

Corporation and Administration Committee

This committee chair is responsible for the overall maintenance and improvement projects regarding facilities and grounds. Listed below are specific examples:

1. Maintain building records
2. Dispose of church property that is no longer needed either through sale or donation
3. Act as point of contact for problems with the building
4. Driveway snow removal—recommend contractor and monitor work
5. Lawn care—recommend contractor and monitor work
6. Fuel oil and LP gas—secure bids and make recommendations to session
7. Furnace maintenance and repair—recommend contractor, ensure that the building is unlocked for service person to enter
8. Fire extinguishers—unlock building so inspection and maintenance can be done
9. Code enforcement building inspection—meet with officer and respond to compliance issues
10. Sidewalks—make sure someone clears snow in time for services, meetings, choir practice, etc.
11. Make provision for repairs and improvements as necessary—particularly those that may result in damage to property or personal injury
12. Communicate fully and clearly with all parties
13. Always solicit ideas and assistance from others
14. Shall submit a monthly report to session about the activities within the scope of above areas.
15. Shall 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