

# ORGANIZING FOR CHURCH BUILDING CARE

**PURPOSE:** To provide organized interactive relationship between a group of church officers and leaders and the church's Session the goal of which is to develop an annual plan for church building care.

## THE PROCESS:

### ORGANIZATION:

- Session will create a committee, citing specific church officers as members and outlining purposes/goals with suggested meeting times throughout the year.
- Duties and responsibilities of committee members will be defined.

### COMMITTEE TASKS:

- The group of church officers and leaders will meet on a regular basis, will foster interactions between those offices that normally address building care issues, i.e. Property Chair, Accountant/Business Manager, Custodian, etc., and will generate periodic efforts to determine the status of building, structure and building services such as building inspections.
- Set up discipline-by-discipline inspections\*of all building services utilizing checklist format.
- Prioritize key tasks-immediate and long term. Obtain cost estimates for repairs. Prepare schedules. Maintenance Agreements with qualified Contractors.
- Develop support systems for specialized Consulting, Strategic Planning, and Capital Campaigns.
- Consult with local government agencies regarding Code (-s) compliance for Life Safety concerns.
- Consult with Architectural-Engineering firms for long term restoration and/or renovations projects.
- Whenever possible qualified outside Consultants will be engaged.

\* Include Hazardous Materials and Building Security.

### REPORTING:

- The Committee will report to Session on its ongoing tasks together with recommendations for repairs, restoration, and renovations, scopes of work included, together with relevant cost estimates.
- After consulting with relevant Staff and Department Heads, Session will report back to the Committee with its recommendations.
- Problem areas requiring immediate attention and/or conditions relative to restoration or renovations will be reported to Session with appropriate documentation, results of inspections and cost estimates.
- A summary of the past year's activity with proposed new activity will be presented by Session at the Annual Congregational Meeting.

### REFERENCES:

- Instructional Manual for Church Building Care, Supplement (for same), relevant documents, American Institute of Architects (AIA)

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## INTEGRATING SCHEDULE AND BUDGET

- Collect, organize and file all documents pertaining to building care for your church: i.e. plans from prior renovations, specifications, work orders, cost estimates, product data, samples etc. These materials will provide important information for future reference purposes.
- Begin process for Annual building care Schedule, tasks to include: regular meetings of your building care team, reports to Session, key building services' inspections' dates, appointments with contractors, Consultants, etc.

**IMPORTANT:** all information provided and noted will be subject to change as events for the year unfold, so revisions will be in order from time to time.

An up-to-date, building care Schedule is vitally critical; for communications with church committees, officers, and Session:

- Obtain product date and operating information for/of all building services, equipment and/or systems, i.e. Mechanical Electrical, and Plumbing. Contact applicable manufacturer/suppliers if this information is not on hand. Where noted, enter inspection dates on building care Schedule.
- Conduct regular inspections of all physical characteristics i.e. roofing, masonry etc. and building services on a discipline-by discipline basis using check lists as supplied in the Instructional Manual for Church Building Care. Consult with check list sources as needed.
- Initiate planning for remedial action. prioritize and schedule those items requiring immediate attention
- Categorize other items as to intermediate or long term attention. "
- Identify in budget allocated to building care those items as prioritized above with appropriate cost estimates.
- Establish competitive bidding to determine cost estimates.
- Submit inspection reports, cost estimates, and committee recommendations together with relevant documentation to Session
- Proposed maintenance activity and proposed special projects for coming year to be submitted to Session for Annual Report to the Congregation.