

UUCWI Building Committee Role Description

Approved by BOT May 9, 2005

Purpose: To proceed expeditiously, with guidance from the Congregation and the Board of Trustees, to complete a UUCWI church facility.

Nature: This is a standing committee. The committee may establish ad-hoc subcommittees from time to time as it sees fit.

Key Responsibilities:

- To acquire a permanent congregational meetinghouse facility, and manage the acquisition process, including:
 - visioning, to collect and prioritize input from the congregation
 - defining requirements
 - developing a timetable
 - developing a budget so that a financing plan can be initiated
 - recommending a project manager who will act as the primary contact between the church and the general contractor
 - obtaining approvals required by government and by congregation bylaws
 - recommending architects and contractors
 - organizing volunteers
 - negotiating with tenants and stakeholders
 - providing oversight and quality control

- To ensure usability of UUCWI property and facilities, by care taking and undertaking responsibilities of future ownership including:
 - liaison with taxing and regulating bodies
 - site/facility safety
 - provision of liability insurance
 - provision of signage
 - fire protection
 - provision of utilities
 - trees and grounds maintenance
 - maintenance of access roads and parking lots

- To provide healthy communications with the Board of Trustees, the Congregation, and stakeholders, to include:
 - welcomed involvement by friends and members of the congregation
 - open input on qualities of and needs for the anticipated facility (visioning)
 - timely reports on decisions, recommendations, plans and activities
 - appropriate approvals by the Board and the Congregation