

CommUNITY Church
Property Team
Policies and Procedures
Adopted 5/2017

- 1. Membership:** All serving on the Property Team will be born again CommUNITY Church members that have demonstrated their commitment to be faithful, reliable and passionate about serving the Lord by the upkeep of the CommUNITY campus. Each member will serve a three (3) year term.
- 2. Duties:** All members will serve as equal partners in maintaining the CommUNITY campus and recommending to the congregation any building additions or improvements. The head of the team, as appointed by the team members, will serve as the point of contact for the congregation and as the voice of the team. The team will have complete liberty, regarding maintenance, while staying in the confines of the budget without congregational approval for projects under \$1,000.00. Any maintenance issue or project, whether budgeted or not, must be brought to the congregation for a vote after obtaining a majority consensus from the Property Team. The Senior Pastor will be involved from inception to vote with issues outside general maintenance and upkeep.
- 3. Considerations:** There will never be any kind of work planned, scheduled or performed when the church is having any service, and there will never be any work performed during Sunday. All meetings of the Property Team will be held on the CommUNITY Campus and will start and end with prayer.
- 4. Votes:** The group may forego meeting, for the sake of a vote, and opt for phone calls. This will never replace the preliminary meeting, planning and discussion required for projects, but for the vote itself. If there are maintenance issues and small projects that the Property Team head deems a phone call could suffice to proceed, he/she has that liberty, unless the majority of the team requests a meeting instead.
- 5. Projects:** Outside of general, everyday maintenance, all projects will include: prioritization, length of completion, money involved, budgetary constraints, three (3) bids from outside entities if unable to facilitate internally, and a majority vote must carry before proceeding to either the congregation or starting the project. Each project will be solely focused to achieve completion before another project is started. When appropriate, the Property Team will have the liberty, after consulting the Senior Pastor and the church calendar to ensure no conflicts exists, to call the church to a work day. Furthermore, the Property Team will have the liberty to recruit members of the congregation, based on their gifts and talents, to assist in maintenance and/or projects. At no time will non-church members be tasked in such a way without consultation of the Senior Pastor to consider our insurance and issues of liability. Any electrical, plumbing or general contracting work to be conducted by non-church members for pay, must be bonded, insured and licensed in their respective fields with the appropriate permit awarded and posted.
- 6. Records:** All meetings will be recorded by either electronic and achievable media, or by hand and retained in file, available to the congregation upon request, for five (5) years.