

Buildings and Grounds Committee Guidelines

I. Name of Group

This organization shall be known as the Buildings and Grounds Committee of St. John Vianney Parish

II. Authority and Relationship

The Buildings and Grounds Committee is a subcommittee under the Administrative Services/Finance standing committee accountable to Parish Council. The Buildings and Grounds committee shall choose a liaison that represents the subcommittee at the meetings of the Administrative Services/Finance Committee, participating fully in that committee's discussions and decision making.

III. Purpose

The Buildings and Grounds Committee is responsible for assessing the condition and maintenance needs of all parish properties.

IV. Functions / Responsibilities

The Buildings and Grounds Committee will:

1. Advise the Pastor and Administrative Services/Finance committee on all major issues as they relate to the parish's buildings, property and equipment. This would include matters related to keeping the facilities and grounds clean, safe, in good repair and appearance as well as seeing that the heating, plumbing, mechanical and electrical systems of church properties are properly maintained.
2. Adhere to the following approval policies regarding spending on projects:
 - a. Under \$5,000 – at discretion of Buildings and Grounds and Plant Engineer with approval of Pastor and/or Director of Parish Services.
 - b. \$5,000-\$10,000 – requires 2 competitive bids and approval of Buildings & Grounds, Pastor and Director of Parish Services. Must also obtain approval of Administrative Services/Finance Committee unless projects were included in fiscal year budget.
 - c. \$10,000-\$30,000 – requires 3 competitive bids and approval of Buildings & Grounds, Pastor, Director of Parish Services and Administrative Services/Finance Committee.
 - d. \$30,000 or more – requires formal written proxy approval from the Archdiocese. So these projects require the approval of Parish Council in addition to obtaining 3 competitive bids and approval of Buildings & Grounds, Pastor, Director of Parish Services and Administrative Services/Finance Committee.
3. Determine budget priorities in the areas of the committee's responsibilities and ensure that budget monies allocated to facility maintenance and updates are appropriated in the best interests of the parish.
4. Develop and maintain a three year rolling capital budget prioritized by anticipated capital expenditures as they relate to building and grounds maintenance and facility updates/additions.
5. Recommend and lead in the formation of ad hoc subcommittees to deal with planned major projects as requested by the Pastor, Parish Council or the Administrative

Services/Finance Committee.

6. Provide timely minutes of meetings accessible to the parish at large.

V. **Membership**

Ex officio Committee members:

Pastor

Plant Engineer

Director of Parish Services

Chairperson of Administrative Services/Finance Committee

Ex officio members participate fully in committee discussions and decision making.

Committee Members:

At-Large representatives of the entire parish (4-6, or as deemed necessary)

At-Large Members:

An at-large member must be a person 18 years of age or older who is a member of the parish. Names of potential committee members will be submitted to the chairperson and discerned for membership by the committee as a whole.

While not required, ideally at-large members should be familiar with the building trades and/or facilities maintenance.

Ordinarily, at-large members of the committee shall serve a term of three years, beginning on July 1. One successive renewal term is also allowed if the Committee so discerns.

After two or more unexcused absences during one year, the member could lose her/his position on the committee, although special consideration will be given to unusual situations. Any unplanned vacancy on the committee will be filled by appointment under the direction of the chairperson. A member appointed to fill an unplanned vacancy will complete the unexpired term of office.

VI. **Officers**

Officers will be discerned for annual terms, with the possibility of up to two successive annual renewals. Discernment will be by the committee as a whole at the last meeting of the fiscal year. A chairperson, a secretary, and possibly a vice-chairperson, make up the officers of the Committee.

Duties of Officers:

Chairperson

1. Shall have at least one year of committee experience;
2. Shall prepare the meeting agenda with input from the facility engineer, and other committee members;
3. Shall preside at all meetings of the committee;
4. Shall have authority, with approval from the committee, to assign additional duties and responsibilities to individual committee members.

Vice-Chairperson (if determined to be needed by committee)

1. Shall have at least one year of committee experience
2. Shall preside at any meeting which the chairperson is unable to attend
3. Shall perform other additional duties assigned by the chairperson, with the approval of the committee.

Secretary

1. Shall maintain a written record of all actions of the committee;
2. Shall preserve all reports, proposals and documents entrusted to her/his care;
3. Shall arrange for the mailing of meeting minutes to all committee members and the Parish Council in a timely fashion.

VII. Meetings

A. Type

1. Regular meetings: The Committee shall normally meet every other month. All meetings shall be open.
2. Special meetings
The need for additional meetings may be determined by the chairperson.

B. Meeting Preparation and Decision-making Process

The Committee's manner of decision-making shall be communal discernment, which includes gathering of information, prayerful reflection and dialogue, leading to a consensus. When this is not possible, the will of the majority will prevail..

VII. Changes /Amendments

These guidelines will be reviewed and confirmed or amended by consensus on a regular basis.

Date of Approval _____

Date of Most Recent Revision _____