

Bethany Community Church

Charter of the Facility Management Board

September 2008 – September 2009

- 1) Organization of the Facility Management Board of the Bethany Community Church
 - a) The Facility Management Board
 - i) The board is assigned responsibility to plan, organize, and execute activities to maintain and develop the physical property of Bethany Community Church (BCC). Physical property includes buildings, grounds, and equipment owned by the church.
 - b) The Purpose of the Board
 - i) To serve God and the congregation by maintaining a suitable facility for ministry, worship, and fellowship.
 - ii) To assist and support the ministries of BCC.
 - iii) To provide appropriate stewardship for God's material blessings and for the faithful giving of church members.
 - iv) To maintain BCC properties in order to be good neighbors in the community.
 - c) Board Positions and Qualifications
 - i) Board positions [2)d]
 - (1) Chairman
 - (2) Secretary
 - (3) Finance manager
 - (4) Building maintenance and improvements manager
 - (5) Interior maintenance and equipment manager
 - (6) Groundskeeping manager
 - ii) General Qualifications
 - (1) Board members must be members of BCC. Should a member withdraw from the membership of BCC or be excluded therefrom, board membership automatically shall cease from the date of such withdrawal or exclusion.
 - (2) Members must display spiritual maturity and wisdom.
 - (3) Members must be at least eighteen (18) years of age.
 - (4) Members actively must support the Leadership of Bethany. Members must demonstrate commitment to BCC's mission and core values as described on the BCC web site.
 - (5) Members must demonstrate competence with their assigned tasks and in leading others in the execution of those tasks.
 - d) Terms of Commitment
 - i) Voluntary commitments.

- ii) Term durations are one year, aligned with Bethany Ministry years. These typically extend from September through September of the following year.
- 2) Board Responsibilities and Authority
- a) Plan, Maintain, and Improve
 - i) Develop, update, and implement a schedule of routine maintenance.
 - ii) Prepare and maintain plan for the overall care of the BCC property. This includes:
 - (1) Strategic plan: 5 to 10 year goal of property development. This plan will be maintained and updated annually.
 - (2) Project list: This list documents goals that the Facility Management Board would like to accomplish in one year. These projects compliment the strategic plan.
 - (3) Facility maintenance schedule: This plan is maintained and updated annually. New items are added and items no longer needed will be removed.
 - (4) Resource list: This list will track all purchased and donated items that are required for the maintenance of BCC. This list will be maintained and updated annually.
 - iii) Regularly inspect buildings and equipment to determine necessary repairs and preventative measures. The items will be placed on the maintenance schedule and implemented as necessary. [(2)a)i]
 - iv) In support of church ministries, plan and implement routine facility improvements. Improvements should compliment the strategic plan. [2)a)ii)(1)]
 - v) Large facility improvement and similar projects should be planned and executed in consultation and cooperation with the Facility Management Board, but appointment of special committees or other suitable arrangements will be made by the Elders for the planning and execution of such projects.
 - b) Financial responsibilities and management
 - i) Submit a report and budget recommendation annually to the Elders. All Facility Management Board members cooperate in the preparation of this report. The Chairman and Secretary shall organize, approve, and submit the final report.
 - ii) The Facility Management Board shall adequately insure, care for, and keep in necessary repair all church property.
 - iii) Budget for Building Operations, including
 - (1) A budget plan shall be established by the Facility Management Board that incorporates maintenance and repair of the BCC property and kept current.

- (2) A budget plan shall be established by the Facility Management Board that incorporates the strategic plan and kept current.
- (3) A budget line item shall be established for the maintenance, repair, and future projects of the BCC property.
 - (a) Money should be set aside weekly for the maintenance and improvement of the facility.
 - (b) The Facility Management Board will be kept informed of the allotted budget balance and any new monies arriving in the property account.
 - (c) A budget shall be established for special projects approved by the Elders.
 - (d) A budget shall be established for Major church repairs approved by the Elders.
- (4) Routine building repairs
- (5) Routine equipment repairs
- (6) Routine expenses, including
 - (a) Water
 - (b) Electric
 - (c) Trash removal
 - (d) Church supplies
 - (e) Janitorial supplies and contracts
 - (f) Other equipment
 - (g) Building insurance
 - (h) Lawn care contracts.
 - (i) Snow removal contracts.
 - (j) Maintenance contracts, including HVAC, elevator, fire extinguishers and sprinklers, and fire alarm.
 - (k) Expenditures for sexton services.
- iv) Ensure that the Facility Management Board operates within the budget approved by the Elders to carry out the mission described and defined in this document. In no case shall the Facility Management Board be privileged to expend money for extensive repairs or alterations without the consent of the Elders.
- c) Position of the Facility Management Board within the BCC Organizational Structure
 - i) The Board shall be under the authority of the Elders

