

**St. Andrew's Episcopal Church, Burke, Virginia**  
**Property Resource Commission Charter**

**Mission Statement:** The Property Resource Commission (“the Commission”) shall assist the Clergy and Vestry by planning and executing the appropriate maintenance, sustainment, and improvement tasks necessary to ensure St. Andrew’s building and grounds meet church mission requirements.

**Responsibilities & Activities:**

1. Develop a Property Master Plan (PMP) of projects necessary for the maintenance, sustainment, and improvement of the church building and grounds.
2. Undertake a regular review and update of the PMP, not less than once per calendar year.
3. Prioritize tasks within the PMP in coordination with the Clergy, Vestry, other Commissions and Ministries, in light of available funding sources.
4. Tasks will also be coordinated with Sexton responsibilities and with the Preschool Director.
5. Identify funding methods and sources with the Treasurer and the Finance and Audit Committee.
6. Schedule and oversee tasks related to the maintenance, sustainment, and improvement of the church buildings and grounds.
7. Oversee tasks required by approved St. Andrew’s plans for safety and security to enable continuity of operations in natural disaster and active violence prevention, avoidance, and response scenarios.

**Composition:** The Rector shall select a chair of the commission, subject to Vestry approval. The commission shall be composed of not more than five or fewer than three Members, including the chair. Members are appointed by the Rector, in consultation with the chair, and subject to Vestry approval. All members shall be in good standing with the church and preferably parishioners with an interest or background in buildings and grounds. Members will serve a three (3) year term, with no more than two (2) members appointed to full terms each year. Members are eligible for successive terms. The chair shall be approved for a two (2) year term, but may serve additional successive terms with the approval of the Rector in consultation with the Vestry

If a member resigns from the committee before the end of a term, the Rector may appoint, with the consent of the Vestry a successor to serve for the remainder of that person’s term.

In addition to the members listed above, the Junior Warden and Sexton shall be ex officio members. The Rector shall also serve as an advisor to the commission to the extent appropriate or necessary.

If the chair resigns from the committee before the end of a term, the Rector may appoint, with the consent of the Vestry, a successor to serve for the remainder of that person's term. In the event the chair is absent from a meeting, the chair may designate an acting chair to preside in his or her absence.

The chair shall call and conduct the meetings of the commission, maintain records of the business of the commission and appoint members to accomplish the work necessary to carry out commission responsibilities. The chair shall serve a two-year term and is eligible for successive terms, subject to the recommendation of the Rector with consent of the Vestry.

**Meetings:** Meetings shall be held on a regular basis, at least monthly during the main part of the church year and at least once during the summer. Additional meetings may be scheduled as needed at the discretion of the chair upon notification of every member.

**Reports:** The chair (or other designated person) shall provide a written report for the annual congregational meeting and may also provide a monthly report to the Vestry on commission activities. The Vestry shall be advised of updates and changes to the PMP on a regular basis, but no less than quarterly.

#### **Task Area Categories and Definitions:**

**Maintenance:** Those actions / activities that must take place annually or multiple times during the year to ensure the safe and effective functioning of the church campus. These include but are not limited to: lawn care, landscaping, snow removal, general repairs, communications, preventive maintenance and utilities, janitorial supplies, fire emergency - medical systems / supplies, general cleaning / disinfecting of the campus.

**Sustainment:** Those actions / activities / tasks required by the safe and effective functioning of the church campus, but are not completed on an annual basis. Timing of these activities is more flexible within a reasonable time period. These are typically more costly and will require advanced planning to fund. Examples include: storm water retention pond upkeep, flooring replacements, roof repair, HVAC major repair or replacement, drive lane and parking lot repair, masonry repair, fixture replacement such as plumbing or lighting, major audio visual, etc.

**Improvement:** Those actions / activities deemed by the church to be beneficial to the enhancement of the campus environment and / or support additional church activities, such as outreach and community involvement. These activities are typically the costliest and will require both advanced planning as well as potential project specific fund raising. Examples of these projects include a kitchen renovation, building(s) expansion, new road entrance to the property, area re-paving, major electrical service or controls, windows, roof replacement, land excavation etc.