

UUCSC Facilities Committee – Job Description

approved 3/15/2007

Mission: Maintain functional and aesthetically pleasing worship, religious education and office space.

UUCSC Facilities Committee tasks:

- Coordinate and communicate with the board, the minister and the RE Director the maintenance and set up needs of the congregation. Place articles and notices in the newsletter as needed.
- Coordinate the opening and closing the Legion Hall on Sundays. This must be a team effort. Different members of the committee should each take responsibility for a reasonable number of Sunday services.
- Recruit members of the congregation to help with set-up, on a week-to-week basis.
- Communicate with landlords on routine issues concerning facilities, such as scheduling extra events and discussing maintenance problems. The Facilities Committee should advise the board on issues involving leases and rental agreements. However, the committee does not negotiate lease agreements or pay the rent.
- Organize occasional work crews to make needed repairs, clean the office and make improvements. Organize work parties at least once per quarter to conduct major clean ups. Purchase supplies as needed. Submit expense reports to the Treasurer as needed.
- Prepare an annual facilities management plan and a proposed budget to accomplish the plan, to be included with the proposed UUCSC budget at the annual meeting. This must be submitted to the Finance Committee approximately by April 15 of each year.
- Oversee and facilitate when special events are conducted in the hall. Special events include fund-raisers and special services that take place outside of normal worship hours. The different groups organizing the events will take primary responsibility for setting up, cleaning up and closing up the hall, but one member of the Facilities Committee must act as a liaison and ensure that the facility is properly secured when the event is concluded.
- Hold the keys to the facilities. The congregation needs to know who to call to get a key to the buildings. Make provision to open and close building as needed.
- Participates as a member of the Program Council to work in unison with other committees to further the mission of the congregation.