

BUILDING COMMITTEE

- Functions as a part of the *Church Business* task group.
- Purpose: To maintain and operate church buildings and their contents.
- Responsibilities:
 - Carry out recommendations from the church in regard to repairs and/or new construction.
 - Periodically inspect church's facilities for needed repairs, painting, or other improvements.
 - Any items costing more than \$500 shall be presented to church for approval, except in emergencies. In case of emergency situation, chair of Budget/Finance Committee and Pastor shall be notified prior to purchase.
 - Secure plans and bids on new projects. Secure bids only from qualified firms. If possible, secure minimum of three bids for each project.
 - Assist in setting up building-related projects for groups or organizations.
 - Develop and distribute policies and procedures for issuance of keys, opening and closing of church facilities for all church functions.
 - Develop and distribute policies and procedures related to temperature control and lighting of church buildings.
 - Monitor and supervise work of church custodian.
 - Monitor expenses of custodian, so as to operate within budget. Report anticipated over-runs to Budget/Finance Committee.
 - Consult with Grounds Committee about matters that may affect their responsibilities.
 - Complete budget request forms as requested by Budget/Finance Committee.
 - Recommend changes in regard to duties of this committee to the Nominations Committee.
 - Chair or designated representative shall attend church council meetings and church conference.

Approved in church conference 4-24-02