



Property Team

MISSION STATEMENT:

1. Maintain the property and grounds at HTLC
2. Provide a welcoming, high functioning facility to conduct the ministries of HTLC
3. Provide and care for said facilities in the most cost effective manner possible

CHAIRPERSON: Jed Becher

ASSISTANT CHAIRPERSON: Jake Jacobson

GUIDING PRINCIPLES:

1. Solicit members from the congregation that are generally very handy and have experience maintaining facilities professionally or have a strong personal interest in facility management.
2. Maintain a variety of skilled members that can be called on to repair.
3. Provide for backup of each other so that someone is available to respond on short notice as emergencies arise. Maintain good lines of communication between custodial staff, office manager, Pastor and property team chair.
4. Evaluate and recommend facility upgrades and repairs on a planned and ongoing basis trying to avoid large unexpected capital expenditures. Recommend facility updates to the church council as needed for budgetary purposes and approval.
5. Some duties included: heating and cooling, roofing, exterior grounds (mowing and snow removal), kitchen facilities, doors, carpet, plumbing, electrical, network, telephone, computers and other electronics used within HTLC.
6. Desired skills for team members: willingness to get things done and help others, thriftiness, contracting experience, bidding, heating and cooling installation and maintenance, electrical and plumbing experience, networking, telecommunications, carpentry, construction, roofing, and general all around handyman skills.

Ministry Team Budget: The property team budget is the second largest part of the church budget after personnel due to the costs of heating, electricity and capital improvements and repairs. Items are typically part of the annual church budget along with a capital improvement fund created in budget year 2013.

Purchasing authority is to be limited to \$500 without church council approval.

- This was an urgent need where a committee was formed prior to the mission template process. It is an ongoing and permanent committee.
- Date of request: May 2013 Council meeting
- Date of Church Council review of request: May 2013 Council meeting
- Date Ministry Team's Mission Approved:
May 21, 2013
- **DATE OF COUNCIL APPROVAL:** May 21, 2013