

Functions of Organizations

Policy Number: 04.11

Effective Date: Sept. 18, 2011

1. Title: Building and Grounds Ministry

2. Purpose:

This OPS provides the means of documenting as policy the Building and Grounds Ministry's function (responsibilities) as assigned by the Session.

3. Policy:

The function of the Building and Grounds Ministry includes the following:

- 3.1 Manages the church's building(s) and their heating, ventilation and air conditioning maintenance program [09.01].
- 3.2 Administers "work requests" for the church's building(s) structural repairs and changes [09.03].
- 3.3 Manages the church's grounds maintenance, contracts for ground maintenance, and serves as contract administrator for such contracts [09.06].
- 3.4 Manages the church's janitorial requirements by performing contract administration and quality assurance for janitorial services contract(s). [09.07].
- 3.5 Manages the church's physical security including both entry (perimeter) security and fire alarm systems. Provides contract administration and quality assurance for installing and maintaining physical security systems. This includes reacting to physical security alarms. [Section 14].
- 3.6 Performs financial planning by preparing an annual budget submission for the church's building and grounds maintenance needs as well as for any capital improvements. [08.18]
- 3.7 Monitors the church's financial reports for the accounts assigned to the Building and Grounds Ministry for assuring compliance with the Session's approved operating budget plan. [08.03, 08.08, 08.10].
- 3.8 Appropriately requests the payments of invoices associated with the Building and Grounds Ministry function, assures invoice billings are in compliance with purchase orders and contracts, and authorizes payments according to OPS 08.04 Cash Disbursements.
- 3.9 Assures that the church has appropriate written building and grounds policies and procedures, which are published, posted as needed, and are routinely practiced and enforced.

3.10 Responsible for the following designated OPS in the church's risk management program: 12.02, 14.01, 14.02, 14.03, 14.04, and 14.05.

3.11 Oversees and advises the Session on matters relating to the management of the property and grounds of the church, including determination of the appropriate use of the church buildings and facilities.

4. Definitions: (none)

5. References:

- *2011/2013 Book of Order* (Section: G-3.0201c).

6. Applicability:

The Session is responsible for deciding the function (responsibilities) of the Building and Grounds Ministry as stated above in "Part 3, Policy".

The Building and Grounds Ministry Chairman is appointed by the Session and is responsible for the efficient and effective achievement of the ministry's function as stated in Part 3, Policy.

7. Procedures:

7.1 The Building and Grounds Ministry Chairman shall manage and assure compliance with the policy statements of Part 3 above. This requires his recruiting and maintaining a staff of sufficient number and having the appropriate knowledge and skills.

7.2 The Building and Grounds Ministry Chairman shall call a monthly meeting of the ministry's members for reviewing, planning, and reporting on the Ministry's function specified in Part 3.

7.3 The Building and Grounds Ministry Chairman shall coordinate and report matters as required with the Pastor, other Church Staff, and the Session for achieving and performing the Ministry's functions defined in Part 3.

7.4 The Building and Grounds Ministry Chairman shall annually review this OPS and recommend to the Session any needed revisions.

8. Review Schedule:

The review date for determining if a revision is necessary is the anniversary of the effective date.

9. Approval:

Session approved this OPS on the above effective date.