

## **Spring Creek United Church of Christ Ministry Areas of Responsibility**

Properties guidelines were adopted on September 29, 2009 and no revisions have been made.

### **PROPERTIES MINISTRY**

The Properties Ministry has the responsibility for guiding the use, maintenance, and repair of all the physical components of the church, including buildings, grounds, and equipment; for providing optimal property and liability insurance; and for contracts relating to the use and care of the physical components. Mindful of the Bylaws requirement that each ministry develop an Annual Work Plan, setting priorities and proposing a budget for the year, the ministry will consider the following on-going church needs:

1. To annually assess the state of the buildings, grounds, and equipment; develop a plan to meet needs for maintenance, repair, and change; and in cooperation with the Finance Ministry, propose operations and capital budgets for Council and Congregational approval. Review plan implementation at least monthly.
2. To engage members with appropriate skills in the maintenance and repair of the buildings, grounds, and equipment. Employ paid professionals to do those tasks that are beyond member time and abilities, in accordance with policies of the church and the annual budget. In consultation with the Finance Ministry, negotiate service contracts with longer-term maintenance and repair service providers, subject to Council approval, and employ those providers.
3. To plan and implement an annual plan of routine cleaning the buildings and grounds, such as the annual fall and spring clean-up days that have become church traditions.
4. To annually review the costs of building ownership and develop a use fee schedule based on costs. Communicate that use fee schedule to members and non-member users. Arrange for negotiations of use agreements with non-members who are longer-term users of our facilities, subject to Council approval.
5. To develop for Council approval and monitor application of building use policies for members and for non-members, individuals and organizations. Engage members to serve as liaisons to regular users.
6. In cooperation with the Finance Ministry to oversee the use of memorial and other designated gifts for the buildings, grounds, and equipment of the church – including the Spring Creek Woodlands Memorial.
7. To work closely with the Church Secretary in maintaining a schedule of the use of church property.
8. To annually review property and liability insurance coverage of all property and on-site activities.
9. To develop for Council and Congregational approval a long range plan for property use, maintenance, repair, acquisition, and development of buildings, grounds, and equipment; and in cooperation with the Finance Ministry, develop a long range budget to fund those needs and wishes of the congregation.
10. In cooperation with Finance and Congregational Care, to oversee fundraising uses.