

Property Committee

Under the leadership of the Property Warden, the Committee is responsible for assisting the Vestry to ensure that Parish facilities can appropriately support all the activities of the Parish, including income-generation.

- (In coordination with the Finance Commission) establish a “Campus Manager” position and assist that manager in providing the Vestry with a plan to:
 - § Maximize revenue-generating use of Parish facilities, including a tiered fee-schedule addressing distinctions between Parishioner use, Charitable uses, and non-Charitable uses
 - § Implement use-agreements and rules for facility use, with forfeitable deposits where appropriate
 - § Accomplish post-use checks to insure compliance with requirements and when deposit forfeiture may be appropriate
 - § Effectively Schedule all facility use to minimize inconvenience for multiple users
- Accomplish routine maintenance and cleaning of Parish facilities, including:
 - Recruitment and organization of volunteers to assist on an ongoing basis and for specific needs or projects
 - Hire contract cleaning services and accomplish regular checks to insure compliance with contract requirements
- Develop a comprehensive maintenance plan.
- Develop a capital-needs plan.
- Respond to Vestry requests for advice concerning the physical facilities
- Prepare budget recommendations to be provided to the Treasurer
- Prepare estimates for major repairs and recommendations to the Vestry concerning them.

