

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.

Page | 1

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.); and security of building.
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 ensure custodial, trash removal, and pest control services are contracted and performed, and that supplies necessary to perform these services are maintained;
5. To ensure building masonry, electrical, refrigeration, heating, cooling systems, water, well and plumbing are maintained;
6. To ensure fire protection, AED and first-aid equipment are maintained;
7. 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 the Session for approval;
8. To ensure that the committee operates within budget guidelines;
9. To review and approve all expenditures related to the committee;

10. Committee Chair to determine closure of the church during inclement weather and let media and let personnel who handle media, Facebook and web site know.

11. Committee Chair (appointed by the 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;

12. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide the 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;