

5. BUILDING AND GROUNDS MINISTRY TEAM

Statement of Purpose:

The Building and Grounds Ministry Team will care for the real property of the congregation, striving to keep in proper repair the church edifice and to maintain the surrounding grounds, fully aware that the congregation has provided this property for the glory of God. Insurance policies will be kept up to date covering all real property.

Specific Ministries

1. The Ministry Team will maintain all property owned or used by the church in a state of good repair. This includes maintaining scheduled and periodic equipment checks.
2. The Ministry Team will make those improvements that are necessary for safety, preservation, and efficiency.
3. Recommendations for major repair needs and immediate capital improvements shall be the responsibility of the Ministry Team. Such needs may be brought to this Ministry Team by other Ministry Teams or other groups for coordination by this Ministry Team, which will make recommendations to the Session for action, as needed.
4. The Ministry Team will provide utilities and custodial services to the church.
5. The Ministry Team will create and maintain an Inventory of Real and Personal Church Property.
6. The Ministry Team will see that adequate property and liability insurance is maintained.
7. All building equipment service contracts, maintenance agreements, insurance papers, and the like will be filed in the church office.
8. The Ministry Team is responsible for maintaining the beauty and usefulness of the facility. To that end it will be the clearinghouse for what is put on the walls, eg pictures, displays, etc.; and for how spaces are generally utilized.
9. The Ministry Team will accept other responsibilities assigned by the Session.

Planning Calendar

JANUARY

Annual Congregational Meeting	Quarterly Building Check
VSC Fire & Security	

FEBRUARY

Plan/Schedule spring Clean-up Day	Update Lawn Mowing/Outside care Schedule
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MARCH

Ready outside equipment: lawn mowers, etc.	Maintain Door Unlock/Security Schedule
Gutter clean-out	First Aid Kit & AED checkup
New Elevator deodorizer every 3-4 months	

APRIL

Quarterly Building Check	Prepare for May Ministry Plan Update
VSC Fire & Security	Fire Marshall Checks: Exit and Emergency Lights

MAY

Ministry Plan Update	Check on Grass Cutter routine
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JUNE

Recruit for sub-Ministry Teams	Maintain Vendor/Contractor Contact List
Gutter clean-out	Insurance renewal check-up (report > Session)
Manual of Administrative Operations - review & update	
Budget planning for August submission – forecast projects for next year based on Maintenance	
Plan in following section	

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50	JULY	
51	Budget planning continued	Plan/Schedule fall Clean-up Day
52	Quarterly Building Check	VSC Fire & Security
53	Maintain Door Unlock/Security Schedule	New Elevator deodorizer every 3-4 months
54	AUGUST	
55	Annual budget process – August submission	Continue planning Rally Day presentation
56	New mulch for playground area	Check on Grass Cutter routine
57	SEPTEMBER	
58	Rally Day presentation, if needed	Plan Monthly fall gutter clean-out
59	Update Door Opening / Closing Schedule	Gutter clean-out
60	Fire Marshall Checks: Exit and Emergency Lights	
61	OCTOBER	
62	Participate in Stewardship Outreach	VSC Fire & Security
63	Fall gutter clean-out	Quarterly Building Check
64	Plan for winter snow removal	
65	NOVEMBER	
66	Winterize/Maintain lawn mowers, etc	Maintain Door Unlock/Security Schedule
67	Gutter clean-out	New Elevator deodorizer every 3-4 months
68	Prepare for Annual Congregational Meeting Annual Report	
69	DECEMBER	
70	Continue preparations for Annual Congregational Meeting Annual Report	
71	Gutter clean-out	
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Specific Tasks For Full Ministry Team

