

## **PROPERTY COMMITTEE**

### **A. Membership**

1. The Property Committee shall consist of the following: three Deacons (at least one from each class of Deacons), one Elder, at least eight At-Large members, one Youth member, and the Moderator of the Presbyterian Women Kitchen Committee.
2. The term of office of the Elders and Deacons shall be for three years or until their term of office expires. The term of office for the Youth member is for one year. The term of office for the Moderator of the Presbyterian Women Kitchen Committee is for her term as Moderator. The term of office for the At-Large members is for one year, renewable for up to three years.

### **B. Meetings**

This committee shall meet once a month, or more or less as needed. The committee has a minimum total of 14 members including the moderator and the vice moderator. Only the moderators and Emphasis Area Leaders need to be present at each monthly meeting unless the Moderator requires the entire committee. The Moderator and the Emphasis Area Leaders will determine how they prefer to communicate with committee members in order to carry out their functions.

### **C. Duties**

1. This committee will maintain all church-owned buildings and physical property. Currently this includes our Sanctuary, Christian Education Building, Preschool Building, Rental Properties, and Church Manse at 213 Hillcrest Drive.
2. The Property Committee will work with the Administrative Assistant in purchasing necessary equipment and arranging for repairs and service as required. Major expenditures need to be recommended to the Diaconate and the Session as necessary. This is particularly true for items that are not budgeted.
3. The committee will oversee the duties, with the Administrative Assistant and the Ministers, of the Custodian.
4. The Property Committee recommends and oversees any outside groups that use the Church property.

### **D. Emphasis Areas**

1. Church and Education Buildings - Vice Moderator and two (2) committee members
2. Manse – (Home & Yard) – Leader & Minister
3. Rental Property – Leader, Church Staff & Rental Management Company
4. Church Yard (Picnic Shelter, Storage Building and Columbarium) - Leader & two (2) members
5. Kitchen – Leader & two (2) members – Responsible for scheduling food servers at the Wednesday Night Church Suppers.
6. Van – Leader & one member