



BUILDING AND GROUNDS COMMITTEE

Maintaining a welcoming environment to
come home to.

PURPOSE OF THIS COMMITTEE

- The committee acts in an advisory capacity to:
- Assess and determine the physical needs of the parish facilities and landscape.
- Consult with the finance council, pastor, parish administrator, and business manager regarding suggested renovation and improvements.

AUTHORITY OF THIS COMMITTEE

- This committee operates as a standing committee on the finance council and is governed by its charter.

ROLE OF THIS COMMITTEE

The committee prepares for and executes an

- Annual review of the properties and recommends a capital plan for the fiscal year.
- Suggest projects that are broader in scope than one year.
- Long-range planning, preventative maintenance, efficiency, safety, security, and
- Handicap accessibility are to be factored into the realm of responsibility.
- Have manuals and binders for current operations of all equipment.

Eligibility

- Individuals with expertise in the disciplines of architecture, contracting, design, project management, HAC, landscaping, carpentry, finance, and engineering are desired.
- Anyone who is a member of the parish and actively practicing the Catholic faith is eligible for consideration.

Qualifications

- To be considered for membership on the Council, a person must be:
- Willing to participate in study of liturgical norms for church requirements.
- Prepared to give time and attention to the work of the committee.
- Willing to dialogue and interact with other members.
- Committed to advancing the facility standards of the parish as a whole.

Formation

- All members of the committee will participate in the process of education and formation regarding the nature and work of the committee.
- Members should be familiar with the diocesan guidelines for Arts and Environment.

Composition

- The committee shall be composed of four to six members who satisfy the fundamental needs of facility and grounds analysis.
- Where deficiencies occur, they will rely on outside expertise deemed necessary for the current needs of the committee.
- Liturgical, maintenance, art and environment, and Family Center representation will be appropriately considered for membership on the committee or as a resource for input.

Selection

- Each year the committee will seek candidates to fill openings on the committee and submit their names to the finance council for consideration.
- Representatives of the finance council and one member of staff will conduct interviews to arrive at the final appointments.

Terms of Office

- Selected members of the committee shall serve a term of three (3) years. There may be one successive term of office of “up to” three years, contingent upon mutual agreement between committee members, the Pastor, and the finance council. Terms run concurrent with the Church’s fiscal year.

Officers

- The committee will include a Chairperson, Vice Chairperson, and Secretary. Duties of the Chairperson will include meeting facilitation, agenda preparation, and membership selection.
- The Vice Chairperson shall act in the absence of the Chairperson. The Secretary will cause minutes to be taken and ensures that minutes are distributed and filed.
- This charter allows for a nonmember to take minutes, should this become a preference of the committee. The Chairperson, the Vice-Chairperson and Secretary shall be selected annually at the first meeting of the new term according to the process of consensus.
- In the event there is a vacancy with an unexpired term of more than six (6) months the Chairperson shall discern who will fill out the remaining term.
- If the unexpired term is less than six (6) months, it shall remain unfilled until the next regularly scheduled selection process.

Vacancies

- The committee shall meet quarterly or as needed to conduct business and to achieve stated goals and objectives.
- The budgetary considerations are to be submitted yearly, prompting a schedule of meetings that achieve that deadline.
- Each meeting will begin with a prayer service. The agenda and supporting documentation shall be communicated to the members in advance of the meeting.