

OPP 2.7 - PROPERTY TEAM

PURPOSE: To outline the role of the Property Team in making RRCC facilities and property safe, clean, appealing and accessible through good stewardship of resources and coordination of property services both volunteer and paid. The Property Team operates under the direction of, and is a sub unit of, the Administrative Team. The team demonstrates faithful service while caring for and maintaining the facilities and property that God has given the church to use as tools for the advancement of God's kingdom on earth.

FUNCTIONS OF THE PROPERTY TEAM

The Property Team functions to make RRCC facilities both attractive and "user friendly" for members, guests and other authorized users, insuring that the facilities conform to aesthetic and functional expectations characterized in our core values, vision, and mission.

The property team provides focus in two primary areas - Maintenance and Improvements.

- Maintenance -
 - Secure professional services as needed for maintenance and repairs.
 - Conduct general maintenance activities including routine repairs, mowing, trimming, cleaning, and procuring necessary supplies etc.
 - Organize, maintain and make available for use any tools owned by the church.
 - Organize and promote workdays for general repairs and upkeep.
 - Develop a routine maintenance schedule for use in planning general maintenance activities and providing dollar estimates for the annual church budget.
- Improvements
 - Implement new initiatives for facilities and property improvements or new construction in alignment with RRCC strategic plans.
 - Develop and maintain a list of major capital projects expected in the next five years in support of the overall RRCC strategic plan.
 - Survey RRCC Staff, management teams, ministries, and the congregation regarding current and future facility and property needs.

TEAM COMPOSITION AND MEMBERSHIP

The Vice Moderator (in the role as Administrative Team Leader) and the Administrative Team oversees the activities of the Property Team. The Vice Moderator selects a Chair and a minimum of two members from the At Large membership of the Church. The Term of service will be one year with a maximum of three successive terms. The Chair of the Property Team is considered a voting member of the Administrative Team.

AUTHORITY: Section VI of the Bylaws of Round Rock Christian Church. The Administrative Team provides the oversight, stewardship, and effective utilization of church resources.

EFFECTIVE DATE

May 12, 2011

LAST REVISION DATE

May 12, 2011

LAST REVIEW DATE

May 12, 2011