

## **Building and Grounds**

### **Purpose:**

The purpose of the Buildings and Property is to be responsible for the maintenance of all property of the church, subject to any policies established by the Session or the congregation.

### **Specific Tasks:**

1. Main Building
  - a. Preventively maintain all equipment
  - b. oversight of contracts
  - c. arrange for outside use
  - d. recommend modifications
2. Eastman House
3. Manse
  - a. arrange for outside care
  - b. arrange for periodic replacement of inside elements
  - c. perform standard maintenance
4. Recommend an annual operating budget to the Session each year by the end of September.
5. Provide a written report of activities to the congregation in time for inclusion in the Annual Report distributed in January of each year.

### **Composition of the Committee:**

This committee shall be composed of no less than three (3) members. The Sexton shall be an ex-officio member of this Committee. In addition, this committee will also have one (1) Elder. The pastor shall serve ex officio on this committee.