

Property and Space Ministry Group

Membership: Chair, Chair-Elect, and at least three 3 voting members.

Purpose: The Property and Space Ministry assists the church in the care of all properties and buildings; studies and recommends the use of space and equipment in relation to church programs and activities; studies and recommends property acquisition/sale proposals; and organizes members' volunteer activities related to maintenance of the property.

Duties:

- Develop a plan for the continuing maintenance of all church property and equipment and maintain an inventory. This group shall prioritize building maintenance and space allotment needs.
- Review annually with church staff and program leaders space allocations and recommend changes to the Ministry Council.
- Develop policies and procedures for maintenance of church properties and space.
- Communicate regularly with the Facilities Maintenance person about on-going maintenance needs of the building.
- Prepare budget recommendations for the annual church budget.
- Assess property and space needs and recommend to the Ministry Council the acquisition and sale of property.
- Organize and oversee members' volunteer activities related to the on-going maintenance of property.
- Oversees the maintenance and overall operation of rental property.

Meetings: Monthly or Bi-Monthly meetings are required.

Reporting: Written reports will be turned in to Team Leaders bi-monthly. Recommendations for action will be submitted to the Team Leader one week prior to the Ministry Council meeting.