- (1) Board officer positions, specifically the Chairman and Secretary positions, will be filled annually by individuals recruited by the Elders. This brings the officers of the Facility Management Board under the authority of the Elders, who bear responsibility and authority for leading the church.
- (2) The Elders will oversee the Board and require that it follow the policies specified in this document and that it acts in keeping with scriptural teachings, church policies, and legal requirements. The Board will be answerable to the Elders in these matters.
- (3) The number and type of positions on the Board are subject to change by the Elders to meet the needs of the congregation. Board responsibilities and other terms of this document likewise are subject to revision by the Elders.

ii) Cooperation with the Elders

- (1) One Elder will represent the Facility Management Board in Elder meetings and will have *ex officio*, non-voting membership on the Facility Management Board.
- (2) The Board chairman will represent the Facility Management Board in the presentation of petitions and reports to the Elders, and the chairman will represent the Board in receiving direction from the Elders.

iii) Cooperation with the Finance Team

- (1) The Board will cooperate with the Finance Team to record expenditures, manage financial accounts, and to schedule discretionary spending.
- (2) The Board's finance manager will represent the board with *ex officio*, non-voting membership on the Finance Team.

iv) Cooperation with BCC staff and ministry leaders

- (1) The Board shall execute its duties in cooperation and support of BCC ministries and activities.
- (2) The board chairman will serve as liaison between staff, lay leaders, and others.

d) Board Job Descriptions and Responsibilities

i) Chairman

- (1) Organize and lead regular board meetings.
- (2) In cooperation with the assigned Elder, serve as the main liaison between the Facility Management Board and Elders and church staff. [2)c)ii)(1)]
- (3) Lead board members and work with ministry leaders to support the needs of those ministries by maintaining and improving church facilities, grounds, and equipment. [2)c)iv)]

- (4) Serve as coordinator of board activities, and actively participate in the execution of board responsibilities.
- (5) Work with other board members to set priorities and schedules for routine maintenance, upgrades, and similar projects. [2)a]
- (6) Support fellow board members in the execution of their duties, such as coordinating project scheduling with staff and recruiting volunteer workers.
- (7) Delegate responsibility and authority as appropriate to allow board members to work effectively, while remaining accountable for the activities of the board.
- (8) Take an active interest in the spiritual growth, personal life, and service ministries of each board member.
- (9) Lead recruitment efforts to fill non-officer board positions. [3)a)i]
- (10) While working within the budget and standards set by the Elders, and while remaining accountable to them, bear primary responsibility and authority for making financial decisions for the board. Financial decisions for unusual or expensive items not covered by the budget remain the responsibility of the Elders.
- (11) Is responsible for preparing the board's report for the BCC annual meeting.

ii) Secretary

- (1) Record minutes of board meetings. [3)b)iii]
- (2) Oversee church insurance policies, including fire, property, and related policies. [2)b)ii]
- (3) Maintain board records, legal and insurance documents, and similar materials.
- (4) Oversee church keys, security, and building access.
- (5) Assist the Chairman in recruiting board members.
- (6) Perform public relations duties, including the announcement of board activities and soliciting of volunteer help.

iii) Finance manager

- (1) Work with Finance team to manage board financial records.
- (2) Represent the board with *ex officio*, non-voting membership on the Finance Team. [2)c)iii)(2)]
- (3) Track board accounts and expenses and provide regular financial reports at board meetings.
- (4) In cooperation with the Board chairman, approve bills for payment. [2)d)i)(10)]

