

Saint Mary Parish, Oak Ridge
Parish Facilities Committee
Guidelines

Article 1

Purpose

1. The Parish Facilities Committee (PFC) assists the Facilities Supervisor in caring for parish facilities. This care includes the areas of maintenance, improvement, security and safety, as well compliance with relevant parochial, diocesan and insurance policies, and applicable civil law. Parish facilities include both the buildings and the grounds belonging to the parish.
2. The PFC exercises a consultative voice on matters pertaining to parish physical facilities.
3. The PFC meets and acts only on the direction of, and in full cooperation with, the Facilities Supervisor.
4. The PFC reports to the Parish Pastoral Council.

Article 2

Membership and Meetings

1. The Facilities Supervisor, whose committee this is, and clergy assigned to the parish are voting members *ex officio* of this committee.
2. The Parish Pastor appoints at least five members of the PFC at the recommendation of the Facilities Supervisor.
3. Members serve three year, renewable terms.
4. This committee is expected to hold quarterly business meetings annually, each lasting no more than one hour in duration. Each meeting is to be announced in advance in the parish bulletin.
5. Meetings require at least three members attending for a quorum.
6. The Facilities Supervisor sets or approves the agenda for each meeting.
7. Any formal advice given by the committee to the Facilities Supervisor shall be by majority vote, recorded in the minutes.
8. If needed, the committee may conduct additional, task-oriented, non-advisory meetings as a “sub-committee of the whole”.
9. The committee is expected to provide regular reports on its activities to the Parish Pastoral Council.
10. Members are expected to keep abreast of civil codes, insurance guidelines and diocesan policies pertaining to facilities management.

Article 3

Officers

1. Officers include the Chairman and the Secretary.
2. Officers are elected by majority vote and confirmed by the pastor.
3. Officers serve one year terms, with elections held in the spring.
4. Resigning officers are expected to provide a thirty day notice directly to the pastor.

Approval date: October 1st, 2015