

Buildings and Grounds Support Team Description and Purpose **First Baptist Church, Los Alamos, New Mexico**

Purpose:

The Buildings and Grounds Support Team deals with all matters regarding the buildings, grounds, furnishings, and equipment of the church. This Team keeps the facilities operational and the grounds and furnishings attractive, and recommends repair, upgrades, and expansion as required.

Membership:

The Team leader is elected by the congregation and operates under the supervision of the ministerial staff. The Team is staffed through requests for participation and volunteer commitments.

Organization:

Individuals or small groups within the Team plan, organize, and carry out specific activities within the Team's areas of responsibility. The Team may further organize itself as it sees fit to accomplish its purpose.

Areas of Responsibility:

- Providing for the proper maintenance of the church buildings and grounds
- Providing for proper cleaning of the church buildings and grounds
- Providing for insurance coverage of all church property
- Providing for adequate security of all church property
- Keeping a current inventory of all church furnishings and equipment
- Developing and recommending policies that relate to the above areas of responsibility

Duties:

- The Buildings and Grounds Support Team leader is a member of the Church Council and will attend all the meetings or designate another Team member to attend.
- All Team members will assist the Team leader in preparing a budget request to submit to the Finance Committee.
- The Team will inspect all church properties at regular intervals to determine the need for cleaning, repairs, upgrades, expansion, etc. and carry these out as appropriate to keep the buildings and ground attractive and safe.
- The Team will make recommendations as needed regarding the use of space, property, and equipment.
- Using a current inventory of all property, the Team will recommend to other appropriate teams and committees a plan for adequate insurance coverage.
- The Team will assist in selecting furnishings and equipment that are adequate for the programs and activities of the church.
- The Team will evaluate the security of the church property on an ongoing basis and make recommendations as required.

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- The Team will review this Ministry Statement periodically and revise and update it as needed and present changes to the congregation for approval.
- The Team will review relevant church policies periodically and recommend revisions and updates to the congregation for approval.