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# PROPERTY COMMITTEE

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## Newington Baptist Church Property Committee Policy and Procedures

**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Doug Hull	6/21/2020
2021	No Review due to COVID	
2022	Stan Ward	3/21/2022
2023	Stan Ward, Doug Hull, Corky Hogge	3/13/2023
2024	Doug Hull	1/25/2024
2025	Doug Hull	5/13/2025
2026	Corky Hogge	4/14/2026

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

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## *Newington Baptist Church Property Policies and Procedures*

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### **Purpose:**

The purpose of the Property Committee of Newington Baptist Church (NBC) includes responsibility for:

- Maintenance and security of the grounds, buildings, and all equipment, except for office equipment, computer systems, and media/sound systems.
- Manage the church's property and equipment in accordance with established policies. Such policies could include when and how the building could be used for non-church activities and events.
- Create and maintain inventories of church equipment as required.
- Analyze possible future needs and/or improvements to existing property and make recommendations to the church body as appropriate.

### **Membership:**

Upon the recommendation of the Nominating Committee, at least 6 members from the church body shall be elected to serve as members for a period of 3 years. A chairperson and secretary will be elected each year by the committee.

Each committee member should possess some, but not necessarily all of the following traits and skills:

- An interest in seeing the building and grounds properly maintained.
- Knowledge of the techniques and materials required for the maintenance of the building.
- Basic knowledge of the heating, air conditioning, plumbing, and electrical systems.
- Appreciation of the program needs that the organization has in their specific use of the building.
- Knowledge and understanding of insurance related requirements.
- Ability to envision future growth needs, and initiate planning for such needs.

All attempts should be made to elect members that have these skills and traits.

Committee members may act as team leaders to recruit volunteer assistance in different areas as needed.

### **Responsibilities:**

The Property Committee shall meet on an as-needed basis and is responsible for:

- Proposing a yearly budget that represents the needs of maintaining all property and equipment. Specific line items will be included in anticipation of future replacement or major repair costs to structures and equipment, e.g., such as repairs to heating/cooling systems, movers, physical structures, etc.
- Funds designated for repairs, maintenance and or replacement shall be carried over each calendar year to allow accrual of enough funds for such expenses.

- Annually inspecting as necessary and reviewing all church properties.
- Creating and maintaining an inventory of furnishings and equipment (except office equipment.) As equipment is replaced, updating the inventory list to reflect such changes.
- Annually inventorying furnishings and equipment to identify any missing or outdated/unsafe equipment; annually inventorying and inspecting pre-school furnishings and equipment, including the playground equipment.
- Making recommendations to pastoral staff regarding any training and/or supervision needs of maintenance personnel.
- Developing and drafting suggested maintenance policies and procedures for approval by the appropriate individuals and/or committees.
- Evaluating needs, and making recommendations for:
  - Changes or enhancements to building security and security systems.
  - Changes or enhancements regarding maintenance of church grounds and structures.
  - Changes or enhancements for parking needs and signage.
  - Changes or enhancements for exterior lighting.
- The committee shall additionally be responsible for maintenance recommendations regarding any of the above areas.
- Developing, preparing, and providing budget recommendations in a timely manner as designated by the finance committee that incorporated cost/budget items for major repairs including but not limited to roof, renovations, additions, and heating/air conditioning equipment.
- Corporately recommending improvements to the building structures as appropriate.
- Establish time frames to both identify and correct deficiencies.

**Reporting:**

The Chairperson of the Property Committee shall provide reports to the church membership during scheduled business meetings and, if requested, to scheduled Stewardship Committee meetings. The Property committee will cooperate with the chairpersons, members of other standing committees, pastoral staff, church employees, and church members to ensure consistency of policy, accountability, and activities.

The Property Committee/BOD Property Committee representative evaluates the repair and makes the Best Value for the Best Price for the repair/replacement. This includes whether or not to get one or more quotes and the selection of the contractor to perform the work without BOD approval.

ADDENDUM: Please see the facility usage request forms for members or non-members that are maintained by the church secretary for building use requests.