

I. **NAME: Buildings and Grounds Committee**

II. **MISSION: (Pick one, or combine, or re-write)**

To develop and maintain UUFA's building and grounds that are clean, attractive, functional, safe, and operational to effectively provide for and promote the purposeful mission of UUFA.

III. **MEMBERSHIP:**

Five Members and Friends of UUFA, plus a representative from the Landscaping committee and a representative from the First Aid and Safety committees. The minister and congregational administrator are invited to attend.

Members are solicited by the Board and/or the Building & Grounds committee.

Term is two years, but members of the committee may serve as long as they like.

IV. **LEADERSHIP:** to be determined

V. **MEETINGS:**

Meets once a month, or more often if needed.

Decisions are made by consensus/majority vote (which?)

Meetings are open to anyone who wishes to attend.

VI. **RESPONSIBILITIES, GOALS, and ACTIVITIES:**

Assist the Minister and Congregational Administrator/Board (?)

in planning for the care and maintenance and improvement of UUFA buildings, grounds, and equipment, except for office equipment, computer systems, and media/sound systems.

Assist the Minister and Congregational Administrator/Board (?) in developing and maintaining **policies and procedures for the use of UUFA's building and grounds.**

Organize UUFA Volunteer Pride Workdays (spring and fall) in cooperation with the Landscaping and Security committees, recruiting volunteers for activities such as lawn and garden maintenance, electrical work, painting, plumbing, heating/air conditioning maintenance, building repairs, and changing light bulbs. The workdays allow members and friends time for fellowship as well as save the church money.

Develop **long-term plans** to maximize the use of our building and bring them up to modern standards.

Ensure that the heating, plumbing, electrical, and mechanical systems of the building are properly operated and maintained.

Develop and maintain an annual **inventory** of equipment and furnishings (except office equipment), for insurance purposes.

In collaboration with the Finance Committee, propose an **annual budget** that represents the needs of maintaining all property and equipment. Specific line items will be included in anticipation of future replacement or major repair costs to structures and equipment. Funds designated for repairs, maintenance, or replacement shall be carried over calendar years to allow accrual of sufficient funds for such expenses.

Arrange for annual or bi-annual inspections by a professional building inspector to cover potential problems that are not immediately visible.

With the Congregational Administrator, conduct **periodical visual inspections** of the facilities to identify problems that can be corrected by repairmen and congregational volunteers. **Maintain an ongoing “needs list” and enlist volunteers from the congregation.** (painting, plumbing, electrical, carpentry)

VII ACCOUNTABILITY:

To the minister/board?

VIII REPORTING REQUIREMENTS:

Annual Report to the congregation

IX RELATIONSHIP WITH STAFF & OTHER GROUPS AT UUFA

X COMMUNICATIONS WITH THE CONGREGATIONS & GROUPS WITHIN THE FELLOWSHIP

Emails to groups

Weekly email announcements and Sunday Service announcements

XI DECISION-MAKING AUTHORITY

Hire Building Inspector

Make policy concerning use of the facilities

Communicate with repair/maintenance companies when bids are required

XII SPENDING AUTHORITIES

Committee chair authorizes committee expenditures against its budget

Makes recommendations to the Finance Committee or Board for expenses against Budget line items created for maintenance, repair, and purchases.

Proposed Charter Submitted by the Buildings and Grounds Committee on _____.