

# Buildings and Grounds Committee Charter

Petersburg Parishes

Immaculate Conception, Botkins – St. John, Fryburg – St. Joseph, Wapakoneta –  
St. Lawrence, Rhine

## Name and Identity

The name of these organizations are the Immaculate Conception Buildings and Grounds Committee, the St. John Buildings and Grounds Committee, the St. Joseph Buildings and Grounds Committee, and the St. Lawrence Buildings and Grounds Committee. Each parish has a committee. However all four committees have the same guidelines and purpose.

## Membership

The Buildings and Grounds Committee will consist of five voting members. The members must:

- Be 19 years of age.
- Be a registered member of the parish which they are representing.
- Have received all three Sacraments of Initiation (Baptism, Confirmation, the Holy Eucharist).
- Be an active participant in their parish and ideally the entire region.
- Be willing to listen to parishioners.
- Be able to give time to prepare for and attend meetings.
- Be able to engage in fruitful discussion.
- Have knowledge of facility management. Ideally they work in these areas professionally.
- Most of all, they must be open to the promptings of the Holy Spirit and through prayer and discernment, seek divine guidance in decision-making, dialogue, and planning.

There are two types of membership for the Buildings and Grounds Committees.

1. Ex-Officio members: These are members who by the very office that they hold, are automatically members of the Buildings and Grounds Committee. They are non-voting members. They include the pastor, the parochial vicar, the first year member of the Regional Pastoral Council, and a staff member who has been appointed by the pastor.
2. Voting members: There are five voting members. The members will serve a three year term. This term is renewable pending the approval of the pastor, chair, and the member seeking to renew their term.

New members are appointed jointly by the chair and the pastor. The committee should discuss possible candidates and make recommendations to the pastor and the chair. A normal way to seek new members is to offer a list of candidates to the pastor who will send a letter to the parishioner asking them to consider the possibility of serving on the Buildings and Grounds Committee. The chair or another committee member will follow up to find out if the individual is willing to serve the parish in this capacity.

The Buildings and Grounds Committee has a few distinct roles:

1. Pastor – the committee makes recommendations to the pastor concerning the temporal affairs of the parish. The pastor may not be able to attend all meetings. In this case, the staff representative becomes his proxy.
2. Staff Representative – This person brings their day to day expertise of parish life and building usage to the Buildings and Grounds Committee. They are supposed to offer input and recommendations to the committee. In the event that the pastor is unable to attend the meeting, this individual is responsible for reporting the acts of the meeting to the pastor within one business day. This person also works with the committee chair to create the agenda for the meeting.
3. Chair – The chair leads the meetings, directs the work of the committee, and works with the staff representative to create the meeting agenda. The chair serves a one-year renewable term. The members of the committee vote on the chair. The chair is a member of the individual parish pastoral council.
4. Secretary – The secretary takes the meeting minutes and sends them to all the committee members. If the chair is willing, he or she can serve as the secretary as well.
5. Pastoral Council Representative – The Pastoral Council representative aids the communication between the committee and the council. He or she observes the meeting and serves as Pastoral Council's eyes and ears.

## Role of the Buildings and Grounds Committee

The Buildings and Grounds Committee has a number of roles which include, but are not limited to:

- Regularly inspect buildings and note issues.
- Work alongside pastor and staff in maintenance of parish facilities.
- Create a maintenance scope and plan which is kept in writing and regularly evaluated.
- Prioritize various projects.
- Communicate with finance committee about available funding for projects.
- Assist in the completion of projects which can include creating the scope of the project, recommending contractors, seeking bids, evaluating bids, approving bids, and overseeing the work. In this work the committee works alongside the pastor and/or the parish staff.
- Annually review this charter.

## Meetings

Buildings and Grounds Committee meetings will take place quarterly. The committee chair or the staff representative can call other meetings as needed. The regular meeting months are: February, May, August, and November. The regular meeting dates are as follows: Immaculate Conception, second Monday; St. John, second Thursday; St. Joseph, third Monday; St. Lawrence, third Thursday.

The meetings occur during the same time as the parish Finance Committee. The two committees meet together to discuss joint matters and then separate to discuss individual issues