

Facilities Task Force RESPONSIBILITIES

Objective

Provide office and worship facilities to meet the churches needs, both present and future.

Specific Responsibilities

Research available facilities and make recommendations for lease, including provide

liaison representation on PTCA property search committee for long term purchase

Review facilities for major equipment needs

Review and Negotiate leases and coordinate authorization and approval through COL steering committee, PTCA Church Development Team, Board of Trustees and Staff

Communicate and provide information to PTCA Board of Trustees as required for liability and property insurance

Monitor sites for maintenance needs and communicate with lessors as required for resolution

Maintain property inventory records

Provide budget requirements to finance committee

Amount of Time Required

Various meetings as required during “search” and lease process to properly communicate

Variable sub committee visits to sites dependant on stages of search and/or maintenance

Periodic communications and visits to Lessors, insurance reps and PTCA committees

Length of Commitment

Two year terms with extension options

Training Provided

Dependant on experience level, mostly On the job

Team Leader

Angelica Van Iperen

Staff Support

Pastor on team

Administrator for records retention, scheduling coordination and maintenance needs

Team Reports To

COL Steering committee