



## Guidelines for the Property Committee

### **Purpose of Property Committee:**

The primary purpose of the Property Committee is to faithfully align the buildings and capital assets retained by Beargrass Christian Church with its overall mission, vision, and values. In concert with the relevant church staff, the committee acts as entrusted stewards on behalf of the congregation, responsible to its governing board for the care of owned properties in support of the church's needs, goals, and priorities.

### **Responsibilities:**

- Coordinate with relevant church staff and governing board to prioritize property resources, goals, and initiatives for both short-term needs and long-term vision for the campus.
- Evaluate and propose improvements to the campus for its alignment with the mission of the church to maximize safety, aesthetics, hospitality, security, and intended purposes.
- Develop, support, and plan potential projects as requested for property enhancements that support the ministries, programs, and operations of the church.
- Provide for the necessary maintenance and repair of all existing property, landscaping, buildings, and capital equipment.
- Operate within its approved annual budget (or in the case of urgent, unanticipated needs that surpass the operating budget, make an official petition for additional funding as available).
- Strategize and plan for necessary long-term maintenance, repairs, and replacements of church capital equipment and facilities by cataloging current inventory, anticipated needs, associated lifespans, and projected costs.
- Ensure all rental agreements, building use policies, contracts, and memorandums of understanding remain current and in compliance.
- Review existing insurance coverage to ensure adequacy and limit liability exposure. The committee will request proposals for coverage from a minimum of three "church" based insurance carriers every three years.
- Communicate regular reports and updates to its division and governing board regarding both completed and planned activities of the committee.
- Propose annual property budget to provide necessary resources for above purposes and responsibilities (*in coordination with Sr Minister, Business Admin., Division Chair, and Board Chair*).

### **Coordination with Church Staff:**

The Business Administrator will act at the direction of the Senior Minister as primary liaison on behalf of the church staff to coordinate with the Property Committee in exercising the above functions. The Property Committee may delegate the routine exercise of above functions to the Business Administrator as appropriate with support of the Senior Minister. The Business Administrator will implement and oversee the regular operations of the church property in compliance with the policies and procedures of the governing board and Property Committee. The Business Administrator shall perform due fiduciary diligence when needed on behalf of the Property Committee and is responsible to communicate with and present findings to the committee and relevant church staff.