

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.5.4

PROPERTY COMMITTEE

7/4/2016

Purpose:

The purpose of the Property Committee shall be to care for all properties, buildings, landscaping, and equipment of the White Bluff Chapel (WBC) so that they will remain functional and attractive in appearance and serve the needs of the Congregation.

Responsibilities:

- Set up and arrange the WBC Sanctuary and Fellowship Hall for worship services, education, meetings, and other activities conducted at the WBC.
- Keep all property (building, equipment, furniture and fixtures), including grounds maintenance, in proper condition and repair. Provide oversight/direction through the use of sub-committees as necessary for this purpose.
- Provide leadership in long range planning for maintenance or replacement of the Chapel's building and grounds, and the equipment, furniture, and fixtures related thereto.
- Provide information to the Finance Committee so that a recorded inventory of all WBC property including furniture, fixtures and equipment may be maintained.
- Report monthly to the Board of Trustees regarding condition of the facilities, ongoing projects, and concerns. Obtain Board approval for significant expenditures or capital equipment replacements or additions.
- Oversight of contracted services such as Custodians, Grounds Maintenance, Plumbers, Electricians, etc. Approve invoices.
- Oversight of utilities (e.g., water, electricity, propane); approve all utility bills.

Administrative:

- The Chair for the Property Committee is elected annually by the WBC membership in accordance with the procedures in Article 6.5 of the WBC By-Laws.
- Additional sub-committees may be formed and staffed at the discretion of the Property Committee Chair.
- Bring any committee policy, procedural, financial, or functional related issue(s) to the attention of the Board of Trustees for consideration.
- Keep Office Administrator informed of plans for meetings, activities, or events.
- Obtain Board of Trustees prior approval for any unbudgeted capital expenditure over \$500 or expenditure of funds from the Major Maintenance Fund.
- Prepare and submit a budget request for the next fiscal year in accordance with the instructions and schedule provided by the Treasurer.

Related Documents in Organization and Procedures Manual:

[2.2 By-Laws Article 6: Board of Trustees](#)

Related Documents in Committee Policies and Procedures Manual:

[7.1 Building Set-Up Request Process](#)

[Form 7.1.1 Building Set-Up Request](#)

[7.2 Property Calendar](#)

[7.3 Property Fall Cleanup](#)

7.4 Contractors List (Hardcopy available in Chapel Office)

Form 7.4.1 Landscaping Service Contract (Hardcopy available in Chapel Office)

Form 7.4.2 Janitorial Service Contract (Hardcopy available in Chapel Office)

7.4.3 HVAC Service Contract (Hardcopy available in Chapel Office)

[7.5 AED Program Administrator/Site Coordinator](#)