

Property Committee

Terms of Reference

Purpose

To be responsible for the management of the temporal, non-financial, affairs of Rideau Park United Church (RPUC).

Structural Accountability

1. The Chair of the Property Committee is elected at the Annual Congregational Meeting. Members of the Committee are identified by the Chair and other members with, as required, the help of the Nominating Committee.
2. The Property Committee is accountable to Council.
3. The Committee Chair reports to Council through the Liaison. The Chair may attend Council for specific initiatives and important issues.

Responsibilities

The Property committee is responsible for:

General:

1. Overseeing the management of the church property;

Specific:

- a) Working with the custodian to ensure the maintenance of the church property;
- b) Overseeing the mechanical and electrical systems, heating and ventilation, interior and exterior maintenance, supplies, improvements and security;
- c) Developing and reviewing policy on use of church facilities other than the Sanctuary and Chapel;
- d) Reviewing regularly the rental policy and fee schedule for the use of church facilities;
- e) Developing, maintaining and implementing a multi-year property renewal plan and assessing progress;
- f) Presenting an annual property renewal plan at the Annual Congregational Meeting for approval by the congregation;
- g) Developing and maintaining an annual operational plan;
- h) Ensuring adequate insurance (including property, liability, crime, boiler and machinery, directors' and officers' liability) is in place;
- i) Providing management oversight for property-related projects, reporting any variances to Council and obtaining approvals for any cost overruns;

- j) Establishing an updated inventory record (keeping one copy off-site as backup) and including photographs of rare or valuable items, such as the organ and stained-glass windows; and
- k) Establishment and management of property-related contracts.

Church Security

- a) Establishing the procedures for the security of the church facilities; and
- b) Ensuring there are trained duty officers, as required.

Membership

- The Property Committee is composed of approximately 5-7 members for a three-year term (renewable once), with a regular turn-over of members once terms are completed.
- The Chair is elected at the Annual Congregational Meeting.
- The Custodian may sit as an *ex officio* member.

Frequency of Meetings and Quorum

The committee normally meets once a month from September to June. A quorum for committee decisions is half the members plus one voting members of the committee.