

Article VI. Commission Responsibilities

4. Commission of Property

This committee shall consist of five members. The custodian will be an ex-officio member.

Duties:

- a. Care for physical property of the church
 1. The Church building and grounds
 2. Properties and equipment¹
 3. Parsonage (annual inspection)
- b. Appoint Custodian (with approval of Church Council)
²Responsibilities include, but not limited to:
 1. Cleaning of the church, including the sanctuary, behind stage, stairwells, balcony, basement, fellowship hall, all classrooms, restrooms, kitchen and offices.
 2. Back rack in pews to be straightened, hymnals and bibles should be straightened accordingly.
 3. Cleaning before and after such activities as revivals, retreats, funerals, VBS, district meetings or any other church related event as noted on the church calendar or otherwise by the Pastor. Custodian will be paid by any outside entity who has permission to hold an event on church premises, should they require clean-up service. (Example: wedding.)
 4. Replacement of burnt out light bulbs, or arrangement thereof, as well as cleaning annually or as necessary.
 5. Inventory, order and purchase necessary cleaning supplies.
 6. Removal of trash and debris from facility after services or events.
 7. Restock restroom and kitchen supplies after services or events.
 8. Report any discovered damages, stains, etc. immediately to Property Committee if unable to remedy. Coordinate with Property Committee for repairs.
 9. Request and coordinate spring and fall cleaning days with parishioners.
 10. Kitchen to be cleaned on a regular basis and should be attended to as follows:
 - a. Clean ovens as necessary.
 - b. Empty refrigerator contents as necessary.
 - c. Restock supplies.

¹ Moved (care of hymnals and repair of musical instruments) to Music and Worship – November 2012

² Added (Custodial responsibilities) – November 2012

11. Submit quarterly report to Property Committee detailing the following:
 - a. Supplies ordered/consumed.
 - b. Observed repairs or replacements needed.
 - c. Issues or concerns.
12. Report any misuse of facility to the Property Committee immediately.