

St. James Episcopal Church of Cheboygan  
**Standing Commission Charter**  
**Building and Grounds Commission**

**Purpose:** To provide support, advice, and guidance to the Rector and staff as it relates to the general oversight of the maintenance of church buildings and grounds, especially on major decisions issues; to participate in the evaluation of the best use of existing church property to meet future church community needs; to provide oversight of improvements to church buildings and grounds through capital expenditure programs for any new construction or renovation; and finally to develop and maintain documentation of any relevant operational and maintenance items for future reference.

**Structure:** The commission shall consist of at least four (4) persons chosen for their interest in and knowledge of buildings and grounds. Other persons may serve on the commission according to the talents they offer in carrying out the purposes of the commission. The commission may choose its own chairperson.

**Duties:** Specifically, the committee should:

1. Manage and care for the church buildings and grounds including planning for maintenance and improvement needs.
2. Recommend approval of long-term contracts with commercial firms for such items as tree pruning, construction, demolition, preventative maintenance and any other service needed for church property.
3. Plan and organize work projects and coordinate the work of volunteers.
4. Plan and submit a proposed budget to the Vestry by October 1 of each calendar year.

Adopted: September 8, 2016