

# Zion Lutheran Church Building & Capital Committee

## TERMS OF REFERENCE

**PURPOSE:** The Zion Lutheran Church Building and Capital Committee will function according to the following mandate:

- Oversee the church building and grounds, ensuring proper maintenance and repair of both
- Recommend repairs and capital cost purchases to Council as required
- Provide supervision of janitorial, custodial and maintenance staff and contractors
- Ensure all equipment of the church is in good repair
- Oversee leases and purchase agreements for approved items (ie. phone system, photocopier, etc.)
- Develop and maintain an inventory of capital and operational assets for insurance and Tangible Capital Asset Policy

**VALUES:** The Zion Lutheran Building and Capital Committee will operate within the following value system:

- safety of staff, members and guests is a priority
- solution focused in planning and building management
- respect and maintain confidentiality of sensitive information
- communicate in a respectful, open and honest manner
- proactive in meeting the needs of the Council and congregation
- coordinate the use of resources in the most efficient and effective manner possible
- follow-through on commitments to each other, to Council, and to the Congregation

### **MEMBERSHIP:**

- An elected member of Council shall be the Chairperson of the Building and Capital Committee (Charlotte Hamilton)
- A minimum of 2 and a maximum of 3 congregational members, with an interest and working knowledge of building, grounds and equipment operations, shall be appointed through an Expression of Interest, selection and motion of appointment by Council.
- The Congregational Chairperson shall be an ex-officio member of each Committee.
- The Pastor shall function in an advisory capacity to each committee.

### **TERM:**

- The Chairperson will follow his/her term of office on Council.
- All terms of appointment shall be for one year.

- Appointees are eligible for re-appointment up to \_\_ consecutive terms.

**MEETINGS:** The Zion Lutheran Church Building and Capital Committee will meet at least quarterly at a set date and time at a location to be determined.

- The Chairperson shall be responsible for calling meetings and providing an agenda.
- Notice will be sent to all Building and Capital Committee members and applicable staff 3 days in advance of meeting via text or email.
- A Secretary will be selected from within the Committee who will be responsible for taking minutes, having them typed and distributing to Committee members and Council.
- Virtual meetings and teleconference meetings are acceptable.

**ACCOUNTABILITIES:** The Zion Lutheran Church Building and Capital Committee is accountable to Congregational Council and will provide minutes of meetings to Council and an annual report to the Congregation.

Endorsed:

DRAFT