

C13.07.D13 The **Property Management Ministry Team** is composed of interested volunteers from the congregation.

In addition to the common duties listed in section C13.07.01 of the bylaws, the Property Management Ministry Team shall:

- a. Be responsible for the care, maintenance, repair, replacement, and improvement of all physical properties of the congregation.
- b. Inspect all real property in full detail at least annually.
- c. Develop and maintain an inventory of major equipment and furnishings, including estimates of replacement value for insurance purposes.
- d. In coordination with the Stewardship and Finance Ministry Team, review contracts for real property, property rentals, and equipment leases or acquisitions.
- e. Arrange for the disposal of equipment and furnishings that are worn out or no longer needed.
- f. Provide input for the annual congregational budget related to the operation, care, and maintenance of church facilities.
- g. Call to the attention of the Council and/or congregation any large, necessary repairs or improvements to facilities.
- h. Set policy for use and scheduling of the facilities by outside groups.
- i. Coordinate occasional volunteer workdays at the church.
- j. Assist the Personnel Ministry Team in recommending periodic adjustments to wages for the custodian and custodian assistants.