

St. Charles Borromeo Catholic Church

Building and Grounds Committee Charter

Adopted August 6, 2018

TABLE OF CONTENTS

Article I: Name, Address, Purpose 4

Section 1. Name and Address 4

Section 2. Mission and Purpose	4
Article II: Functions of the Parish Building and Grounds Committee	4
Section 1. Functions of the Parish Building and Grounds Committee	4
A. Building and Grounds Committee Duties and Responsibilities	4
B. Building and Grounds Committee Maintenance Procedures	5
Article III: Membership	6
Section 1. Number of Members	6
Section 2. Qualifications	6
Section 3. Term of Office	6
Section 4. Expiration of Term	7
Section 5. Number of Terms	7
Section 6. Ex Officio Members	7
Section 7. Vacancies	7
Section 8. Removal of Building & Grounds Committee Members	7
Section 9. Selection Process of Building & Grounds Committee Members	7
Article IV: Officers and Non-Voting Members	8
Section 1. Designation	8
Section 2. Selection of Officers	8
Section 3. Removal of Officers	8
Section 4. Duties of Officers and Non-Voting Members	8
A. Business Manager	8
B. Chairperson	9
C. Vice-Chairperson	9
D. Recording Secretary	9
Section 5. Compensation	10
Article V: Meetings	10

3

Section 1. Organizational Meeting	10
Section 2. Regular Meetings	10
Section 3. Notice of Regular Meetings	10
Section 4. Special Meetings	10
Section 5. Notice of Special Meetings	11
Section 6. Open Meetings	11

Section 7. Non-Members Addressing the Building & Grounds Committee ..	11
Section 8. Quorum	11
Section 9. Conduct of Meetings	11
Section 10. Building & Grounds Committee Consensus and Vote	12
Article VI: Sub-Committees	12
Section 1. Sub-Committees	12
Article VII: Amendments	12
Section 1. Amendment to Charter	12
Section 2. Adopted Amendment	12
Signature Page	13

ST. CHARLES BUILDING AND GROUNDS COMMITTEE

ARTICLE I

NAME - ADDRESS - PURPOSE

Section 1. NAME AND ADDRESS

The name of this Committee is the St. Charles Building and Grounds Committee herein referred to as the BGC. The mailing address of the BGC is St. Charles Building and Grounds Committee, c/o St. Charles Parish, 505 S. Lafayette, Greenville, MI 48838.

Section 2. MISSION AND PURPOSE

The mission of the BGC is to assist St. Charles Parish in the management of the physical properties of the Church. These include: the worship space, activities building, school, convent and rectory and all associated grounds. The Committee is charged with facilitation of the maintenance and improvement of the Parish buildings and grounds. These tasks include: building repairs and maintenance, landscaping, lawn care, snow removal, and other duties including the oversight of new construction when the need arises. These duties are performed through a combination of volunteer labor and contracted services. The members of the

Committee also serve as leaders for recruitment and organization of volunteers.

As a sub-committee of the Parish Finance Council, the purpose of the BGC is to serve as an advisory body to the Pastor, Business Manager, Finance Council and Stewardship Committee to achieve the mission of the Parish. The Committee serves in this capacity to identify facility issues and opportunities.

The BGC will strive to be knowledgeable of the activities, committees, commissions and ministries of the Parish in order to be able to offer guidance and advice on how church facilities might best be used to achieve existing ministry goals as well as long term goals of the Parish.

ARTICLE II FUNCTIONS OF THE BGC

Section 1. Functions of the BGC

The function of the BGC shall include, but not be limited to, the following:

(A) BGC Duties and Responsibilities.

- Lead in determining needed construction, remodeling, repair, and maintenance of all properties belonging to St. Charles Church.
- Communicate with the Finance Council and, when appropriate, with the Pastor and Parish Pastoral Council on issues related to building and grounds.
- Oversee all work recommended by the BGC that is contracted out by the Church and communicate periodic progress reports to the parish.
- Work with members of the various Committees and Ministries on projects that involve the construction, remodeling, or decorating of Church properties.
- Conduct seasonal checks of the Church building all Church properties and grounds to determine

5

needed repair and maintenance.

