

Facilities & Property Committee Charter Anderson Hills Church

A. PURPOSE

The Facilities & Property Committee (F&P Committee) of Anderson Hills Church is responsible for oversight and care of all facilities and property owned by Anderson Hills Church.

B. COMPOSITION

F&P Committee members should be Christian spiritual leaders who demonstrate regular worship attendance, small-group participation, Bible study and regular giving. These practices are essential for committee members to bring integrity to the leadership of this ministry.

The F&P Committee is composed of not fewer than seven nor more than nine members of the church, representative of the entirety of Anderson Hills Church.

The committee selects the vice chair and secretary at the end of each year for the following year. The vice chair will not be a member of the same class as the chair, and no one person can hold more than one office at a time. F&P Committee officers (other than the chair) will hold office for a term of one year or until their successors are elected.

C. RESPONSIBILITIES AND DUTIES

The F&P Committee has the following responsibilities and duties:

1. Oversight and care of all facilities and property owned by the church, including buildings and building contents, technology and other equipment, furnishings and improvements, parking lots and sidewalks, and land.
2. Ensuring the facilities and land are properly maintained, insured, and protected from degradation, and they are reasonably safe, secure, and comfortable for church members and guests to enjoy.
3. The F&P Committee will work with the church Treasurer to prepare annual budgets for capital repairs and improvements, utilities, insurance, contracted services, and any other necessary budget areas, in order to properly provide for the oversight and care of the facilities and property of Anderson Hills Church. The budgets, and actual spending from them, will be reviewed and managed by the F&P Committee throughout each fiscal year.
4. The F&P Committee will conduct a review of all facilities and property, at least annually, to assess long-term and short-term needs for repair, improvements or enhancements, to ensure these physical assets are protected, safe and secure for all people to enjoy, and ensure they are capable of meeting the needs of our ministry and missions work. This review will be documented in the Facility Master Plan, which the F&P Committee will develop and maintain.

D. ACCOUNTABILITY AND ANNUAL REPORT

The F&P Committee will be accountable to the Church Council for its activities and will report such activities to the Church as the F&P Committee or the Church Council determines.

Facilities & Property Committee charter, continued

Each year, the F&P Committee will prepare and present to the Annual Church Meeting a written report including the following:

- a. A summary of church owned real estate parcels, and any facilities on them, along with the approximate market value of each parcel (based on insurance data);
- b. The amount of income received from any income-producing property and a list of any significant expenses related to such income-producing property;
- c. A summary of all projects completed and in-process, on all the church facilities and properties, the amounts spent on each during the prior year, and any known project plans for the coming year;
- d. Outstanding debts (and the terms), if any, on all properties;
- e. A summary statement of the insurances carried on the facilities and property, and personal property, of Anderson Hills Church, and a summary of the liability protection policies of the church;
- f. The name of the custodian of all legal papers of Anderson Hills Church, and where they are kept.
- g. Such other information as the F&P Committee or the Church Council deems appropriate.

E. MEETINGS

The F&P Committee will meet as determined by the committee, at least quarterly. The chair will send out a meeting agenda, including meeting location, prior to each meeting. A majority of the members of the F&P Committee will constitute a quorum at each meeting.

F. MINUTES

At each meeting, the secretary or, in her or his absence, a committee member appointed by the chair, will prepare the minutes of the Committee's deliberations. After approval by the Committee's Chair, such minutes will be distributed to all Committee members and available to the Church Council. Meeting minutes will be available to church members upon request.

If the Committee is dealing with confidential issues, it will enter executive session and the minutes will be kept by the secretary but not publicized.

G. AMENDMENTS

Amendments to this Charter require approval of the F&P Committee and the Church Council.