



St. Mark's Lutheran Church, Winnipeg

Terms of Reference

Property Committee

Effective Date: May 25, 2023

Approved by: CC-2023-29

Amended by:

Purpose:

The Property Committee is responsible for maintaining and servicing the building, its equipment, and grounds in a manner consistent with the values of St. Mark's Lutheran Church.

Accountability:

The Property Committee is accountable to the congregation through the Congregational Council.

Relationships:

The Property Committee will work most closely with The Pastor, the St. Mark's staff, and Council, as well as the contractors and tradespeople we invite into the building.

Membership / Governance:

Members of this committee will have a general interest and familiarity with routine grounds and building maintenance and be willing to commit, on average, a minimum of two hours per month.

The committee will consist of:

- a. no less than three and normally no more than seven members of the congregation appointed by the Congregational Council.
- b. the Pastor of the Congregational Council (ex officio and non-voting).

Responsibilities Specific to this Committee:

1. Develop and implement an on-going building maintenance program. Provide a copy of the maintenance program to Council Chair and the Office Manager.
2. Develop and update a long-term capital expenditure plan. This plan should be reviewed by the Committee annually and provided to the Congregational Council.
3. Oversee repairs and upgrades including getting quotations, choosing tradespeople and contractors, and supervising their work.
4. As necessary, recruit volunteers to assist with various maintenance tasks (e.g., spring and fall cleanups, grass cutting, clearing snow from sidewalks).
5. Make recommendations to the congregational council on special projects that would be funded out of the Capital Works Fund and/or the Memorial Fund.
6. Follow the "Responsibilities of All St. Mark's Committees", below.

Responsibilities of All St. Mark's Committees

Finances

1. Prepare a budget request for submission to the Finance Committee during the annual budget preparation cycle (e.g., typical expenses).
2. Regularly review year-to-date expenditures against what has been allocated to the committee in the congregational budget.

Connection to Council & Congregation

3. Delegate at least one member of the committee to be present at the congregational Annual Meeting.
4. When scheduled by the congregational council, provide representation at All Committee meetings.
5. Communicate the ongoing work of the committee and its rationale to the broader St. Mark's community through a variety of media.
6. Make recommendations to the congregational council on matters pertaining to:
 - a) expenditures that exceed the budget allocated to the committee.
 - b) fundraising initiatives.
 - c) amendments to the committee's Terms of Reference
 - d) proposed initiatives that exceed the scope of the Committee's terms of reference or, in consultation with the Pastor, are of a significant nature.
 - e) new initiatives that will place demands on the time of staff beyond what has been budgeted.

Decision-Making

1. Familiarize its members with and follow St. Mark's general Policy on Committees.
2. Ensure that actions taken by the committee are congruent with the mission, vision and values of the congregation and strategic directions identified by the congregational council.
3. Quorum for meetings shall be a majority of appointed committee members. No decisions shall be finalized if a quorum is not attained.
4. The committee shall strive to reach decisions by consensus. If a vote becomes necessary, a majority of members present shall be required to affirm any proposed action.
5. When a proposed action of the committee will intersect or overlap with the mandate of another committee, consultation with that committee must take place before the action is taken.

Committee Roles and Positions

1. Prior to May 31 of each year, the committee shall elect from amongst its members a chair and secretary. The Council Chair and the church office shall be informed of the election results.
2. The committee may make recommendations to council regarding nominees to fill vacant committee positions.

Reporting

1. Electronic copies of committee meeting minutes or notes shall be sent to the office support staff who shall place them into the council meeting document folder for review by the congregational council.
2. Provide a report for inclusion in the Bulletin of Reports for the congregation's annual meeting.

Relationship to Staff

1. Ensure that the Pastor (an ex-officio member) is invited to all meetings.
2. The Committee will not direct the work of the office support staff or the Director of Music Ministry without the knowledge and consent of the Pastor.