

St Mary Parish North Grafton, MA Property Committee Charter

As of March 9, 2020

Name of Body

The name of this body shall be known as the Property Committee of St. Mary Parish of North Grafton, MA.

Purpose of Body

The church Property Committee is responsible for the parcel(s) of land, the structures on the parcel(s) including rentals and the systems in or on the parcels which define the church campus. In addition, church property includes all assets that are contained in the structures.

The committee is to develop a list of items located on or within the church property to assist in tracking warranties, scheduled and recommended maintenance.

The committee should look for ways to create a more efficient and cost-effective way to maintain and operate the property.

Composition of the Committee

The committee should be comprised of church members who have knowledge and interest in maintenance, building systems, gardening, landscapes, parishioner safety measures, and building access, as examples.

Both ladies and gentlemen of all ages are welcome and valuable members. Those in good physical health might want to do some of the work that does not require licensing or requires experience with non-household tools.

The Business Manager and Custodian would be a valuable part of committee and are considered ex-officio members. Regular attendance would be welcome and beneficial. They could participate in the committee, but not rotate into the chairperson role.

The committee would consist of a chairperson who would coordinate meetings, prioritize work, set schedules, and oversee outcomes. The chairperson would meet regularly with the Business Manager who would direct church staff, and contracted companies. The committee under the direction of the chairperson could appoint committee members to head specific areas of focus such as head of Mary's Garden, Head of building maintenance, Head of landscaping, head of warranties, etc. The chairperson should rotate and be in this position no longer than three years and allowing others to take a leadership role.

Authority

The committee is authorized to prioritize, coordinate, and recommend enhancements, maintenance programs, and short- and long-term capital projects to the Business Manager or the Finance Committee.

The committee should organize and execute work or projects that do not require funding and create a more welcoming environment.

Should recommend enhancements that improve safety, appearance, the longevity of asset or the effectiveness or efficiency of our operations.

The committee does not have authority to sign contracts, although it should seek estimates and recommend vendors. The committee or a representative can participate in contract discussions and negotiations.

The committee does not have spending approval. All request for funds are referred to the Business Manager and Finance Committee.

The committee has no authority to assign work to church staff, such as the custodian, although it can coordinate and actively recruit volunteers to complete work around the property.

Responsibilities include but not limited to:

Establishing, maintaining, and managing

- A) A master plan which outlines major changes or improvements for the next 5 years including their estimated costs and benefits. Major expenditures should have a 7 year or less payback.
- B) A list, annually, of all projects which have been sized, priced and prioritized.
- C) A checklist of maintenance activities that need to be completed each season to protect or maintain property. Scheduling of these activities such as cleaning carpets, cleaning outside drains, fertilizing.
- D) A tracking tool that monitors service contracts and warranties of all applicable assets.

Recommending the purchase of items or systems including those that improve our effectiveness or efficiency of the property.

Coordinating the “bid” process (development of a bid with specifications) of any activity in which a bid is required (this should be defined).

Define the criteria in a performance contract that outlines our expectations of the vendor including timeliness, a definition of completion, a requirement for their insurance and licenses, etc.

Coordinating the repair of items or a recommendation to replace broken, worn, or obsolete items. This includes most assets including those in the parish office such as furniture and equipment.

Participating, under the direction of the Business Manager, in any acquisition, disposal or merger of property.

Identifying all safety and beautification initiatives for each parcel and structure

Prioritizing a list of all planned expenditures, by project, to be shared with the Finance Committee for their planning and budgeting. Approvals to proceed would come from the Business Manager or Pastor. It might also be helpful if the Finance and Property chairs periodically attend each other's meetings.

Recruiting and organizing volunteers for appropriate projects, such as landscaping and painting.

Definitions:

Definitions (with examples):

Parcel: Any piece of land owned by the church.

Structures: All buildings including rentals, walls, flag poles, trees, shrubs, driveways that sit on a parcel and Mary's Garden.

Systems in a parcel: The drainage or utility pipes and wires

Systems on a parcel: Exterior lighting

Systems in or on a structure: Lighting, solar, elevator, plumbing, heating, A/C, technology wiring, security, alarms, and audio visual.