- 74 1. Project budget needs annually; submit to Stewardship and Finance Ministry Team when requested.
- 75 In anticipation of the next year budget planning, project major project expenses based on the
- 76 following Maintenance Plan:
- 77 a. Interior Care
- 78 i. Paint every ~5 years for high use, high contact areas, eg hallways, toilet rooms, kitchens,
- 79 classrooms
- 80 ii. Paint every ~6 years for high use areas, general use areas, eg Meeting Rooms, Fellowship
- 81 Hall
- 82 iii. Paint every ~7+ years for Offices, Parlor, Sanctuary, Commons
- 83 b. Exterior Painting / Cleaning / Parking Lot
- 84 i. Sanctuary siding is cedar – paint every 10-15 years; inspect yearly
- 85 ii. All other siding is Hardie Plank – inspect yearly
- 86 iii. Window washing – clean every 1-2 years
- 87 iv. Parking Lot surface should be resealed every ~3 years
- 88 c. Maintain specific information for each space/area: dates, colors, etc
- 89 2. For internal cost control and budget guidance, the Ministry Team will arrange with the Treasurer to
- 90 maintain appropriate sub-accounts under Repairs and Maintenance. (The appropriate sub-account
- 91 will be shown on copies of each pay authorization voucher.) The current sub-accounts are:
- 92 8205 Preschool Support 8230 Service Contracts 8280 Water/Sewer
- 93 8210 General Maintenance 8240 Janitorial 8290 Trash Collection
- 94 8214 Garden Guild 8250 Insurance 8320 Specialized Maintenance
- 95 8215 Supplies 8260 Gas
- 96 8220 Repairs & Labor 8270 Electricity

- 97 3. The Ministry Team will also bring to Session's attention un-financed property needs requiring near-
98 term action with its recommendations on how to implement them.
- 99 4. The Ministry Team is responsible for these activities/functions, among others:
- 100 a. Door Key Management, including records of who has which keys to the facility; also scheduling
101 the exterior Door Opening & Closing for each Sunday.
- 102 b. Security Monitoring during Sunday Services
- 103 c. Regular, seasonal work/cleanup days
- 104 d. Maintain the Vendor Contact List
- 105 e. Annual fire and safety inspection
- 106 f. Annual elevator inspection
- 107 g. Ice and snow removal
- 108 h. Maintain electrical and lighting systems
- 109 i. Promoting energy conservation
- 110 j. Parking lot management
- 111 k. Schedule regular lawn mowing during the growing season.
- 112 l. Garden Guild responsibilities
- 113 m. Twice per year Emergency / Exit Lighting check (complete Fire Marshall Check List)

Fire Marshall Checks: Exit Lights and Emergency Lights

Upper Level Floor:

- 115 1. Front Entrance: Exit Signs at all 3 doors
- 116 2. Sanctuary: Exit Signs: north-side at exit door, toward Choir Room, doors to concourse;
117 Emergency Lights: north-side near exit door, wall near organ console, at
118 concourse entrance door
- 119 3. Concourse: Exit Signs: at Music Room hallway; outside Parlor door; Emergency Lights:
120 look for “red” ready light on LED fixtures
- 121 4. Rear Entrance: Exit Signs: at rear double exit doors
- 122 5. Elevator vestibule: Exit Signs: at opening to Concourse; Emergency Lights: look for “red” ready
123 light on LED fixtures
- 124 6. Stairwell: Exit Lights: doorway at top of stairs; Emergency Lights: top of stairs, bottom
125 of stairs
- 126 7. Upstairs Fellowship Hall: Exit Signs: at doors to elevator vestibule, at doors to Office Hallway;
127 Emergency Lights: look for “red” ready light on LED fixtures
- 128 8. Office Hallway: Exit Signs: 3 along hallway – Fellowship Hall to stairs down; Emergency
129 Lights: look for “red” ready light on LED fixtures
- 130 9. Stairwell: Exit Signs: at exit door; Emergency Lights: top of stairs

Lower Level Floor:

- 133 10. Classroom Hall: Exit Lights: at west exit door, at bottom of ramp; Emergency Lights: at
134 Elevator, at bottom of ramp, at top of ramp, at Men’s Bath room door
- 135 11. Lower Fell. Hall: Exit Lights: at double doors, at door to stair

136 Inspect all Exit and Emergency Lights at least twice each year, before preschool startup (target Sept 1) and Spring (target
137 April 1)

Checkout Date	Action Taken (note using Location Numbers above)

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n. Overall periodic inspections and/or cleanings:

