

## **Charter of the Facilities and Operations Committee of the Management Board**

This charter sets forth the purpose, authority, and responsibilities of the Facilities and Operations Committee (the “Facilities and Operations Committee”) of the Management Board (the “Board”) of Foundry United Methodist Church (“Foundry”). The basis for this charter is ¶ 2533 of the United Methodist Book of Discipline — Board of Trustees’ Powers and Limitations.

### **Purpose and Authority**

The primary purpose of the Facilities and Operations Committee, as provided in the Bylaws of the Management Board (Article V, Section 1), is to oversee Foundry’s building, grounds, and other infrastructure, except with respect to matters that are expressly the responsibility of another committee of the Board. The Facilities and Operations Committee assists Foundry’s Chief Operations Officer (“COO”), as needed, on matters relating to the building, facilities, grounds and other infrastructure and makes recommendations to the Board to ensure fulfillment of the Board duties set forth in the Bylaws and Section II of this charter.

### **Composition and Meetings of the Facilities and Operations Committee**

The chair of the Facilities and Operations Committee shall be a member of the Board. Other members will be appointed by the chair, or by the Nominating Committee. Each member shall serve one-year terms, concurrent with Board terms (beginning in July of each year). Members may serve consecutive terms.

The Facilities and Operations Committee shall establish regular meeting times and provide regular updates to the Board.

## **II. Responsibilities**

The Facilities and Operations Committee shall make recommendations to the Board to ensure fulfillment of the following Board duties:

### **1. Oversee, maintain and supervise all Foundry property**

- The Facilities and Operations Committee will review annually the adequacy of the property, liability, and crime insurance coverage on church-owned property, buildings, and equipment, pursuant to Paragraph 2533.2 of the Book of Discipline. The Facilities

and Operations Committee will make recommendations to the Board regarding the adequacy of such coverage.

- The Facilities and Operations Committee will make recommendations to the Finance Committee of the Board (the “Finance Committee”) as to funds to provide for the annual maintenance of all facilities, furnishings and grounds.

## **2. Oversee the purchase or acquisition of future properties of Foundry**

## **3. Approve and recommend to a Charge Conference any capital improvements that are beyond 10 percent of Foundry’s total property assets**

## **4. Report annually to the Board on the state of the church’s property, equipment, investments and resources**

- The Facilities and Operations Committee shall ensure that physical inventories of church property (including furniture, furnishings, fixtures, and equipment) are current and completed on a regular basis.
- The inventories shall be in a form adequate to support insurance claims in the event of a covered loss. Prior to completing the inventory, the Facilities and Operations Committee should review any policy documents detailing specifications or recommendations for inventories.
- The inventories will also serve as a basis for budget requests, both for routine operations and maintenance, and, when appropriate, for requests for use of the Building and Capital Reserve.
- Pursuant to the Board’s Operating and Capital Reserves Policy, adopted on January 27, 2015, “the COO in consultation with the Executive Pastor will submit a request for a withdrawal from Reserves to the Finance Committee and/or the Board.” The Facilities and Operations Committee, however, may consult with the COO before such a request is made of the Building and Capital Reserve.

## **5. Receive and administer all memorial gifts made to the congregation**

- Board policy directs that unrestricted bequests now be placed in the Strategic Investment Fund, for use at the discretion of the Board.
- The Facilities and Operations Committee, in conjunction with the Finance Committee, will ensure that gifts designated for facilities-related causes are used for their intended purposes.

## **6. Ensure responsible use of all buildings and grounds**

- The Facilities and Operations Committee will periodically review and revise policies concerning the use of church buildings and grounds by both church members and other outside groups for activities not related to Foundry’s church programs.
- The Facilities and Operations Committee will ensure that Foundry’s policies for use by outside groups abide by the Social Principles of The United Methodist Church (outlined in Paragraphs 160-166 of the Book of Discipline), as required by Paragraph 2533 of the

Book of Discipline, and abide by Foundry's Core Values (adopted by the Management Board on May 21, 2013).

#### **7. Other tasks that support the purpose of the Committee and the Board**

- The Facilities and Operations Committee shall work with the Archives and History Ministry Team, as needed, to update and revise the Board's "Scope of Collection Statement for Historic Objects" (passed by the Board on December 3, 2013).
- The Facilities and Operations Committee shall conduct or cause to be conducted an annual accessibility audit of Foundry's buildings, grounds and facilities to discover what physical, architectural, and communications barriers exist that impede the full participation of people with disabilities, pursuant to Paragraph 2533 of the Book of Discipline. The Facilities and Operations Committee shall make plans and determine priorities for the elimination of such barriers, which it will then recommend to the Board.
- The Facilities and Operations Committee will be available to the Board, staff and any clergy member for the discussion of facilities and operations concerns.