



**ST. PAUL EVANGELICAL LUTHERAN CHURCH
CONTINUING RESOLUTION
BOARD OF PROPERTY**

WHEREAS, Section C12.01.02 of the Bylaws of St. Paul Evangelical Lutheran Church (hereafter the “Bylaws”) require the establishment of a Board of Property; and

WHEREAS, Section C12.01.02 specifies that the authority of such Board should be outlined in a continuing resolution of the Congregation Council of St. Paul Evangelical Lutheran Church (hereafter the “Congregation Council”); and

WHEREAS, the Congregation Council met on September 28, 2010, and affirmed its desire to establish said Board and to vest in it certain responsibilities and authority;

NOW, THEREFORE, BE IT RESOLVED, that the Congregation Council does hereby establish a Board of Property (hereafter the “Board”), to be organized and to operate as follows:

COMPOSITION: The Board shall consist of an elected Director and at least four (4) members. The Church Administrator and the Maintenance Technician will serve as advisors to the Board.

MISSION: The Board is responsible for the proper maintenance and repair of church property (excluding St. Martin), the representation of the Congregation in matters dealing with physical property owned and/or managed by the church, the approval of property purchased or donated, and the general protection of the Congregation against loss or damage to the physical buildings and property.

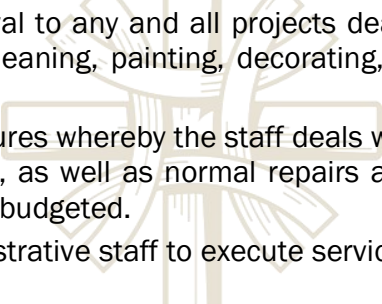
RESPONSIBILITIES OF THE DIRECTOR: The Director of the Board shall be responsible for the following :

1. Ensure meetings are conducted in accordance with *Robert’s Rules of Order*, latest edition (see Section C10.07 of the Constitution of St. Paul Evangelical Lutheran Church).
2. Ensure minutes are taken at every meeting of the Board where there is a quorum.
3. Ensure Conflict of Interest statements are completed annually by each Board member and submitted to the Congregation President or the Church Administrator annually as required by Section C12.05.01 of the Bylaws.
4. Call meetings of the Board with sufficient regularity to ensure its business is conducted efficiently and in a timely manner.
5. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Treasurer and the Finance Committee.
6. Appoint an Assistant Director to the Board.

7. Prepare and submit an annual report to the Congregation at the time and in the manner requested by the Congregation Council.

RESPONSIBILITIES OF THE BOARD:

1. Annually inspect church properties and equipment and recommend to the Council and the Congregation, through budget or borrowing proposals, needed repairs, improvements, or replacements.
2. Conduct an annual inventory of all church properties and equipment including acquisition date and approximate value of each item.
3. Be responsible for the purchases, repairs, and replacement of church property and equipment, and in so doing, shall:
 - a. periodically meet with maintenance staff to discuss care of the properties, needs and problems;
 - b. set forth policy regarding work order procedures and the issuance thereof. The maintenance staff will work with the Church Administrator in preparation and conclusion of daily work orders assigned;
 - c. oversee the routine upkeep, maintenance and inspection of equipment and vehicles of the Congregation;
 - d. work with the Church Administrator to conduct annual review(s) of third party cleaning and maintenance contracts of property and equipment including the janitorial, pipe organ, office machines, etc.; and
 - e. provide input for an annual evaluation of maintenance personnel.
4. Establish policies and procedures governing the use of property and equipment belonging to the Congregation, the acceptance of property being offered as a donation, and the approval of significant purchases of property, fixtures, or equipment being contemplated by the Memorial Committee.
5. Set fees for rental and usage of church property, except for wedding fees, on an annual basis.
6. Establish and periodically review policies related to the duplicating and issuance of keys for church property.
7. With help from the Church Administrator, supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.
8. Annually review the adequacy of all types of insurance for church property and equipment, and approve insurance contracts.
9. Ensure all properties are checked at least annually for fire hazards. Establish, communicate, and maintain appropriate fire escape routes/exits and ensure professional inspections are conducted annually of extinguishing equipment and venting of cooking facilities.

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10. Give prior approval to any and all projects dealing with normal repair, improvements, cleaning, painting, decorating, landscaping, and other projects.
 11. Establish procedures whereby the staff deals with immediate repairs of an urgent nature, as well as normal repairs and alterations for which funds have been budgeted.
 12. Authorize administrative staff to execute service contracts with its prior approval.

BRYAN BAESE
Congregation President

CYNTHIA RIFFE
Congregation Secretary