



CENTRAL UNITED CHURCH



PROPERTY TEAM

*By wisdom, a house is built, and through understanding, it is established;
through knowledge, its rooms are filled with rare and beautiful treasures.*

Proverbs 24:3 (NRSV)

THEOLOGICAL RATIONALE

The Property Team (Team) of Central United Church (Central) is tasked with all maintenance and upgrade work related to the operation of the church building located at 131 – 7th Avenue SW. The Team is responsible for ensuring the property is safe, in good repair and able to accommodate the requirements of the Community of Faith (COF) and its user groups.

We acknowledge that our church building stands on Treaty 7 land and the land of Metis Nation #3. We acknowledge that this land was occupied and cared for by the Indigenous peoples who have gone before us and who are equal partners with us in caring for the land.

We are stewards of our property. As good stewards, we commit ourselves to the care, maintenance and repair of our beautiful, historic church that has been left to us by our forerunners in the faith. It is a sacred trust we hold close in our hearts and cherish as a living legacy given to us by them.

TASKS

The tasks of the Team include:

1. MAINTENANCE

- a) Developing and maintaining a timeline and schedule of maintenance projects for the building.
- b) Recruiting and organizing volunteers to assist with scheduled and unscheduled maintenance projects.
- c) Overseeing and completing property and building upgrades as approved by the Board.
- d) Ensuring regular cleaning of the inside of the building.
- e) Ensuring regular clean-up and maintenance of the sidewalks and other areas that surround the church.
- f) Conducting yearly inspections of the church building to generate a checklist of needed maintenance and repair work.
- g) Receiving notice of or information about property maintenance issues through the Office Administrator or through a member of the Team linked to an emergency standby telephone number.



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2. SAFETY

- (a) Maintaining all safety systems including the elevator, the fire alarm, the security system, audiovisual equipment, heating and electrical systems as required by The City of Calgary, the Government of Alberta and the Government of Canada.
- (b) Ensuring inspections of equipment are completed as required by the safety codes of the City of Calgary and in compliance with our Duty of Care Policy and Procedures.
- (c) Ensuring the Automated External Defibrillator (AED) equipment located in the gymnasium is in working order and upgraded on a regular basis.
- (d) Collaborating with the Duty of Care Team in developing an Evacuation Plan in case of an emergency.
- (e) Ensuring that all parts of the building that would be used during an evacuation (e.g. stairs, railings, directional signs) are in good repair and meet fire safety standards.
- (f) Ensuring that all door mechanisms are in working order in compliance with the Evacuation Plan.
- (g) Responding immediately to an emergency situation that may arise (e.g. security alarm, water main break).

3. RENTALS

- (a) Reviewing, in collaboration with the Office Administrator, requests from potential outside users and rental groups for use of the building.
- (b) Reviewing, in collaboration with the Office Administrator, the scheduling of rentals and the use of the church by outside groups.
- (c) Ensuring the ministry needs of the COF take priority over any rental or outside user group.
- (d) Reviewing the rental contracts on an annual basis, in collaboration with the Office Administrator and the Trustees.
- (e) Making recommendations to the Trustees regarding any changes in rental rates and insurance requirements.

4. ADMINISTRATION

- (a) Ensuring that all user groups and individuals adhere to signed rental contracts.
- (b) Ensuring that all user groups and individuals uphold the Alcohol and Drug Use and Gambling Policies established by the Board, as well as our Duty of Care Policy and Procedures.
- (c) Applying for grants offered by the Government of Alberta and the Government of Canada for the upgrade of our facilities to meet environmental and building standards.
- (d) Applying for capital project grants offered by The United Church of Canada and other grant funding agencies (e.g. The Calgary Foundation).
- (e) Exploring ways and means of making our building carbon neutral, where possible.
- (f) Presenting proposals to the Board for property upgrades and repairs.
- (g) Developing and maintaining a Vendor List of vetted suppliers and contractors.
- (h) Collaborating with the Finance Team and the Trustees in preparing, reviewing and awarding competitive bids for major capital projects.
- (i) Sourcing and purchasing furniture and equipment for the church.

OUR MISSION

To create a safe and vibrant community, in which God's unconditional love is demonstrated by people who choose to follow the teachings of Jesus, led by the Holy Spirit.



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- (j) Ensuring that all utility bills and operational bills are paid in a timely manner, working in collaboration with the Finance Team and the Treasurer.
- (k) Hiring a Custodian for the church, working in collaboration with the Ministry and Personnel (M&P) Committee.
- (l) Providing oversight of the paid Custodian.
- (m) Reviewing, on a yearly basis, the snow removal contract for the church and renewing the contract.
- (n) Developing a five-year upgrade plan for the church in order to maintain the historic beauty and safe use of the building.
- (o) Preparing a report of the Team's activities for the Annual Report.
- (p) Evaluating the work of the Team on a yearly basis, using the following guidelines:
 - Setting goals for the Team (e.g. using one Team meeting to set goals and another Team meeting for evaluation)
 - Setting goals for Team members (e.g. development of leadership skills)
 - Developing questions/surveys/feedback opportunities that target and evaluate outcomes
 - Celebrating achieved goals, both of the Team and Team members
 - Deliberating on areas of concern and providing positive solutions

ACCOUNTABILITY

- The Team is accountable to the Board and shall report to the Board as required.
- The Chair is a Voting Member of the Board.
- The Team shall meet on a monthly basis, except during July and August.
- The Team shall submit a written report of its activities to the Board whenever the Board meets. Such reports shall be attached to the Board minutes.
- Approved minutes of Team meetings shall be submitted to the Office Administrator to be housed in the Church Office and made available to the congregation and other church bodies upon request.

HUMAN RESOURCES

The membership of the Team shall include a Chair, a Recording Secretary, the Office Administrator (Staff Resource) and at least three (3) other members.

FINANCIAL RESOURCES

The budget of the Team shall be prepared on a yearly basis, submitted to and examined by the Finance Team as part of Central's budgeting process.

Budget items will include:

- Property and liability insurance
- Utilities such as electricity, city services, natural gas, communication systems
- Maintenance expenses, including routine and unexpected items
- Cleaning supplies
- Furnishings and equipment
- Maintenance projects

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Any proposal for major renovations and upgrades to the building (e.g. installing a washroom or elevator) must be reviewed by the Trustees, ratified by the Board and ultimately approved by the Chinook Winds Region. Money used to fund capital projects must be approved by the Board.

This document is a living document and can be changed or revised with the approval of the Board.

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