

# **Prince of Peace Lutheran Church Building Committee Charter**

## **Preface**

The Building Committee of Prince of Peace Lutheran Church is a special committee of the Congregation established in accordance with Chapter 13 of the Prince of Peace constitution. As such, the Committee works on behalf the Congregation with the oversight of the Congregation Council. The Committee Chair is appointed by the Council and the Committee is responsible to the Congregation through the Council. A Council member is designated by the Council to be a liaison between the Council and the Committee. The committee membership may consist of as many members as needed to perform the duties of the committee.

## **Responsibilities**

The basic responsibility of the Building Committee is to act for the Congregation in all matters pertaining to the design and construction of the church building or major additions or renovations. The Building Committee works cooperatively with the Council, other Committees, the Pastor(s) and other members. The specific responsibilities defined for the Building Committee include, but are not limited to:

- Act for the Congregation to secure the services of an architect, engineer and contractor and make payments for architectural, engineering and construction services and materials subject to the guidelines below concerning financial commitments;
- Oversee the design and construction phases of the church building, additions, or major renovations as the agent of the Congregation in these matters, assuring that the church building is built on schedule, within budget and that it meets the requirements of the Congregation;
- Act for the Congregation to see that the appropriate state, regional and local permits and agreements are secured;
- Duties include oversight of exterior grounds and landscaping associated with new construction or renovation;
- Duties include oversight of interior furnishing including necessary furniture and equipment associated with new construction or renovation;
- Meet as required to conduct business in a timely and organized manner;
- Ensure that minutes of committee meetings are kept;
- Assume other responsibilities that may be delegated by the Council and respond to direction from the Council - in support of congregational goals;
- Report monthly or as necessary to Congregation Council through Council liaison;
- Provide annual report for the annual congregational meeting;

- Invite and welcome members to the committee and its activities, as appropriate;
- Communicate to the congregation as a whole through various means such as the bulletin, newsletter and electronic media and encourage participation by the congregation in the ministry of the committee, as appropriate;
- Provide budget estimates and monitor expenses in line with approved budget in conjunction with the Finance Committee;
- The Building Committee will remain in existence as deemed necessary by the Congregation Council;
- On an annual basis, assess opportunities to expand or develop ministry.

Revised August 15, 2007

Approved by Congregation Council on