McClure United Church
Property Committee
Terms of Reference

Created: February 27, 2018

Revisions:

- **September 25, 2018**
- **March 22, 2022**
- **June 2025**

A. Ministry Statement

To oversee the maintenance and security of the facilities and equipment of McClure United Church in support of the ongoing ministry, community and outreach activities of the congregation.

B. Membership of Committee

1. Property Committee should consist of least 5 Committee members, including the Committee Chairperson.
2. Committee members may be adherents or full members of McClure United Church, with the majority being full members of McClure United Church.
3. The term of office of the committee members other than the Chair shall be two years renewable twice (maximum 6 years). Members shall be eligible to return to the committee after one year.
4. Where appropriate, new members will be mentored and/or trained by existing members.
5. Committee Chairperson to be elected by the Committee, for a 2-year term. The chair can serve up to 2 consecutive terms (maximum 4 years). Eligibility for election to the Chair will be restored after one year.
6. One member of the committee will act as a representative to the McClure United Church Board (must be full member of McClure United Church).
7. The committee may establish sub-committees. The chair of each subcommittee will be a member of the Property Committee.
8. Ex Officio
    - chair/chair elect/ past chair of the board

C. Meetings

1. The committee will meet monthly, or at the call of the chair
2. Quorum shall be 1/3 of the voting members of the committee.
3. Sub-committees and task groups meet as necessary to carry out their work.

D. Responsibilities of Committee

- Acquire, and/or oversee acquisition of, equipment, furnishings and fixtures for worship, Church School and office as required.
- Provide for the maintenance, and where necessary, the replacement of items of equipment, furnishings, and fixtures.
- Oversee the security of the physical facility, and contents.
- Oversee the security of network, computer hardware, and digital information.
- Prepare a report of the Committee's activities for the Annual Report.
- Report on the Committee's activities to each Board meeting.
- Review Terms of Reference and Committee policies annually. Updates to the Terms of Reference require board approval. Other committee policies, procedures are submitted to the board for information. All policies and procedures should be provided to the Church office for filing.

E. Duties

McClure Property Committee may include the following duties:

- **Maintenance**
  - Provide for exterior and interior maintenance of the Church building and grounds in consultation with McClure Place.
- **Capital Planning and Budgeting**
  - In conjunction with McClure Place, identify assets to be renewed and replaced, as well as significant repairs and maintenance.
  - Develop a capital budget, 5 year capital plan and long-term reserve plan, balancing priorities and workload.
  - Coordinate completion of projects, in consultation with McClure Place, as applicable.
- **Facility Use (Rentals)**
  - Provide feedback into the creation of rental policies and fee schedules for the use of Church facilities by groups outside the congregation.
- **Operating Budget**
  - Develop and/or provide input to the annual operating budget with justification for anticipated property expenditures for each year.

- **Insurance**
  - In cooperation with the Board of Trustees, ensure that appropriate levels of insurance are maintained for:
    - the Church building, office, worship and Church School equipment, furnishings, fixtures and vehicle(s),
    - liability coverage, including Ministers' liability, general liability, Directors' and Officers' liability.
  - Maintain an up-to-date inventory of contents, including but not limited to equipment, furniture, and fixtures.
- **Safety**
  - Ensure emergency evacuation procedures are in place and maintain oversight of signage, including fire exit route maps, muster station location
  - Facilitate and follow up with provincial inspections (elevator, fire suppression systems, safety requirements)
  - Provide for the security and safety of the Church building and grounds in cooperation with McClure Place.
- **Computer/User support**
  - Provide training and oversight as needed for those involved with the various technology systems in the Church.
- **Network support (networking and policy development and monitoring)**
  - Maintain the security of networks, both wired and wireless, used within McClure United Church. These may be used by outside organisations including, but not limited to Region 4.
  - Oversee the operation of any server(s) and their associated networks, wired or wireless, used by the Congregation.
- **Lighting, Sound, and Video**
  - Develop policies concerning the use of technology including computers, hearing assistance, audio/video and lighting technologies for the work of McClure United Church, in conjunction with the Audio Visual Coordinator of the Worship Committee.
  - Monitor compliance with policies, copyright and licencing relating to computer hardware and software use.
  - In cooperation with the Audio Visual Coordinator of the Worship Committee facilitate the recording and distribution of services or other activities and provide for the use of recorded or broadcast materials in worship or other activities.
- **Computers (hardware and software operation/maintenance)**
  - Maintenance
    - Carry out routine maintenance such as cleaning Computers and A/V equipment regularly to eliminate dust accretion,

        - Provide Uninterruptible Power Supplies as appropriate
        - Test UPS units regularly and replace UPS batteries as needed
    - **Obsolescence planning**
        - Determine the usable lifespan of computers or other digital/electronic equipment and associated software and plan for its timely replacement. This determination will be affected by changes in technology, methodology and philosophy in the Church.
    - **Software installation, and upgrades**
        - Determine the suitability of applications and operating systems given considerations of cost, reliability and compliance with legal and philosophical considerations.
        - Where new software is required, obtain appropriate software, install and configure it appropriately.
        - Carry out upgrades as necessary.
        - Maintain records of software in use and where it is installed.

F. Other Committees

Members of the Property committee are required to participate in the following committees:

- Joint Facilities (with McClure Place) – At least one member of the Property committee will participate in the Joint Facilities Committee.

G. Policies

The Property Committee is responsible for the following policies, with date of last update where applicable, and status:

1.	Facility use policy	2014	Link on website is dead, so policy not viewed
2.	Genie Lift Policy		To be written
3.	Church parking lot policy	1999	
4.	Emergency Plan		To be updated
5.	Computers Policy, including Disposal of Hard Drives and Network Use	2005	To be updated
6.	Energy Efficiency Policy		To be written. Concept would be to seek high efficiency equipment and

			building components when things are being replaced
	Other policies that may be developed by Property or pertain to Property activities		

Policies which affect the work of the Property committee are:

1.	Capital Reserve Fund Policy (Trustees)	2023
2.	Rental Fees Policy and Fees Schedule (Stewardship)	2005
3.	McClure United Church Structure Document (Board)	2025
4.	Capital Expenditure Policy (Board)	2014
5.	Lease agreement with McClure Place (Trustees, Board)	2019
6.	Political Party Use of Facility (Board)	1998