

5. BUILDING AND GROUNDS MINISTRY TEAM

5.1 STATEMENT OF PURPOSE:

The Building and Grounds Ministry Team will care for the real property of the congregational, striving to keep in proper repair the church edifice and maintain the surrounding grounds, fully aware that the congregation has provided this property for the glory of God. It will also keep insurance policies up to date covering all real property.

5.2 SPECIFIC MINISTRIES

- A. The Ministry Team will maintain all property owned or used by the church in a state of good repair. This includes maintaining scheduled and periodic equipment checks.
- B. The Ministry Team will make those improvements that are necessary for safety, preservation, and efficiency.
- C. The Ministry Team will make recommendations to the session for projected capital improvements. Recommendations for major repair needs and immediate capital improvements shall be the responsibility of the Ministry Team or may be brought to the Ministry Team from the trustees or ad-hoc Ministry Teams for coordination by the Ministry Team.
- D. The Ministry Team will provide utilities and custodial services to the church.
- E. The Ministry Team will create and maintain a Physical Inventory of Real and Personal Church Property.
- F. All service contracts, maintenance agreements, insurance papers, and the like will be filed in the church office.
- G. The Ministry Team will accept other responsibilities assigned by the Session.

5.3 SPECIFIC TASKS FOR FULL MINISTRY TEAM

- A. Project budget needs annually and submit to Stewardship and Finance Ministry Team.
- B. For internal cost control and budget guidance, the Ministry Team will arrange with the Treasurer to maintain appropriate sub-accounts under Repairs and Maintenance. The current sub-accounts are:
 1. Maintenance
 - a. Repairs/service contracts
 - b. Supplies
 2. Sexton
 3. Insurance
 4. Gas
 5. Electricity
 6. Water/Sewer
 7. Trash Collection

The appropriate sub-account will be shown on copies of each pay authorization voucher.

- C. The Ministry Team will also bring to Session's attention un-financed property needs requiring near-term action with its recommendations on how to implement

- them.
- D. The Ministry Team is responsible for these activities/functions, among others:
 - 1. Spring and fall work/cleanup days
 - 2. Annual fire and safety inspection
 - 3. Annual elevator inspection
 - 4. Ice and snow removal on weekends
 - 5. Promoting energy conservation
 - 6. Parking lot management
 - 7. Grounds Guild responsibilities
 - E. The Ministry Team members will undertake such repair work as best fits their individual capabilities. Use of qualified volunteers from among the congregation will be encouraged.
 - F. Information compiled in Physical Inventory of Real and Personal Church Property will be turned over to the Stewardship and Finance Ministry Team to add dollar valuations.
 - G. The Ministry Team will maintain the files of architects' and engineers' drawings and specifications relating to the church property. Service contracts, maintenance agreements, warranties and the like, as well as drawings and specifications will be maintained at the church.
 - H. In particular, this Ministry Team will coordinate with these other Ministry Teams:
 - 1. Administration: personnel, property insurance and maintenance contracts
 - 2. Finance: Budget
 - I. This Ministry Team does not assume responsibility for office equipment, including computer equipment, telephones or for musical instruments such as the organ and pianos.

5.4 SANCTUARY WINDOW HONOREE POLICY

- A. Background

As of March 1, 2007, three windows on the Three Chopt Road side in the sanctuary remain to be filled with a stained glass design. The design of each of the three windows has been accepted and is not subject to change. The designer and installer for these windows will be the same company that designed and installed the companion stained glass windows. This company has set aside the glass for this purpose so that all windows will match in color and shade.
- B. Purpose

The stained glass windows in the sanctuary glorify God through their representation of God's salvation for us. The windows on the Three Chopt Road side in the sanctuary are given in honor of those saints who have gone before us to be with God in His Kingdom. The windows are viewed by every person worshipping in the sanctuary and should have a meaningful significance to a large number of worshippers.
- C. Qualifying Honorees and Request Procedure
 - 1. The request to have a stained glass window installed in memory of someone must be submitted to the Clerk of Session for appropriate action.
 - 2. Those submitting the request will do so with the understanding that all costs of purchasing and installing the window are their responsibility and that the

funds must be made available to the church upon approval by Session.
Only then can the window order be made.

3. A request to have a stained glass window installed in memory of someone will only be accepted following the death of the honoree.
4. The honoree shall have been on the active membership role of Three Chopt Presbyterian Church for at least 15 years, as defined by the Book of Order and as administered by the Session. The honoree shall have been considered an active member at the time of her/his death.
5. Only one window will be designated for the members of an immediate family (husband, wife and children.) If a family member is already honored with a stained glass window, the plaque may be changed to reflect the additional honoree.

5.5 PLANNING CALENDAR

JANUARY

Annual Congregational Meeting
Time & Talent Survey review
Quarterly Building Check

FEBRUARY

Plan/Schedule Spring Clean-up Day
Plan Grass Cutter/Outside care teams

MARCH

Ready outside equipment: lawn mowers, etc.
Publish Door Opening / Closing Schedule

APRIL

Quarterly Building Check
Prepare for May Ministry Plan Update

MAY

Ministry Plan Update
HVAC Check-up
Check on Grass Cutter routine

JUNE

Recruit for sub-Ministry Teams
Publish Door Opening / Closing Schedule
Policy & Procedure Manual review & update
Budget planning for August submission

JULY

Budget planning continued
Plan/Schedule Fall Clean-up Day
Quarterly Building Check

Begin planning Rally Day presentation

AUGUST

Annual budget process – August submission
Continue planning Rally Day presentation
New mulch for playground area

SEPTEMBER

Rally Day presentation
Plan Winter snow removal teams
Plan Monthly Fall gutter clean-out
Publish Door Opening / Closing Schedule

OCTOBER

Participate in Stewardship Outreach
HVAC Check-up
Fall gutter clean-out
Quarterly Building Check

NOVEMBER

Prepare for Annual Congregational Meeting Annual Report
Fall gutter clean-out

DECEMBER

Continue preparations for Annual Congregational Meeting Annual Report
Fall gutter clean-out
Publish Door Opening / Closing Schedule