

Campus Committee

Policies & Procedures

I. Purpose

The purpose of this document is to establish guidelines for the Campus Committee at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual Committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the Campus Committee at WRCC.

- A. **MISSION STATEMENT** - The mission of the Campus Committee is to administer the operation and maintenance of buildings, grounds, infrastructure, space, furnishings, and equipment owned by WRCC while focusing on the safety and security of our congregation and campus. Campus strives to provide opportunities for fellowship of ministries, committees, and community through projects assistance.
- B. **MEMBERSHIP**- Membership in a Ministry Committee shall be for a term of one (1) year, as provided in the WRCC By-Laws, (See WRCC By-Laws: Article X – “Committee Structure”). Said term shall begin at the October organizational meeting and shall run until the organizational meeting of the following year. People may join a Ministry Committee throughout the year, as needed, and serve until the next annual organizational meeting. (See WRCC By-Laws Article X- “Committee Structure”)
- C. **OFFICERS AND ELECTIONS** - The first order of business at the committee’s organizational meeting in October shall be to elect a Chair and a Secretary. In order to be eligible for election, the Chair must have been an active member of the church for the previous 12 months. Elected Chairpersons may serve a maximum of two (2) consecutive terms as a Chair of any committee. (See WRCC By-Laws, Article IV – “Church Officers.”) Election results must be reported to the Church Clerk prior to the October meeting of the Church Council.
- D. **COMMITTEE GUIDELINES** – The Ministry Committee shall consist of at least four (4) members, including the Chairperson. Each team that is organized shall elect a Team Lead, who will become a voting member of the Ministry Committee. The Chair and Secretary may or may not be Team Leads. The Pastor or the Pastor’s designee shall act as a non-voting observer and advisor. A quorum for a Ministry Committee meeting is three persons.
- E. Suggested Teams are: Building Team, Grounds Team, Safety and Security Team, Infrastructure Team, and the Administrative/Contracts Team.

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F. **FURTHER COMMITTEE NOTES** - Meetings of all committees are to be conducted according to the Committee Guidance Rules as listed in the documents “Guiding Principles” and “Ten Rules for Respect.” Each committee member shall be provided a copy of these documents at the first meeting of the committee in October.

G. **RESPONSIBILITIES** -

The Campus Committee shall have the following responsibilities:

- 1) The Chairperson shall hold a seat on the Church Council.
- 2) Submit monthly, within two weeks of approval, a copy of the minutes from the prior month's committee meeting to the Church Clerk and Administrative Assistant.
- 3) Submit to the Finance Committee an annual budget request by the budget deadline date each year with detailed, itemized requirements.
- 4) Inspect all properties periodically, evaluating required maintenance and housekeeping.
- 5) Oversee all installations and maintenance projects.
- 6) Assign space within the Campus to best accommodate the needs of personnel and committees of the Church.
- 7) Administer the exterior and interior aesthetics of the WRCC facilities and grounds.
- 8) Ensure code compliance with all applicable government agencies.
- 9) Maintain an inventory of electronics, equipment, furniture, and tools owned by WRCC.
- 10) Authorize and administer the issuance of all keys and security access codes. Insure that paid staff or volunteer personnel being issued keys or access codes pass a background check.
- 11) Coordinate the setup and breakdown of facility and grounds usage.
- 12) Oversee energy usage and management.
- 13) Coordinate grounds maintenance, planting projects, flowerbed weeding, pruning of trees and shrubs. Oversee water, fertilization, and seasonal schedule of grounds and beds.
- 14) Solicit and analyze bids, and approve all contractual services related to facilities maintenance.
- 15) Solicit and analyze bids, and seek the approval of the Finance Committee for emergency projects outside of the annual budget.
- 16) Solicit and analyze bids, and seek the approval of the congregation for maintenance projects outside of the annual budget.
- 17) Maintain adequate insurance coverage for all WRCC facilities and property.
- 18) Be responsible for the negotiation and administration of all contracts and/or lease agreements involving WRCC facilities.
- 19) All donations of electronics, equipment, furniture, tools, fixtures and landscaping items must be approved by the Campus Ministry Committee.
- 20) Maintain and administer the emergency response policies, and emergency response manual.
- 21) Facility coordinator is to schedule the security team to be present during all scheduled activities.
- 22) Provide annual training for emergency response; periodic first aid and CPR as needed to comply with emergency and safety issues of WRCC.

Approved By:

09/14/2013 Church Council

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