- (5) Bear responsibility for preparing annual budget proposals.
 - (6) When potential costs arise that are not covered by the budget, work with the Chairman to provide the Elders with necessary information to acquire necessary funding.
- iv) Building maintenance and improvements manager
- (1) Work with ministry leaders to support the needs of those ministries by maintaining and improving the main church building and cabin.
 - (2) Assist ministry leaders with identification of needed improvements to support those ministries.
 - (3) Oversee maintenance and service contracts for the church building and cabin, including HVAC, elevator, fire alarm, and sprinklers. [2)a)i]
 - (4) Attend board meetings, reporting regularly on maintenance activities, needs, and plans.
 - (5) Lead board members and volunteers in support of Bethany ministries by working to maintain and improve the church buildings.
 - (6) Delegate responsibility and authority as appropriate to allow board members to work effectively, while remaining accountable for the maintenance activities of the board.
 - (7) Work within the board budget. Assist others on the board to create budget proposals for each ministry year.
 - (8) Work with the board member responsible for Interior maintenance and Equipment to ensure that necessary maintenance schedules are developed and implemented and that facility improvements are completed. Supervise other board members and volunteers working in maintenance and development activities.
- v) Interior maintenance and equipment manager
- (1) Oversee use of church property.
 - (2) Custodial care
 - (a) Develop, update, and implement schedule of necessary custodial care for the church building and cabin, both regular cleaning activities and quarterly or annual activities. [2)a]
 - (b) Maintain inventory of bathroom supplies, cleaning supplies, and similar materials. These supplies should be included on the resource list. [2)a)ii)(4)]
 - (c) Oversee custodial volunteer workers or professional contracts. [2)b)iii)(6)(e)]
 - (d) Work with the Building maintenance and improvements manager to maintain the building and equipment.

- (3) Oversee church equipment and furnishings except where responsibility specifically is assigned elsewhere. [2)a)iii]
- (4) Routinely inspect property and equipment and implement measures to improve safety for people attending events and services at Bethany, for visitors, and for others. Implement safety requirements and inspections according to law, including fire extinguisher maintenance and inspection. [2)b)iii)(6)(j)]
- (5) Implement or oversee traditional duties of a church sexton such as security, frequent inspections, and support of ministries through provision of available equipment and furnishings. [2)b)iii)(6)(k)]
- (6) Work within the board budget. Assist others on the board to create budget proposals for each ministry year.

vi) Groundskeeping manager

(1) Landscaping

(a) Maintain lawn and oversee professional lawn care services. [2)b)iii)(6)(h)]

(b) Maintain flowerbeds, trees, fences, the pond, and other outdoor equipment, vegetation, and structures.

(2) Parking lots and sidewalks

(a) Maintain sidewalks and parking lots.

(b) Organize snow removal activities, and oversee professional snow removal contracts. [2)b)iii)(6)(i)]

(3) Maintain barns, sheds, and similar auxiliary structures.

(4) Cleanliness

(a) Ensure cleanliness of Bethany grounds, sidewalks, and parking lots.

(5) Safety and security

(a) Ensure that outdoor facilities and property are in good repair and meet legal and other reasonable standards for the safety of BCC members and visitors.

(b) Ensure security of outdoor equipment, barns, and sheds.

(6) Work within the board budget. Assist others on the board to create budget proposals for each ministry year.

3) Board Procedures and Policies

a) Board staffing

- i) Non-officer board positions will be filled by volunteers recruited by the Chairman and Secretary. [2)c)i)(1)]

- ii) At least four of the six board positions must be filled at all times. If this staffing level is not attained within two months of the start of the ministry year, or if staffing levels fall below the required level for two consecutive months, then the Elders will act swiftly to administer guidance, to provide assistance, and to exercise authority as necessary to achieve adequate staffing levels. This requirement and enforcement to maintain adequate staffing levels 1) helps to ensure reasonable workloads for board members and helps to provide spiritual support and encouragement, 2) provides adequate resources to meet the needs of the church, and 3) still allows appropriate independence of the board. [2)c)i]
- b) Meetings
 - i) The board shall meet monthly to review board activities, assess current needs of the church, and to schedule activities for the next month.
 - ii) Meet as necessary to prepare annual budget proposals.
 - iii) Meetings shall be documented by the secretary.
- c) Annual board transitions
 - i) All records of the Facility Management Board shall pass to their successors in office. Records include such things as minutes of board meetings, maintenance records and schedules, financial documents, and all other documentation needed for continued execution of board duties.
 - ii) Board members shall provide support and guidance that may be sought by the succeeding board members.
 - iii) All records shall be archived and maintained by BCC.