- Maintain a priority list of projects that need to be done.
- Ask for and utilize volunteers from among the parish members when appropriate.
- Guide the Church in its endeavors to keep the buildings and grounds serviceable and neat in appearance at all times.
- Formulate and propose 5-year and 10-year, long-term strategic planning
- Create and maintain inventories, architectural drawings and specifications for buildings and brochures, specifications and warranties for Church building and grounds.
- Develop and maintain a secure, repository in the business office where Committee and related documents can be stored, archived and retrieved.
- Develop suggested maintenance procedures.
- Comply with applicable federal, state and local code compliance requirements.

(B) BGC Maintenance Procedures.

- Conduct a walk-through of the Church buildings every Spring and Fall. Perform inspections of other Church properties on a schedule determined by the Committee.

Prepare and annual report including findings on:

- Structural conditions: roofs, vents, gutters, crawl spaces, roof drains, basement, etc.

- Mechanical reliability: heating and air-conditioning units.
- Electrical systems and equipment including sound and lighting functionality.
- Interior conditions: plumbing, fire-extinguishers, emergency lights, smoke detectors, lighting, exterior doors, seals and weather-stripping, etc.
- Exterior conditions: grounds, parking area, sidewalks, signage, exterior lights, etc.
- Building security and security systems.
- Maintain a list of contractors used by the Church.
- Arrange for an annual fire-safety inspection of all church properties by a certified safety inspector.
- Help to ensure the Church and school grounds are kept clean and free of all debris.

6

ARTICLE III Membership

Section 1. Number of Members

The BGC shall be composed of at least six active voting members. To effect orderly and seamless transitions, the BGC will employ term-staggering. The process for this is as follows: the initial group of at least six active voting members will be divided into three groups of nearly equal membership. The term for the first group (Group A) will expire after a three year period; the term for the second group (Group B) will expire one year later and one year after Group A; the term for the third group (Group C) will expire one year after Group B and two years after Group A. This cycle will continue as term-staggering is implemented.

The Pastor reserves the right to approve all appointed BGC members.

Section 2. Qualifications

BGC members should be in good standing with the Church and must be registered, active parishioners of St. Charles Parish. The following guidelines will also be followed:

- Members must possess a high level of integrity and confidentiality and agree not to divulge privileged information that is presented at the meetings particularly in matters of real estate and personnel.
- Members should exhibit competence in their chosen field of committee work. At a minimum they will be knowledgeable in the work of the committee and cooperative with other committee members in accomplishing the assigned objectives.
- Members should intend to serve for three (3) consecutive years and attend monthly meetings unless unforeseen circumstances arise requiring their resignation. A resignation should be submitted in writing in a timely manner. See Article III, Section 7 that outlines the procedure for filling vacancies.
- Members should have regular computer and internet access allowing them the ability to communicate online and receive all Parish Building and Grounds Committee communications.

Section 3. Term of Office

The terms of the voting members shall be staggered so that each year, two (2) voting members end their term and two (2) members are selected to fill the vacancies using the process cited in Article III, Section 7.

7

Section 4. Expiration of Term

Prior to the expiration of each member's term, the BGC shall solicit nominations and applications from the registered members of St. Charles Parish. Selection will be made by appointment from the Pastor. The members whose terms have expired shall continue to hold membership on the BGC until their respective successors have been selected and attend their first meeting.

Section 5. Number of Terms

Any voting-member who has served two (2) consecutive three-year terms must sit out one (1) full fiscal year following the end of his or her last term prior to making application for appointment to the BGC for another term.

Section 6. Ex Officio Members

The Parish Business Manager shall serve as an ex officio, non-voting member on the BGC.

