

Property Management Committee

Guidelines



Constitutional provision: The Property Management Committee (hereafter, known as Property Management) shall be a group of elected members of the United Church of Christ in New Brighton (hereafter, UCCNB), who are responsible for the care and custody of the UCCNB property in accordance with the provisions of the UCCNB Articles of Incorporation, the UCCNB Constitution, the direction of the UCCNB Church Council, the laws of the State of Minnesota and the laws of the United States of America.

Property Management members shall be elected by the Congregation for one-year terms. Members may not serve more than six (6) consecutive terms.

Responsibilities

Property Management is responsible for:

- 1) Meeting as necessary to carry out the tasks described in this document and as directed by the Council.
- 2) Electing or appointing at their first meeting after being elected, a Chair, Recorder, Council Representative, Finance Committee representative and other positions as necessary. (Recommended positions include: custodial liaison, insurance coordinator/s, etc.)
- 3) At their first meeting begin planning for the coming year: discuss possible objectives, future plans and a schedule for tasks and meeting times appropriate with the current goals and objectives of UCCNB. Agree on these items and then present them at the next timely meeting of the Council.
- 4) Obtaining or developing the appropriate items and / or systems necessary to completing the tasks assigned to them.
- 5) Arranging for appropriate insurance coverage as needed or required by law.
- 6) Addressing legal items concerning the property.
- 7) Coordinating the custodial position of the church with the Personnel Committee. This includes, but is not limited to, consulting on the: hiring, reviewing, compensating, supervising, performance review, developing and maintaining job description for the position, vacation and holiday policy(ies) and terminating the employment of the person in this position.
- 8) Maintaining the grounds, roads, landscape, building(s) and its contents in good repair and replace discrepant items as appropriate. The use of UCCNB volunteers is encouraged, when appropriate, to meet these objectives. We generally have two workdays per year, one in the spring and one in the fall.
- 9) Authorizing the use of UCCNB property, equipment, building contents, grounds, roads, etc., for rental by non-UCCNB programs. Property Management shall provide input on rental rates for these events.
- 10) Periodically communicating in timely and appropriate fashion their concerns and activities.
- 11) Preparing and submitting in a timely fashion to the Finance Committee a proposed budget for the next year in the income and expense categories of Property Management's responsibilities.

Property Management Committee - Job Descriptions

A. Insurance Coordinator

- Follow through on claim procedures, results.
- Policy review for value adequacy.
- Acting as liaison between the church and the insurance company.

B. Custodian Liaison

- Contact person for the custodian on the Property Management Committee.
- Communicate custodial needs from the Property Management Committee to the custodian and from the custodian to the Property Management Committee.
- Review annually, with the custodian, the needs of the church for the next year – both what the church building and grounds need and also what the congregation may need in the terms of service.