

# Buildings and Grounds Committee Charter

Holy Face of Jesus Parish

## Name and Identity

The name of this organization is the Holy Face of Jesus Parish Buildings and Grounds Committee.

## Membership

The Buildings and Grounds Committee will consist of eight voting members. The members must:

- Be 19 years of age.
- Be a registered member of the Holy Face of Jesus Parish.
- Have received all three Sacraments of Initiation (Baptism, Confirmation, the Holy Eucharist).
- Be an active participant in the Holy Face of Jesus Parish.
- Be willing to listen to parishioners.
- Be able to give time to prepare for and attend meetings.
- Be able to engage in fruitful discussion.
- Have knowledge of facility management. Ideally, they work in these areas professionally.
- Most of all, they must be open to the promptings of the Holy Spirit and through prayer and discernment, seek divine guidance in decision-making, dialogue, and planning.

There are two types of membership for the Buildings and Grounds Committees.

1. Ex-Officio members: These are members who by the very office that they hold, are automatically members of the Buildings and Grounds Committee. They are non-voting members. They include the pastor, the parochial vicar, and any staff member who has been appointed by the pastor.
2. Voting members: There are eight voting members. The members will serve a three year term. This term is renewable pending the approval of the pastor, chair, and the member seeking to renew their term.

New members are nominated by the members of the committee and appointed by the pastor. The committee should discuss possible candidates and make recommendations to the pastor and the chair. A normal way to seek new members is to offer a list of candidates to the pastor who will send a letter to the parishioner asking them to consider the possibility of serving on the Finance Committee. The chair or another committee member will follow up to find out if the individual is willing to serve the parish in this capacity.

The Buildings and Grounds Committee has a few distinct roles:

1. Pastor – the committee makes recommendations to the pastor concerning the temporal affairs of the parish. The pastor may not be able to attend all meetings. In this case, the staff representative becomes his proxy.

2. Staff Representative – This person brings their day to day expertise of parish life and building usage to the Buildings and Grounds Committee. They are supposed to offer input and recommendations to the committee. In the event that the pastor is unable to attend the meeting, this individual is responsible for reporting the acts of the meeting to the pastor within one business day. This person also works with the committee chair to create the agenda for the meeting. This person can also lead the meeting.
3. Chair – The chair leads the meetings, directs the work of the committee, and works with the staff representative to create the meeting agenda. The chair serves a one-year renewable term. The members of the committee vote on the chair.
4. Secretary – The secretary takes the meeting minutes and sends them to all the committee members. If the chair is willing, he or she can serve as the secretary as well.
5. Pastoral Council Representative – A member of Pastoral Council normally attends the meetings. He or she observes the meeting and serves as Pastoral Council's eyes and ears.

## Role of the Buildings and Grounds Committee

The Buildings and Grounds Committee has a number of roles which include, but are not limited to:

- Regularly inspect buildings and note issues.
- Work alongside pastor and staff in maintenance of parish facilities.
- Create a maintenance scope and plan which is kept in writing and regularly evaluated.
- Prioritize various projects.
- Communicate with Finance Committee about available funding for projects.
- Assist in the completion of projects, which can include creating the scope of the project, recommending contractors, seeking bids, evaluating bids, approving bids, and overseeing the work. In this work the committee works alongside the pastor and/or the parish staff.
- Annually review this charter.

## Meetings

Buildings and Grounds Committee meetings will take place bi-monthly, six times a year. The committee chair or the staff representative can call other meetings as needed. The regular meeting months are: February, April, June, August, October, December. Each building should be walked through at least annually. The Buildings and Grounds Committee normally meets on the second Monday of the designated months.