

# **EMMANUEL LUTHERAN CHURCH**

## **THE PROPERTY COMMITTEE**

**Approved By The  
Congregation Council  
November 10, 2020**

### **Duties, Responsibilities and organization of the Property Committee**

#### **Organization:**

+ The Committee will initially choose at its next meeting from among its members, the committee chair, or the next meeting after the position becomes vacant.

+ Schedule of meetings: Until changed by a majority vote of the committee, monthly meetings will be held on the first (1<sup>st</sup>) Thursday of each month at 5:00 PM. The Property Committee may meet at other times and dates as the church's needs may require.

+ An annual calendar will be developed and revised during the February meeting each year. A copy of the calendar will be forward to the Church Secretary. The calendar may be revised at any time during the year. A copy of each new revision should be sent to the Congregation Council via the Church Secretary.

#### **Duties and Responsibilities:**

+ Emergency Build Maintenance Procedure: Initially the Property Committee will develop an emergency response procedure should Emmanuel Lutheran facilities experience damage or unexpected malfunctions caused by weather, vandals, fire, or equipment failures. As a minimum, this procedure must be updated when individuals listed on it change or no longer hold a position to support an emergency need.

+ Building Key/Access Code Control Procedure: Initially the Property Committee will develop a building key/access code procedure so access to Emmanuel Lutheran facilities an be reasonably controlled during those periods of time that office staff are not present. As a minimum, this procedure must be updated when individuals listed on it change or no longer hold a position authorized to have off-hours facility access.

**The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.**