

Christ Church Episcopal

Building and Grounds Committee Functions

Policy: IX. D.

Initiated: 2021-11-03

Revised: 2022-07-12

Reviewed: 2022-09-18

PURPOSE: To make recommendations to the vestry and finance committee about costs, projects, and budgets and serve as project managers upon request from priest or Junior Warden. Committee members are appointed by the priest.

Committee Functions:

- Committee with Junior Warden inspects building and grounds at least every six months or as necessary to identify any problem areas.
- Reviews and revises Building Improvement and Risks five-year plan annually.
- Maintains approved vendor list as described by Diocesan guidelines.
- Maintains all records of maintenance, repairs and vendors in the church office.
- Maintains an annual display describing all projects to be completed during the year for the parish in Fox Hall.
- Refers to Project Manager Policy for guidelines for functions relating to this committee.
- Reviews and revises Project Manager Policy as needed.

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