



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

Guideline: **Building & Grounds Committee Guidelines**

Related Policy: **Parish Governance Policy**

Issued by: The Most Reverend Salvatore R. Matano
Revised by: Manager of Buildings and Properties

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Purpose & Nature

Effective July 1, 2016, each parish have a Buildings & Grounds Committee (“The Committee”) as a standing committee of the Parish Finance Council. This body will serve in advisory role to the on matters relating to parish facilities. The mission of the committee is:

To assist in maintaining and developing appropriate facilities for the mission of the parish including assessment of conditions, maintenance plans, repair and construction and safety issues.

Some the Committee’s duties include:

- Advise the Pastor regarding the results of regular inspections of all parish facilities
- Recommend repairs or replacements based on priorities established by these inspections
- Tracking of minor repairs (broken window, leaky faucet, missing downspout, *etc.*)
- Anticipate needs for upcoming season (seasonal maintenance, *etc.*)
- Complete the Simple Parish Building Condition Assessment [Link](#) for each parish owned building and update as needed
- Assess campus from a Risk Management [Link](#) and Aesthetic standpoint
- Assist staff with approximate cost of projects and completing documents in Buildings & Properties Policy, *etc.* [Link](#)
- Develop a 5 Year Plan of anticipated capital expenses to keep parish facilities in good working order.
- Work with Finance Council to match project funding with scheduling of projects.

- Develop a detailed inventory of all parish physical assets in accordance with Canon 1283.2 and the Stable Patrimony Policy [Link](#) and update the inventory on an annual basis.
- Assist in the development of guidelines concerning use of parish facilities.
- Assist in the development of parish energy conservation programs.
- Develop teams of parishioners who will donate time and talents for parish maintenance tasks, taking note of the extent to which such work is allowed to be performed by volunteers under the guidelines of the diocesan risk management and insurance programs.
- Review the parish's risk management and loss prevention reports in order to insure corrective action is taken where necessary.
- Ensure that the safety and security of the parish campus is addressed and reviewed regularly.

Membership

The Committee's membership should include staff and parishioners with building design (architect or engineer) and/or building trades (electrician, plumber, carpenter, etc.) experience. Members must be aware of and comply with the Conflict of Interest Policy. [Link](#)

Size

The Committee should be large enough to include a broad representation of the required expertise. If the parish encompasses multiple campuses, someone with knowledge of each campus should be represented.

Selection

The Pastor selects Committee members through an open search process that will include input from staff as well as the Pastoral and Finance Councils

Term of Office

There are no terms of office for this Committee. Members serve at the Pastor's pleasure.

Organization

As a standing committee of the Finance Council, it is recommended that someone on the Finance Council should also be a member of the Committee. If that is not possible, the Committee needs to feedback to the Finance Council on a regular basis.

It is recommended that this Committee meet at least quarterly to tour the campus(es) to denote any damage done in the prior season and plan for seasonal maintenance and/or capital projects in the upcoming season.