

FUUCI Committees Purpose and Their Functions and Responsibilities
Building and Grounds Steering Committee Charter
Spring 2014
Inspire Care Act . . .

The First Unitarian Universalist Church of Indiana, PA is a religious community grounded in love, support and acceptance. We commit to

- Inspire and nourish the personal spiritual journey
- Apply the values and principles of Unitarian Universalism in our living
- Promote compassionate and responsible thought and action in the world

The Board asks that all committees keep the mission of the church in the forefront of all they do. In order to ensure that our mission is the focus of our work, we ask that the mission is used in all reports to the Board. For instance, since your committee's last report to the Board (month, quarter, annual) how has your committee inspired the congregation, how are our principles guiding your work, how have you cared for each other or the larger community, what actions have you taken.

All non-elected committees are originated by the Board of Trustees and are accountable to the Board. A Committee Chair is appointed bi-annually by the President of the Board. In accordance with church bylaws, Committee Chairs may not serve more than two consecutive two-year terms (although may remain on a committee indefinitely).

As stated in the bylaws, the committee shall:

By two weeks prior to the annual meeting, provide a written summary report (using the above-mentioned reporting format) of all activities of the committee over the past year and major plans for the upcoming year. These reports will be included in the Board's Annual Report to the Congregation.

Annually, provide the Finance Committee with projected budgetary needs for the upcoming year.

- **It is the responsibility of outgoing Committee Chair to give this charter to the new incoming Chairperson along with all files (paper and computer) which may assist them in their responsibilities**
- **Assist the new Chairperson, with help from your Board Liaison with transition**
- **Share all committee activities that may have positive PR news with the Membership Chair**

Purpose: To meet with the Grounds Coordinator and Building Coordinator to assist in determining policy, actions and procedures dealing with building and grounds

Duties and Responsibilities:

- Steering Committee members are representatives from the following committees:
 - Arts & Aesthetics
 - Adopt-A-Garden Volunteers
 - RE
 - Social/Environmental Justice
 - Spiritual Growth and Support
 - Worship
 - At-Large
- Work with contractors and volunteers, as necessary, to facilitate the on-going maintenance of our building (including regular maintenance of the roof, window casings, interior paint, structural repairs and related work)
- Work with contractors and volunteers, as necessary, to facilitate the on-going upkeep and improvement of our grounds (including lawn mowing, snow removal, driveway and parking maintenance, and the planting of trees, shrubs, and flowers as appropriate)
- Review all structural changes suggested by individuals and committees and recommend appropriate action to the Board
- Assist the Board in planning ahead for major repairs and maintenance (i.e., roof replacement, parking lot gravel)
- Work within the budget allocated by the congregation