implement an annual action plan for items needing repair or attention.
9. To prepare an annual expense budget and a capital improvements budget which addresses capital items in need of repair or replacement, to be submitted to session for approval.
11. To ensure that the committee operates within budget guidelines.

12. To review and approve all expenditures related to the committee.
13. Committee Chair (appointed by session) will contact all volunteers (as provided by the Stewardship Committee from the annual Stewardship Campaign) and welcome them to serve on the committee. If the committee is not available to new members, that information should be provided to the Chair of the Stewardship Committee so that such committee is not listed as an option on the Annual Stewardship Pledge Card.
14. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide roster to the Web Team for inclusion on the pfpc.org web site by February of each year. Chair will work with the Policy and Personnel Committee to develop a synopsis of the committee's duties to include on the PFPC web site.
15. Committee is responsible for assigning and tracking keys and maintaining the lockbox and associated codes.
16. Committee is to monitor building security.