

**Unitarian Universalist Church of St. Petersburg**  
**Building & Grounds Committee Draft Charter**  
(For consideration by the Board of Trustees at its Feb. 14 meeting)

**Purpose:**

The purpose of the building and Grounds Committee is to coordinate and oversee improvement and enhancement, as well as on-going maintenance and repair, of the Building and Grounds of the Unitarian-Universalist Church of St Petersburg. The committee should consider both preservation of the Church's heritage and investment in its real property, and such changes, improvements and enhancements as will support current and anticipated needs of the Church, in accordance with its adopted Mission. The Committee is also charged with oversight of usage of the Church by both Members and outside parties for space rentals and such events as weddings, concerts and all events not directly sponsored by the Church.

**Responsibilities & activities**

The Building and Grounds Committee shall hold regularly scheduled meetings and as-needed meetings to discuss issues related to Building and Grounds. The Committee reports to the Board of Trustees, and will interface with other Committees, Members and Staff, as well as with the Minister to accomplish its mission. In particular, the Board will coordinate with the Minister in his capacity as supervisor of maintenance staff.

The Committee may establish sub-committees to focus on such matters as ongoing maintenance, long-term planning, landscaping, building usage, etc., to serve as either standing sub-committees or ad-hoc sub-committees established in connection with a specific project. Any such sub-committees shall report to the Committee at large, and through the Committee to the Board of Trustees.

**Membership**

The Building and Grounds Committee shall consist of a chair appointed by the president of the Board of Trustees and approved by the Board of Trustees, and additional church members who volunteer to serve on the committee. Nonmembers are welcome to participate in the committee's discussions and activities but do not have a vote. The Minister and the President of the Board of Trustees are ex officio members.

**Meetings**

The Committee shall meet monthly during the main part of the church year and at least once during the summer. Additional meetings may be scheduled as needed at the discretion of the chair upon notification of every member.

**Reports**

The chair (or other designated person) shall provide a written report for the annual congregational meeting and may also provide a monthly report to the Board of Trustees on the committee's activities as well as providing information on those activities for the monthly Scope newsletter and Infonet.

**Budget & spending**

The Committee will prepare a proposed budget amounts for consideration by the Finance Committee in preparing an overall proposed budget to be presented for approval to the Board of Trustees and the Congregation. The proposed budget for the upcoming church year will be completed in accordance with the schedule determined by the Finance Committee. The items for which the Committee is to propose budgeted amounts include building repair and maintenance, landscaping and lawn care, security, utilities and property and liability insurance.

Barring unforeseen circumstances that require spending of an emergency nature, the committee will work within that budget for the church fiscal year beginning July 1 and ending June 30. Routine items such as monthly utility bills, maintenance supplies and routine repairs do not require prior approval by the committee for payment. However, the Committee will provide on-going oversight of expenditures for each line item for which it proposes a budget amount. Repair expenditures in excess of \$1,000 require Committee approval prior to being incurred or paid. Proposed capital improvements require Board of Trustees approval prior to being undertaken.