

**ADARE UNITING CHURCH  
PROPERTY COMMITTEE POLICY AND PROCEDURE 2017**

---

**POLICY STATEMENT**

1. Adare Church Council is responsible for the management and administration of all property of the Church acquired or held for the use of the Congregation as defined in Sections 4.4.1, 4.4.2, 4.4.3, 4.4.4 of the Regulations of the Uniting Church of Australia.
2. The Adare Church Property Committee is a committee of Church Council. Property Committee's function is subject to the Regulations of the Uniting Church of Australia, the by-laws of Synod and the rules of Presbytery.
3. Membership of the Property Committee
  - i. there are to be seven members, including the Resources Coordinator who will act ex officio, and a member of Church Council.
  - ii. members are to be appointed by Church Council at its December meeting for a period of 24 months, with half the membership retiring annually.
  - iii. Church Council is to take into consideration for inclusion on the Property Committee, members of the congregation who have indicated their interest in serving on the committee. Retiring members may re-nominate.
4. It is Church Council's responsibility to:
  - i. manage the official correspondence of Adare Uniting Church;
  - ii. determine the use of land and buildings subject to consultation with the congregation regarding any proposal concerning property that will, or may, have a substantial effect on the life, witness and service of the congregation;
  - iii. deal with proposals for the acquisition or disposal of any property or the creation or extinguishment of any rights or interests in property by whatever means;
  - iv. consider and if thought fit, make recommendations concerning erection, demolition, alteration or enlargement of church buildings and other buildings;
  - v. be responsible for the financial affairs and the management and investment of all funds related to property;
  - vi. do such other things as are necessary or appropriate for the use and management of all property acquired or held for the congregation.
5. It is Property Committee's responsibility to:
  - i. ensure the Church property is maintained in good repair by
    - Annual inspections and reports to Church Council on the condition of property and grounds, including the Church's manse
    - Arranging appropriate preventive maintenance when required, and using the skills of the Church congregation when they are offered
    - Arranging appropriate repair to property when required, and using the skills of the Church congregation when they are offered
    - Arranging working bees to utilise the skills of members of the Church congregation.

- 
- ii. ensure all work carried out conforms to Safe Work Act 2012 rules and regulations and complies with limits placed on Adare Church by its public liability and indemnity insurances.
  - iii. ensure all electrical, plumbing and building repairs are undertaken by qualified and suitably licensed tradespeople.
  - iv. administer a repair, replacement or maintenance budget to a maximum of \$500 per item.
  - v. arrange replacement, repair or maintenance of items of equipment within limits.
  - vi. seek Church Council approval for replacement, repair or maintenance work that will have an aggregate cost of more than \$500. As per item 2 of the Church's Emergency Procedures Policy 2014, in the event of an unexpected incident that requires prompt action the Property Committee is to contact the Minister; if the Minister is unavailable, contact the Church Council Chairperson or Secretary.
  - vii. maintain a list of items of equipment that may be borrowed by members of the congregation, consider requests to borrow such items and maintain records of such loans.
  - viii. submit any funds donated by individuals within or outside of the congregation to the Treasurer for receipt and inclusion in the Church's financial statements.
  - ix. advise Church Council of goods (valued at greater than \$200) donated by individuals within or outside of the congregation.
  - x. provide Minutes of their meetings to Church Council.
6. Lines of communication:
- i. The Resources Coordinator is to assist the Committee in a liaison capacity.
  - ii. The Church Councillor on Property Committee is to assist the Committee achieve timely communication with Church Council.

## PROCEDURE

1. **Meetings:**
  - i. normally meetings to be held bi-monthly on a day and at a time agreed by the committee.
  - ii. quorum will be 4, including a member from Church Council.
  - iii. the Chairperson and Secretary to be elected annually by the Committee.
2. **Finances:**
  - i. Property Committee is to administer a repair, replacement or maintenance budget to an aggregate maximum of \$500 for each occasion repair, replacement or maintenance is required. Each expenditure is to be advised at the time it is made to the Treasurer through Church Council.
  - ii. The Committee is to seek Church Council approval for replacement, repair or maintenance work that will amount to a aggregate cost of more than \$500.

- iii. The Committee is to submit any funds donated by individuals within or outside of the congregation to the Treasurer for receipt and inclusion in the Church's financial statements.

3. **Reports:**

- i. Property Committee is to provide Church Council with a copy of its meeting minutes.
- ii. the Committee is to conduct annual inspections on the condition of property and grounds, and provide a report to Church Council.
- iii. the Committee is to appoint one of its members to liaise with the Minister on property matters relating to the Manse and provide a report to Church Council.

4. **Undertaking repair, replacement or maintenance work:**

- i. Property Committee members are not expected to undertake all repair or maintenance work. Members of the congregation who have the appropriate qualification or licence may volunteer their time.
- ii. the Committee to ensure all work carried out conforms to Safe Work Act 2012 rules and regulations and complies with limits placed on Adare Church by its public liability and indemnity insurances by ensuring all electrical, plumbing and building repairs are undertaken by qualified and suitably licensed trades people.
- iii. the Committee to engage suitable tradespeople for a task, or contact suitably qualified and willing members of the congregation.
- iv. the Committee to administer a budget to repair, replace or maintain Church property to an aggregate maximum of \$500 per occasion, and arrange for replacement, repair or maintenance of items of equipment within Budget limits.
- v. the Committee to seek Church Council approval for replacement, repair or maintenance work that will have an aggregate cost of more than \$500. In the event of an emergency the Committee is to seek approval from the Minister, or in the Minister's absence, the Church Council Chairperson or Secretary.
- vi. the Committee to maintain a list of items of equipment that may be borrowed by members of the congregation, consider requests to borrow such items and maintain records of such loans.
- vii. any funds donated by individuals within or outside of the congregation are to be notified to the Treasurer for receipt and inclusion in the Church's financial statements.
- viii. Church Council is to be advised of any goods (valued at greater than \$200) donated by individuals within or outside of the congregation.