Section 7. Vacancies

Vacancies on the BGC caused by any reason other than the expiration of a member's term shall be filled by appointment from the Pastor after receiving recommendations and nominations from members of the BGC and the congregation at large. If the position is to be filled and not left vacant, the newly appointed member selected shall serve the remainder of the term created by the vacancy. If the BGC decides to leave the position vacant, it shall be filled by a member pursuant to the annual selection procedures outlined in this document and such member shall serve for the remainder of the term.

Section 8. Removal of BGC Members

A member may vacate his or her seat on the BGC by resignation in writing, withdrawing from parish membership, incurring an ecclesiastical censure or penalty, or committing a civil offense which necessitates the loss of membership.

Any member of the BGC who has three (3) consecutive unexcused absences from the BGC meetings may be removed upon motion of a BGC member and a concurrence of a majority of the remaining members. An individual who has been removed from his or her position will receive verbal and written notification by the BGC Chair.

Section 9. Selection Process of BGC Committee Members

Requests for nominations and eligibility requirements for BGC members shall be posted in St. Charles Parish communication channels for at least three (3) weeks prior to the application deadline. The Pastor will review

all applications, and after discernment, will appoint the applicant he believes to be most qualified for the position.

8

- In the event there are insufficient applicants to fill all vacancies, the Pastor retains the right to appoint a qualified applicant to the vacant position(s) which appointee(s) shall serve until the next selection term; or leave the position(s) vacant until the next selection term at which time the seat(s) shall be filled by member(s) pursuant to the above procedures and such member(s) shall serve for the remainder of the term.
- The Pastor shall have final approval of all BGC members.
- The new term for BGC members will begin with the July meeting. Members may be appointed to serve as a nonvoting member on one of the other councils as a representative of the Committee.

ARTICLE IV.

Officers and Non-Voting Members

Section 1. Designation

The principal officers of the BGC shall be the Chairperson, the Vice-Chairperson, and a Recording Secretary. They will be selected by the Pastor. Except for the position of Recording Secretary, no member shall hold more than two (2) consecutive terms.

Section 2. Selection of Officers

The officers of the BGC may be nominated by any member of the BGC before the May meeting. The officers shall be renewed or replaced annually at the May meeting. Terms will begin in July of each fiscal year.

Section 3. Removal of Officers

Upon the vote of a majority of the members of the BGC or directly by the Pastor, any officer may be removed and a successor may be recommended at any regular or special meeting of the BGC.

Section 4. Duties of Officers and non-voting Members

(A) Business Manager: The Parish Business Manager brings a high degree of knowledge and expertise as a consultant to the Pastor and BGC members. He or she will provide valuable reports on Parish Office activities and make recommendations based on his or her business background.

(B) Chairperson: The Chairperson of the BGC tends to the organizational aspects of the Committee and facilitates all meetings of the Committee. The chairperson must work in cooperation with the Pastor, Pastoral Council and Finance Council and have an understanding of group process and have facilitation skills. The duties of the chairperson may include the following:

- Set the annual meeting schedule and reserve a meeting space
- Set the agenda for each meeting
- Provide significant time for prayer and reflection
- Preside/facilitate at all meetings
- Monitor the time frame for each agenda item
- Encourage all Committee members to participate actively and express ideas freely
- Assist discussion by restating, summarizing, contrasting ideas and sentiments expressed by Committee members
- Understand and clarify Committee procedures
- Act as the primary BGC point of contact for the Pastor, Committee members, parishioners and others involved in current or potential future projects.

(C) Vice-Chairperson: The Vice-Chairperson shall act in the Chairpersons absence and shall have all the powers and duties of the Chairperson when so acting. In the event the Chairperson and Vice-Chairperson are unable to act, the BGC shall appoint some other member of the Committee to do so on an interim basis. The Vice-Chair will succeed the chair.

(D) Recording Secretary. For smooth functioning of the Committee as a group, a recording secretary will be appointed by the Chairman. Their duties are as follows:

- Provide a record of the minutes of the regular and special meetings.
- Provide a copy of the minutes to each Committee member no less than two weeks prior to the next scheduled meeting of the Committee.
- Maintain a roster of the members, beginning term dates and records of attendance.
- Notify the chairperson of those members with chronic absenteeism (having three (3) consecutive unexcused absences during the fiscal year – July 1 through June 30).
- Arrange for the necessary physical requirements (tables, chairs, etc.) for the regular and special meetings, and activities of the Committee.