Months	Service/Check being provided	Company
Monthly	Inspect termite traps	Loyal Termite
Jan, Apr, Jul, Oct	Quarterly maintenance on heating and air conditioning system and upstairs kitchen appliances	James River Heating & Air
Jan, Apr, Jul, Oct	Quarterly check on elevator	TK Elevator
Mar, Jun, Sept, Dec	Quarterly pest inspection	Western Orkin
Mar, Jun, Sept, Dec	Organ Tuning (by Worship MT)	Lewis & Hitchcock
Mar & Sept	Elevator Inspection	TK Elevator & Henrico County
Jan, Apr, Jul, Oct	Fire Extinguishers & Sprinkler System (must be done before November Fire Marshall Inspection)	VSC Fire & Security
Apr & Sept	Inspection of exit lights & emergency lights	Building & Grounds
August	Steam cleaning of carpets & striping of vinyl floors on Lower Level	Contracted
August	Mulch in play area (by Promises Preschool)	Mulch Unlimited
October	Inspection for Promises Preschool Certification (by Promises Preschool)	Health Department
November	Henrico County Inspection	Fire Marshall

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- 147 5. The Ministry Team members will undertake such repair work as best fits their individual capabilities.
148 Use of qualified volunteers from among the congregation will be encouraged.
- 149 6. The Ministry Team will regularly update the Physical Inventory of Real and Personal Church
150 Property and will turn it over to the Stewardship and Finance Ministry Team.
- 151 7. The Ministry Team will maintain the files of architects' and engineers' drawings and specifications
152 relating to the church property. Service contracts, maintenance agreements, warranties and the like,
153 as well as drawings and specifications will be maintained at the church.
- 154 8. In particular, this Ministry Team will coordinate with these other Ministry Teams:
155 a. Administration: personnel, property insurance and maintenance contracts
156 b. Finance: Budget
- 157 9. This Ministry Team is not responsible for office equipment, including computer equipment,
158 telephones or for musical instruments such as the organ and pianos.

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Sanctuary Window Honoree Policy

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- 161 1. Background: The windows in the sanctuary were designed as thematic companion stained glass
162 windows. The Commons interior vertical windows were designed and are designated as potential
163 stained glass or decorative glass locations for memorial honorees. The theme / design for these
164 windows will be determined at the appropriate time for honoring a saint.
- 165 2. Purpose: Stained glass windows glorify God through their representation of God's salvation for us.
166 The windows in the sanctuary are given in honor of those saints who have gone before us to be
167 with God in His Kingdom. The windows are viewed by every person worshipping in the sanctuary
168 and should have a meaningful significance to a large number of worshippers. Windows in the

- 169 Commons may have a different theme, but they will have a coherent theme across all potential
170 windows, even though the windows will be completed individually.
- 171 3. Qualifying Honorees and Request Procedure
- 172 a. The request to have a stained glass window installed in memory of someone must be submitted
173 to the Clerk of Session for appropriate action.
- 174 b. Those submitting the request will do so with the understanding that all costs of purchasing and
175 installing the window are their responsibility and that the funds must be made available to the
176 church upon approval by Session. Only then can the window order be made.
- 177 c. A request to have a stained glass window installed in memory of someone will only be
178 accepted following the death of the honoree.
- 179 d. The honoree shall have been considered an Active Member of Three Chopt Presbyterian
180 Church at the time of her/his death and shall have been on the Active Membership Roll for at
181 least 15 years.
- 182 e. Only one window will be designated for the members of an immediate family (husband, wife
183 and children.) If a family member is already honored with a stained glass window, the plaque
184 may be changed to reflect the additional honoree(s.)
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186 Facility Security

- 187 1. Periodically publish an advisory (in bulletin and/or stated) to lock car doors and put valuables out
188 of sight.
- 189 2. Designated 911 Callers: Staff, Elders, Security Team (of course others will call.)
- 190 3. On Sunday Morning worship services:
- 191 a) Delay unlocking entry doors until 25 minutes before the first activity (SS or worship.)
- 192 b) Lock lower level entry doors after children have arrived for nursery, Sunday School and
193 worship. (A staff person or volunteer will handle this.) A sign will direct people to the upper
194 level doors.
- 195 c) Lock upper level entry doors shortly after ushers close the sanctuary doors for worship.
- 196 d) The "Security Monitor" will observe the upper front & rear doors to offer entry as needed.
197 Lower level doors will be verified as locked during worship (the door by the bell tower /
198 generator should not have been unlocked.) The Security Monitor will generally maintain a
199 position in the Narthex or Commons (where the service can be heard while being watchful.)
- 200 e) The upper entry doors will typically stay locked through at the end of the service.
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