

Holy Family Parish
Building & Grounds Committee Charter
Amendment - May 12, 2015

Section VI. to be amended as follows:

VI. TERM OF OFFICE

Members shall serve a three (3) year term. Members will take office on July 1st. Members may serve two consecutive terms then membership will be renewed at the discretion of the Pastor. Terms should be staggered to ensure continuity.

Hao Dinh

Rev. Hao Dinh, Pastor

May 12, 2015

Date of Amendment

Holy Family Parish

Buildings & Grounds Committee Charter

I. PRELUDE

As stated in the Long-Range Plan: “We will be successfully pursuing our mission if we monitor and maintain our parish buildings and grounds, ensuring a welcoming, comfortable, safe, and accessible environment in which to worship, learn, and socialize.”

The two Objectives of the Buildings & Grounds section of the Long-Range Plan are: 1) Each year, as part of the budgeting and planning process, plan, prioritize, and allocate funding for regular maintenance expenditures and long-term projects that require large capital expenditures. 2) Renovate our worship space in a way that fully realizes the vision set forth by the American Bishops in Built of Living Stones: Art, Architecture and Worship, in light of the pastoral needs of the parish.

II. NAME

The name of this body is Holy Family Parish Buildings & Grounds Committee (BGC).

III. PURPOSE

The Buildings & Grounds Committee is established to advise and assist the Pastor of the parish in all matters pertaining to the upkeep, repair, replacement, and maintenance of all parish facilities and property. The Committee shall also assist in the implementation of the action plans of the section: Buildings & Grounds of the Long-Range plan.

IV. AUTHORITY

The Buildings & Grounds Committee is a consultative body to the Pastor of the parish.

V. MEMBERS

The Buildings & Grounds Committee will be composed of the Facilities Coordinator, the, as well as six to ten members of the parish community of which one member shall be representative of the school and one member shall be a liaison from the Renovations Committee. Ex-Officio members include the Pastor and Parochial Vicar. Members should be parishioners with knowledge and expertise in the areas of construction, plumbing, landscaping, electrical, or any other appropriate experience.

VI. TERM OF OFFICE

Members shall serve for a term of two years. Members will take office on July 1st, and they may not serve more than two consecutive terms. Terms should be staggered to insure continuity.

VII. OFFICERS

The Buildings and Grounds Committee will elect a Chairperson and a Secretary from among their members to serve for a term of **two years**. Officers may be reelected up to the maximum term of office for committee members.

The chairperson in consultation with the Facilities Coordinator shall prepare an agenda. The chairperson shall preside over all meetings. The secretary will take minutes at all meetings. Copies of the Minutes with the agenda will be distributed to all members no fewer than seven days before the next scheduled meeting.

VIII. MEETINGS

The **Buildings & Grounds Committee** shall meet monthly. Meeting times and dates are to be established by the Facilities Coordinator in consultation with the chairperson.

IX. RESPONSIBILITIES

Buildings & Grounds Committee will assist staff in fulfilling the action items as found in the Long-Range plan most especially in the following areas:

- 1) Complete an annual inspection of all parish facilities and grounds and make recommendations.
- 2) Create a resource of qualified contractors, vendors, and/or parishioners to consult on immediate maintenance needs.
- 3) Review and compile a report of facility needs.
- 4) Prepare an annual budget for the parish facilities operating budget and capital expenditures.
- 5) Make recommendations to the pastor on major repairs.
- 6) Provide an annual report to the Pastoral Advisory Council on the state of affairs of the parish buildings and grounds.
- 7) Provide assistance to the Director of Liturgy in the area of church renovation.
- 8) Collaborate with other committees to develop financial resources for identified large capital expenditures.

X. AMENDMENTS

These guidelines may be amended by a majority vote of the **Buildings & Grounds Committee** and the approval of the Pastor. A copy of these guidelines, as well as any amendments, is to be kept on file at the Diocese of San Jose.

Rev. Matthew D. Stanley, Pastor

Date of Adoption