

Building and Grounds Committee

This committee chair is responsible for the overall maintenance and improvement projects regarding facilities and grounds.

1. Maintain building records.
2. Oversee the sexton and the cleanliness of the church.
3. Dispose of church property that is no longer needed either through sale or donation. Supervise the annual lawn sale.
4. Act as point of contact for problems with the building.
5. Driveway snow removal—recommend contractor and monitor work.
6. Ensure that some person or persons are responsible for watering the inside plants and care of any gardens on the church property.
7. Lawn care—recommend contractor and monitor work.
8. Fuel oil and LP gas—secure bids and make recommendations to session; monitor level of fuel oil in tank and order fillups.
9. Furnace maintenance and repair—recommend contractor, ensure that the building is unlocked for service person to enter.
10. Oversee programming of thermostats in the sanctuary and fellowship hall.
11. Fire extinguishers—unlock building so inspection and maintenance can be done.
12. Code enforcement building inspection—meet with officer and respond to compliance issues.
13. Sidewalks—make sure someone clears snow in time for services, meetings, choir practice, and special events.
14. Make provision for repairs and improvements as necessary—particularly those that may result in damage to property or personal injury.
15. Oversee garbage removal and recycling efforts.
16. Communicate fully and clearly with all parties.
17. Always solicit ideas and assistance from others.
18. Submit a monthly report to session about the activities within the scope of above areas.
19. Submit summary of committee's work during the past year in December for the annual report to the congregation.

adopted December 2011

revised November 2014

revised March 2016