**Ministry Team: Building and Grounds Ministry Team**

**Prepared By: Dan Fero**

**Last Revised Date: 3-2018**

**Reviewed and Approved Date: Sept. 14, 2018**

# Purpose of the Ministry Team

Primary Mission: Guided by the Holy Spirit, the Buildings and Grounds (B&G) Ministry Team is to supply, maintain, repair and plan for the upkeep of the church structure and property. Specifically, this team will ensure that all who visit our church are safe and provided with functional and accessible facilities.

**Primary Scope:** All Saints building and property.

# Report-ability

## Responsible for the following reporting documents:

|  |  |  |  |
| --- | --- | --- | --- |
| **Report name** | **Purpose** | **Timeline** | **Submit to** |
| Annual Budget Request | To request funds from Building budget for planned repairs or upkeep costs. | Written requests due October 31st of each year. | Church Council President and Chair of the Finance Ministry Team. |
| Annual Event Report | To provide an annual report of the actions performed by the ministry team. | Report is due Nov. 30th of each year. | Church Council President |
| Agendas, Meeting Notes and Summaries | Repair To Do list | As necessary for timely planning and follow up for the 4 planned meetings. | Members of the Ministry Team; Church Council President and Secretary of the Council. |

# Membership

|  |  |
| --- | --- |
| Name | Role |
| Dan Fero | Chair |
| Mike Fasching | Council Member |
| Al Steinhagen | Council Member |
| James Herrmann | Member |
| Mike Eggers | Member |
| Eric Aune | Member |

* There is no limit to the term of which a ministry team member can serve.
* Each Ministry Team member will agree to the following:
* Be a member of the congregation in good standing.
* Work transparently with the pastors, staff and council in all aspects of performance.
* Communicate clearly, any questions, concerns or comments directly to the staff and council.
  + Are sensitive to the diverse interests of the congregation and have the ability to resolve conflicts amicably. They possess good planning and communication skills and work well with volunteers, ministry teams, Congregation Council, pastors and staff in a supportive role.
  + Embrace fully, the mission and ministry of All Saints as the basis of all decision making.
  + Objectively evaluate the work of this ministry team and recommend to the Congregation Council necessary changes to the Mission Statement.

# Ministry Team Meetings

## Meeting Schedule: As needed

# Applicable Bylaw language

C13.06.01. Define Responsibilities of Congregation Council Committees

a. Each Ministry team will maintain current charters (C4.04.03) for their ministry team including

purpose, scope, responsibilities and frequency of meetings.

b. Perform any other duties as defined by the Congregation Council

C13.06.02. Duties of the Ministry Team Chairpersons

a. Each Ministry Team will have an identified Chairperson.

b. Prepare an annual budget request for their respective ministry team.

c. Prepare an annual report for their respective ministry team.

d. Oversee the direction and work of their ministry team.

e. Present a report of its activities to the Congregation Council at the monthly meetings.

f. Prepare agendas, notes and summary reports as necessary.

g. Perform any other duties as defined by the Congregation Council.

C13.06.03. No ministry teams or organizations within the church shall store church money in external or personal checking/savings accounts.

C13.06.04. All Ministry Teams (C4.04.02), shall submit an annual report to the church office at least 30 days prior to the annual meeting.

# Applicable Budget

As needed upon approval from the Congregational Council

# Responsibilities

|  |
| --- |
| * Will dedicate a portion of each meeting to generate a “To Do List” for the completion of timely tasks required for the church and grounds. Work with Men’s repair group and other interested members to complete list. |
| * Will organize two All-Church Work Days bi-annually (spring and fall) to aid in the completion of the yard work and miscellaneous repairs. |
| * Will organize any “audits” that might benefit the church’s efficiency and reduce our carbon footprint. |
| * Will perform routine maintenance and minor repairs. If necessary, will contract for services directed by the Church Council. |
| * Will seek out contractors and obtain bids for work orders. Will monitor and evaluate the work done by professional contractors on site. |
| * Will coordinate lawn mowing and snow removal. |
| * Will annually review the list of Building Users and fees charged, together with the Pastor, and make recommendations to appropriate ministry team as needed regarding building use. |
| * Will coordinate the retrieval and re- storage of items stored off site. This would include timely contact and planning for the transportation of items. Note: Risers and Christmas Decorations |
| * Ensure continued operation of equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques and purchasing equipment as directed by the council. |