

Property Management Committee

- FLC Mission:** Our mission at First Lutheran Church is to bring people into a relationship with Jesus Christ and to help them grow in the Christian Faith.
- Committee Mission:** The mission of the Property Management Committee is to insure the maintenance, repair and improvement of all First Lutheran Church property.
- Organization:** The Property Management Committee is comprised of no less than five (5) individuals committed to the mission of First Lutheran's Property Management Committee, including the Treasurer of the Congregation Council, the Church Administrator, and the Church Director of Building Operations. The Property Management Committee has the authority to recruit members as needed to meet the mission and responsibilities to serve the congregation of First Lutheran Church.
- Function:** The Property Management Committee is a governing committee, providing the first line of assessment, prioritization, and decision making regarding the property and facilities of FLC. It is also a coordinating committee in that it coordinates with pastoral leadership in raising and assessing the potential funding for property and facility projects. The Property Management Committee functions under the Logistics Ministry.
- Meetings:** The Property Management Committee will meet no less than once per quarter, at a time to be scheduled by the Chair. Minutes of each committee meeting would be provided to the Congregation Council prior to the next Council meeting.
- Responsibilities:**
- Provide oversight insuring the ongoing maintenance of the Church property.
 - Maintain and prioritize annually a perpetual facility project list of all Church property.
 - Develop plans and make recommendations to the Congregation Council on matters regarding Church property.
 - Assist custodial staff and business office in possible improvements/changes to Church property matters.

Direction and Request Process:

The day-to-day decisions for maintenance can be made by those closest to the issue with consensus of the Senior Pastor through the Church Administrator or the Church Director of Building Operations. These expenses will be covered within the Church budget.

All other projects receiving priority will be recommended to the Congregation Council by either the Property Management Committee Chair or the Church Administrator and/or the Senior Pastor for final approval. Upon approval, funding sources will be determined based on scale of project. For funding outside of the annual budget, presentations will be made or grant requests will be submitted by a member of the Property Management Committee or Church Administrator.

All other facility requests originating from another First Lutheran Church group or committee must begin with the Property Management Committee with requests first being submitted through the Church Administrator or the Senior Pastor. If approved by the Property Management Committee, the request will be presented to the Congregational Council for funding consideration. If approved by Council and funding is not available in the Church annual budget, a presentation or grant request may be submitted by the group or committee noting the Property Management Committee and Congregation Council have both given approval of initial request.

20/20 club requests are to be presented to the 20/20 Club governing board. Members of this board will be the Senior Pastor, the Property Committee chair, and a representative from the church council whom the body will select. The Administrator will also act as an ex officio member. If a project is approved by the governing board, it would be presented to the Congregation Council for final approval.