

BUILDING COMMITTEE CHARTER

April 15, 2024

This charter describes the membership and responsibilities of the Building Committee that will implement those actions needed to maintain and improve the facilities.

A. Purpose

The Building Committee oversees the continuous and ongoing maintenance and improvements to the facilities as the congregation works to fulfill its mission. The committee also acts as a clearinghouse for the needs and concerns of the members and staff in regard to building and facility matters.

B. Authority

The Building Committee operates under the authority of the Board.

C. Scope

The Building Committee oversees the upkeep of the entirety of the building structure, the mechanical, electrical, plumbing and fire protections systems and all other elements that are part of the interior of the building and attached exterior (such as decks, stairs and ramps).

D. Membership

The Building Committee chair is an elected position by the members of the congregation. Membership in the Building Committee consists of at least 2 volunteers. It is the committee chair's responsibility to select members with a blend of talents and ideas to meet its goals with the assistance of GTS.

E. Responsibilities of the Building Committee

The Building Committee will prepare an Annual Plan and may frequently update the plan for maintaining the facilities. The plan will include activities needed to keep the church's building and systems in good working order and the interior of the church in good condition, both from a functional as well as aesthetic perspective. The plan will consider the needs and safety of renters.

The Building Committee will develop an annual budget and present said budget to the Finance Chair for review.

It is the Building Chair's responsibility to follow and not exceed the approved budget. Any expenses that may exceed the approved budget will be communicated to the Finance Chair for review and approval. It is noted that major expenses for example those related major systems failures and will likely require Finance Committee and Board approval.

D. Meetings

The Building Committee will meet periodically, as needed, to facilitate the execution of the Annual Plan. Meetings could be in person or virtual to review the facility needs and discuss ideas to enhance the aesthetics. The Building Committee will work collaboratively with the Board of Directors, Finance, and other church committees as required.

E. Decision Making Process

The Building Committee and Chair have the autonomy to make decisions to meet the Annual Plan within the approved budget. Any critical decisions will utilize consensus of the committee as the primary decision-making method.

Adoption of the Charter

Reviewed by the Committee on _____ by _____
[Date] Building Chair

Reviewed by the Board on April 15, 2024 by Marylin Huff
[Date] Board President