



*Responding to God's Grace in Christ,
we welcome all people, prepare
disciples, and live faithfully through
worship, spiritual growth, and action.*

ST. PAUL LUTHERAN CHURCH, WINTERSET, IOWA

PROPERTY COMMITTEE CHARTER

AUTHORITY

The Property Committee, in accordance with the Combined Constitution, Bylaws, and Continuing Resolutions of St. Paul Church is established as a Congregation Committee as described in Chapter 13.06, adopted by the Congregation at the semi-annual meeting, July 23, 2017.

PURPOSE

The Property Committee supports oversight of all matters related to property of St. Paul Lutheran Church as a standing committee of the Congregation Council. The Property Committee shall be responsible for maintaining and protecting the Church's property, including the building structure, infrastructure, and grounds, as well as safety plans and security provisions (C12.05).

COMPOSITION

The Property Committee is composed of not more than five or fewer than three members elected by the Congregation Council. Term of office shall be three years, with no more than two members elected to full terms each year. Members shall be eligible for reelection. If a member of the Property Committee vacates the Committee, the Council shall appoint another person to fill that term

One Congregation Council member will be assigned as liaison to the Committee, will attend meetings when possible, and shall report to the Council on a quarterly basis or as needed.

MEETINGS

The Property Committee shall meet at least quarterly or more often, as needed, as called by the chairperson. Any member of the Committee may request a meeting. Meeting times will be posted on the church calendar on the website, church bulletin announcements, and newsletter.

Officer Responsibilities

The Committee shall annually designate a chair and a secretary at the first meeting following the annual meeting.

The Committee chairperson shall preside at all Committee meetings. The chairperson is responsible for creating an agenda and distributing the meeting notice, calling additional meetings, communicating with the Congregation Council liaison, and the general organization of the Committee

The Committee secretary shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member, the Council liaison, and the church office (C13.07.02).

RESPONSIBILITIES

1. The Property Committee is responsible for maintenance of the church property, including provisions for the annual inspection of the building structure, infrastructure, and church grounds.
2. The Property Committee will oversee the completion of building or ground projects.
3. The Property Committee will request Council approval for church property expenditures over \$500.
4. The Property Committee will recruit members of the congregation to help with building or ground projects.
5. The Property committee will develop, communicate, and monitor safety plans and security provisions.
6. The Property Committee will recommend insurance coverage to the Finance Committee.

CHARTER REVIEW

This Charter shall be reviewed by the Congregation Council Governance subcommittee by October 1, and the Committee leader will provide feedback and suggested revisions to the Congregation Council for Council consideration. Authority for all charters resides with the Congregation Council.