

Dorchester Presbyterian Church
Property Committee Responsibilities
Session Approved: February 20, 2018

1. See that the buildings, grounds, and equipment of the church are maintained in suitable condition.
2. Prepare and keep up-to-date a property inventory, with remarks as to the condition of each specific group of items and when maintenance or repair was last carried out.
3. Prepare a list of the equipment and material costs and needs for all church projects with a breakdown of prices and/or installation costs.
4. Provide for and supervise upkeep and repairs whether done by outside contractors or DPC volunteers.
5. Provide an up-to-date comprehensive maintenance manual for the various properties of the church indicating routine maintenance schedules, procedures, and dates of most recent completion of tasks.
6. Arrange for and supervise a regular program of pest control.
7. Arrange for regular removal of trash.
8. Oversee the maintenance and repair of the DPC bus.
9. Maintain helpful signage at appropriate locations on church property.
10. Supervise the Custodian and other personnel hired for purposes of upkeep and maintenance.
11. Periodically recruit and train volunteer work crews comprised of members and friends of the congregation to handle routine maintenance and repair.
12. Set policies, with the approval of the Session, for use of equipment and facilities by outside groups, for non-church functions and/or off-premises use.
13. Oversee the maintenance of the roadways and parking facilities of the church.
14. Be responsible for the physical security of the property of the congregation.
15. See that the church facilities are opened, properly ventilated and lighted, all equipment readied, and closed after use. Such tasks may be delegated to the Elder-of-the-Month or other individuals with particular involvement with an event or activity.
16. Recommend policies concerning the total insurance program of the church, being diligent to keep adequate coverage.
17. Develop an annual budget for submission to the Finance Committee to include the work of the Committee as well as recommendations concerning funding for expenses related to the purchase, maintenance, and future replacement costs of property and equipment of the congregation.
18. Make recommendations to the Session concerning revisions of the Committee's areas of responsibility to be reflected as standard operating procedure in the church manual.