

Committee	Properties	
Membership	Elders	Bill Ostrem
	Congregation	DJ Volk
	Staff	Caretaker, Treasurer, Pastor
Regular Meetings 3rd Thursday		
Mission Statement The Properties committee insures that CPC's physical plant performs effectively to empower the congregation's work for Christ.		
General Tasks <ol style="list-style-type: none"> 1) Responsible for maintenance of all physical plant and church property; 2) Develops regular schedule of preventative maintenance and regular safety upgrading; 3) Approves all purchases of furniture, carpeting, curtains and painting; 4) Organizes periodic cleaning of facilities; 5) Approves routine requests for building usage by members and outside organizations; 6) Oversees use of storage areas; 7) Coordinates work of volunteer and paid maintenance, repair, and custodial workers; 8) Advises Session on building security, insurance, and building usage policies; 9) Meets regularly with Pastor regarding maintenance and financial issues; 10) Other assignments as determined by Pastor and Session. 		
Resources http://www.pghpresbytery.org/organizations/presbyterian_men/pdfs/property_committee_guidelines.pdf		
Learning Projects Develop room-by-room maintenance and repair survey.		
Overall Goals Move from reactive to preventative maintenance systems, automate key congregation information systems, identify members with maintenance skills, develop long-term project list, completing room-by-room assessment		
Specific Projects Complete church repairs, investigate Safety and Code compliance, oversee caretaker in monthly PM schedule, provide prioritized new project list		
Other Notes Work with architect on developing plans for building modifications to allow flexibility in maximizing use of church building during the day		
Chairperson Responsibilities <ol style="list-style-type: none"> 1) Develop agenda in conjunction with Pastor; 2) Call and preside over committee meetings; 3) Insure minutes are taken and distributed as needed; 4) Oversee task list, securing committee members and volunteers (especially for quick tasks below); 5) Help recruit and train committee members and volunteers as needed. 		

Committee Member Responsibilities

- 1) Attend committee meetings;
- 2) Review agenda and other materials in advance of meeting as much as possible;
- 3) Participate in regularly performing several of the General Tasks listed above;
- 4) Help recruit and train committee members and volunteers as needed;
- 5) Be prepared to ask questions and offer ideas at meetings.

Quick Tasks - That can be done on an as needed basis by congregation

- 1) Choose an item off the project list (painting, cleaning, gardening)
- 2) Volunteer at cleanup days
- 3) Make sure materials are available on clean up days