

EMMANUEL LUTHERAN CHURCH

THE PROPERTY COMMITTEE

DESCRIPTION OF DUTIES

APPROVED BY THE CONGREGATION COUNCIL

APPROVED JULY 14, 2020

ESTABLISHMENT

This Committee was established by the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions, paragraph C13.07.01g. The Decorating Committee became a part of the Property Committee in 2018 per a Continuing Resolution approved by the Congregation Council.

COMMITTEE RESPONSIBILITIES

This document is a more specific description of those duties outlined in paragraph C13.07.01g of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

The Property Committee is responsible for the planning, administration, care, maintenance, repair, inventory, replacement, protection and use of all church property and grounds; and maintaining and updating decorations in the areas inside and outside of the church building, excluding the sanctuary. It oversees the work of the custodian and groundskeeper. It studies and provides for the accessibility of the church building to all persons.

Property Committee Mission Statement

The mission of the Property Committee is to care for the church building and grounds that it may be an effective instrument in faith nurturing and community outreach as a gathering place for worship, learning, fellowship and service.

AUTHORITY

To accomplish this task, this Committee is empowered to request from all other current or future committees of Emmanuel Lutheran Church to cooperate and support the work of the Property Committee. This Committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. To the extent that a budget has been provided for the Property Committee to perform its work, the committee may expend the budgeted funds as it determines necessary per the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Property Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

Page 2 The Property Committee Description of Duties

The Property Committee is subject to the direction of the Congregation Council. This committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation Council. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time.

COMMITTEE MEMBERSHIP

The Property Committee should have no maximum number of members with one Property Committee member acting as Chairperson for the committee and with a minimum of one member also being a member of the Congregation Council.

Initially, the Congregation Council shall appoint members to the Property Committee. Property Committee members may serve on this committee until she/he wishes to resign her/his membership. The Congregation Council may also remove a member(s) from this committee as it deems necessary. Vacancies on the Property Committee may be filled by recommendations from committee membership or by signing the volunteer sheet for the Property Committee during Commitment Week.

COMMUNICATION

On a monthly basis, or as otherwise requested by the Congregation Council, the Property Committee Congregation Council representative is requested to provide an oral report of the Property Committee's work during the previous month. During this report, the Congregation Council representative may include requests for changes with the committee's work, mission, or budgetary needs. New committee members are oriented into this committee by receiving a copy of this committee description and other information specific to the work of this committee.

DUTIES AND RESPONSIBILITIES

Develop a planning calendar for your committee's work and responsibilities, at a minimum, annually update this planning calendar and submit an informational copy of your planning calendar to the Congregation Council. By giving the Church Secretary a copy of your committee's planning calendar, this will ensure that a copy will be placed into the Congregation Council's meeting information packet.

Annually, update the inventory list of Real and Personal Property and provide a copy of the updated list to the Finance Committee.