- Update Committee documents.
- Distribute information and correspondence to Committee members as directed and care for the

necessary correspondence in the following manner:

- o Receive and file Committee business correspondence.
- o Make known all Committee correspondence under the proper meeting procedure.
- o Attend to correspondence as delegated by the chairperson.
- o Keep on file records of the Committee's history, development, minutes, decisions, and names of leaders.
- o Distribute meeting agenda five days in advance of meeting.
- o Have minutes of scheduled meetings available.

Section 5. Compensation

Voting BGC members shall not be compensated for serving on the Committee but may be reimbursed by the Parish for reasonable out-of-pocket expenses incurred on behalf of the Committee.

ARTICLE V MEETINGS

Section 1. Regular Meetings

Scheduled full committee meetings of the BGC shall be held at such place and time as determined by the Chairperson. Any Committee member may propose new business agenda matters to the Chairperson. Regular meetings of the Committee should be held in a parish meeting rooms.

Section 2. Notice of Regular Meetings

Notice of all regular meetings of the BGC, including the distribution of the meeting agenda and materials should be provided by the Recording Secretary to each Committee member via electronic mail at least five (5) days prior to the date of the meeting.

Section 3. Special Meetings

Special Meetings of the BGC may be called by the Chairperson or the Pastor when deemed necessary to conduct business that cannot wait for the next regularly scheduled Committee Meeting.

11

Section 4. Notice of Special Meetings

Notice of all special meetings shall be given to all BGC members via electronic mail, in person or by telephone no less than two (2) days prior to such meetings by the Chairperson or the Pastor.

Section 5. Open Meetings

All meetings of the BGC shall be open to attendance by any parishioner. The Committee may go into closed session when discussing matters it deems necessary and appropriate to keep confidential, when such parties are in attendance. The session will be attended only by members of the Committee to include a Recording Secretary.

Section 6. Non-Members Addressing the BGC

Parishioners must submit a request for any agenda item to the Chairperson at least ten (10) days prior to the next Parish BGC meeting for placement on the meeting agenda. Additionally, there will be a period for parishioners to address the Committee.

Section 7. Quorum

At all meetings of the BGC, two-thirds of the voting members shall constitute a quorum for the purpose of transacting Committee business.

Section 8. Conduct of Meetings

The Chairperson shall preside as the facilitator over all regular and special meetings of the BGC at which they are present. The Recording Secretary shall keep the minutes of the Committee in a Book of Minutes and upload to the Committee website. The Secretary shall provide each BGC member with an agenda for each meeting prior to the meeting.

The regular order of the meetings shall be as follows:

- Call to Order
- Opening Prayer
- Roll Call
- Consent Agenda / Minutes
- Sub-Committee Reports
- Old Business
- New Business
- Comments from Parishioners
- Next Meeting time and date
- Closing Prayer and adjournment

12

Section 9. Parish BGC Consensus and Vote

The Committee should conduct business in a collaborative manner. All recommendations to the Pastor, and Finance Council shall be formed by consensus. If consensus cannot be reached, a vote may be taken. **Parish BGC members need to be keenly aware that their function is consultative only.** They are expected to act collaboratively with the Pastor and Finance Council, but they do not have veto power nor can they enact policy on their own. **Their value to the parish resides in the collective wisdom of their members to understand and respect the Pastor and Finance Council's responsibility to make the final decision.**

ARTICLE VI Sub-Committees

Section 1. Sub-Committees

4. _____
Name (Please Print)

Signature

5. _____
Name (Please Print)

Signature

6. _____
Name (Please Print)

Signature

7. _____
Name (Please Print)

Signature

8. _____
Name (Please Print)

Signature

9. _____
Name (Please Print)

Signature

10. _____
Name (Please Print)

Signature