

WESTMINSTER COMMISSION: BUILDING AND GROUNDS **(Reports monthly to Session)**

Responsible for all maintenance and up-keep of the facility and grounds, including the oversight of the Facility Usage Policy.

Membership: Two (2) Elders-one of which serves as moderator
Eight (8) –Ten(10) members-at-large from congregation

Staff Resources: Building Engineer
Co-Pastor

Task Teams: Facility Usage Policy
Fine Arts Task Team
Flower Task Team
Wedding Task Team

Responsibilities:

- Oversee maintenance and management of church physical plant and grounds.
- Secure bids, oversee construction / installation, and maintenance.
- Develop annual maintenance schedules.
- Develop proposals for the efficient physical operation of Westminster.
- Approve building use requests.
- Recommend insurance carrier for WPC for Session approval.
- Prepare an annual budget to present to Session.

Suggested yearly time-line:

Jan./Feb.

Mar./Apr.

May/June

July/Aug.

Sept./Oct.

Nov./Dec.

-Preview and prepare Budget for coming year

-Call commission members and ministry members for new year

