

## PROPERTIES COMMITTEE

### PURPOSE OF THE COMMITTEE:

To assist the church in the care of all property and buildings; to study and recommend the use of space and furnishings as it relates to church programs and activities; to study the need and recommend acquiring property and creating space, and to administer work assigned to it.

### DUTIES OF THE COMMITTEE:

1. Inspect all church properties and equipment periodically.
2. Work with appropriate church leaders in evaluating and making recommendations in regard to space usage.
3. Develop and recommend policies and procedures about maintenance and use of buildings, properties, and space.
4. Work with appropriate church leaders in evaluating and making recommendations in regard to equipment.
5. Report to the church periodically the status of all church property, equipment, and budget use.
6. Develop and recommend policies and procedures related to church property and grounds.
7. Prepare budget recommendations on usage, upkeep, and means to care of grounds.

### ORGANIZATION OF THE COMMITTEE:

The committee shall consist of nine (9) members. The chairman shall be elected by the Committee on Committees and elected by the church for a term of one year. The members shall be nominated by the Committee on Committees, elected by the church for a term of three years, with three terms expiring each year.

STAFF COORDINATOR: Pastor of Education and Administration, Ex. Off.

(October, 2007)