



Suggested Guidelines for Church Property Committees

This is submitted by Presbyterian Men, Volunteers in Mission.
For use by the Branch Ministry Programs, Pittsburgh Presbytery

TWO-FOLD GOAL:

- In the hope of eliminating drains on the Church Budget, Ministry and Mission, and overall programming, Pittsburgh Presbyterian Men suggests that the start of saving and reducing significant crisis future expenses a coordinated process for identifying deficiencies in the building structure and related building services.
- After the Identification, we suggest the intentional application for corrective action.

RECOMMENDED BASIC TASKS:

I. Session should compile a year-end report for the Congregation at its Annual Meeting from its Property Committee.

- Property Committee Membership-ought to consist of persons with backgrounds in construction, building services, industry, government, and/or related fields.
- The Property Committee should meet on a regular basis reporting to Session.

II. The Property Committee should have knowledge of its record storage.

- Records Storage: a central filing system, which should contain all relevant documentation such as prints, plans, specifications, contracts, sketches, work orders, and cost estimates preferably dating back to the time of original construction.

III. Contractor/Consultant Selection process when necessary:

- 1).A member of the Committee should be assigned to act as the Church's Site Representative. The Church's Site representative is to provide access to the building and acting as liaison between Contractors/Consultants and the Committee.
- 2).The Site Representative ought be well informed about existing conditions and building issues needing attention, and ought to conduct walk-troughs with authorized parties, reporting as needed to the appropriate Church Committee.
- 3). Competitive bidding processes will prevail except in those situations where an emergency of safety, time or funding exist in which case(-s) an agreement may be reached after consideration of only one service provider.
- 4). The successful bidder will provide a complete review of the proposed Work together with cost estimate and schedule all to be summarized in the proposal. Relevant American Institute of Architects Documents descriptive of the type of Work to be undertaken ought be utilized by all parties to the Contract(-s).

IV. Building Inspections-whole building inspections ought to be conducted at the direction of the Committee using checklists as provided in the Presbyterian Men's Instructional Manual, findings to be summarized and transmitted to Session with schedule and budget for corrective action.

- V. Care of existing building services-Mechanical, Electrical, and Plumbing (MEP) services will be kept in good repair by usage of a Maintenance Agreement program where the Contractor/Consultant, by agreed-to regular inspections, is made aware of any repair needs reporting on a regular basis to the Committee.
- VI. Planning for whole Church renovations-where Church leadership may hire an Architectural/Engineering firm, Consultants, Contractors and Sub Contractors, the Article in the Presbyterian Men's Instructional Manual by Douglas L. Shuck, RA, "Recommendations for Planning and Implementing a Church Renovation" will supply helpful information for this important process.
- VII. For any life safety questions concerning topics such as fire and water hazards, mold/mildew, asbestos containing material (ACM), public ingress/egress, and/or related Code compliance issues, The Property Committee should consult relevant local government offices.
- VIII. Programming support for repairs, restorations, and/or renovations maintain up-dated files for:
1. Contractors, Manufacturers/Suppliers, and Consultants*
 2. Funding sources
 3. Government regulators
- * Includes Architects, Engineers, and Planners

IX. References

- Instructional Manual for Church Building Care and Related Operations, produced by Pittsburgh Presbyterian Men (PMMN/VIM).
- Guide to Preparing Design and Construction Documents for Historic Projects, The Construction Specifications Institute, 601 Madison Street, Alexandria, Va., 22314
- American Institute of Architecture, 745 Liberty Avenue, Pittsburgh, Pa., 15222