



PROPERTY COMMITTEE POSITION DESCRIPTION

1. Membership:

The members of the Property Committee will be appointed by the Church Congregation.

From its members, the Committee will appoint a Chairperson and Secretary.

2. Meetings:

The Committee will meet at least four times each year, on dates set by the Committee.

At each meeting, a property report will be received from the Secretary.

Once every 12 months, members of the Committee will inspect the Church premises, and complete the Annual Property Maintenance Checklist. A copy of the completed checklist is then to be forwarded to the Church Council, Presbytery Finance & Property Committee, and Synod.

3. Scope:

Using its delegated authority, the Committee will make decisions and provide oversight, on behalf of the Church Council, of all relevant matters including:

Church Property

Maintenance and upgrading of all property including preventative maintenance. The Committee will contribute to the Church's commitment to health and safety.

The Committee will ensure that financial decisions regarding Property are referred to the Church Council.

The Committee will always act to ensure that all Uniting Church Regulations and Revesby Uniting Church Policies are observed. It will also ensure that relevant local Council, State, and Federal legislation is known and followed.

Minutes

Minutes recording decisions made by meetings of the Committee will be provided by the Secretary to the Church Council.

Training

All people who are members of this Committee must complete accredited Safe Church Awareness training every three years as required by Synod.

4. Other Requirements:

By the Congregation's Volunteer Policy, the volunteer members of this Committee are required to adhere to, sign, and follow the Child Safe Code of Conduct as well as receive a copy of, and follow the Revesby UC Volunteer Manual. Their names are to be entered on the Volunteer Register.

The Property Committee is accountable to Church Council.

This Position Description has been approved by Church Council at its meeting on.