

Rocky Springs Baptist Church

Ministry Description

Ministry Title: Church Building and Grounds Committee

Ministry Purpose:

The Church Building and Grounds Committee is to assist the Church in the care of all properties and buildings; to study and recommend the use of space and furnishings as they relate to all programs and activities; to study the need and recommend acquiring property and creating space; and to administer work assigned to it. This ministry purpose shall be guided by the religious and spiritual convictions of this congregation.

Organization:

The Building and Grounds Committee shall consist of six adult Church members. The pastor shall serve as an ex-officio member of this committee. The Committee shall meet at a minimum once a year at the beginning of the new Church year to elect officers, plan for upcoming events, and to discuss other outstanding issues. Other committee meetings shall be planned and scheduled as necessary. Committee chairperson serves as ex officio member of the Church council.

Ministry Responsibilities and Duties:

The ministry of the Buildings and Grounds Committee shall be to assist in the following:

1. Advise and recommend funds needed to the Finance Committee and/or the Deacons for financial resources needed by the Building and Grounds Committee to accomplish its work.
2. Verify the licensing, bonding, and insurance requirements of contract maintenance personnel.
3. Work with the Deacons, Pastor, and other Church committees in determining future property, furnishings, and space needs of the Church.
4. Committee chairperson informs moderator of reports to be made at the church business meeting.
5. Committee chairperson gives the Church Secretary a copy of any report made during the Church business meeting for permanent records of the Church.
6. Consult with appropriate staff member(s) in determining space rearrangement to ensure maximum use of facilities for worship, education, and special activities.
7. Work with the staff member responsible for supervision of the maintenance personnel in developing and recommending maintenance policies and procedures.
8. Make periodic reports on the work of the Building and Grounds Committee.
9. Answer questions about the work of the Building and Grounds Committee.
10. Recommend the appointment of a Church Building Survey and Planning Committee when needed and appropriate.
11. Stay informed as to current and future health, environmental, and all other rules and regulations.
12. Any questionable requests for the use of Church buildings or grounds must be approved by the Church.

Relationships:

The Church Building and Grounds Committee works in close cooperation with other standing Church committees and staff to assist in the administration of Church property. This committee reports to and is accountable to the Church congregation.