

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

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Yearly Elected Committee Members	Date of Review/Revision: 10/29/2017	Level of Revision: 4

I. Purpose

To maintain the house and grounds of Flat Springs Baptist Church in order that, they are functionally and structurally sound and safe.

II. Definitions

House and Grounds Committee - members of Flat Springs Baptist Church selected by Nominating Committee and approved by church members. Committee will have general charge of the administration and upkeep of the church and grounds.

III. Procedure

- A. Committee members to serve from September 1 through August 31 of each church year.
- B. No alterations, structural, additional, or decorative, shall be made to the church or church property (grounds) unless recommended by the House & Grounds Committee and approved by the church.
- C. No church property shall be removed, replaced and/or disposed of unless approved by the House & Grounds Committee.
- D. No gifts or donations shall be received unless approved by the church membership. The only exception is receipt of a monetary contribution meant to be used as the church sees fit.
- E. There should be at least one (1) House & Grounds Committee member on any long-range or building committee.
- F. The House & Grounds Committee must approve classroom usage or movements to best utilize all space.

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- G. Church members should report problems for resolution or improvement suggestions for the church and grounds to the recording secretary of the House and Grounds Committee.

IV. Responsibilities

- A. Committee members meet as needed and address issues that arise or are reported including, but not limited to, maintenance or repairs to existing property. A report will be given the second (2nd) Sunday during the church's monthly business meeting.
- B. Committee members will discuss issues, vote and resolve each issue.
- C. A committee member will report to the church member and/or members the resolution of an issue that was presented.
- D. The Finance Committee sets the budget for the needs of the house and grounds. When additional monies are required for unforeseen needs a proposal shall be presented to the church membership, a vote will be held in a regular or called business meeting.

V. Related Documents

- A. Flat Springs Baptist Church Constitution

VI. Supersedes Document

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Review/Revisions

<u>Revision Level</u>	<u>Review/Revision</u>	<u>Review/Revision Made By</u>
0	Original 5-12-02	
1	6/9/02	Policy Committee
2	6/9/2013	House & Grounds Committee
3	12/13/2015	HGC – Reviewed & Revised
4	10/20/2017	HGC - Reviewed