

First Unitarian Church of Rochester

Building & Grounds Organization Description (updated November 2009)

Building & Grounds Operational Structure:

1. The B&G Mission Statement

We work together to create a Building & Grounds Ministry that:

- Maintains and enhances the building & grounds as we serve the needs of the other ministries of our congregation.
- Protects the architectural integrity of Louis Kahn's design & vision.
- Strives to be environmentally sensitive and responsible.
- Maintains and develops a garden that supports the wider spiritual/ministry goals of our congregation and shares natural and artistic beauty with our neighboring community.
- Strives to make our building and grounds safe and physically accessible to all.
- Seeks Congregational input when prioritizing major maintenance & new projects.
- Strives to perform maintenance projects so that they are cost effective by reducing the annual cost of operations & maintenance.

2. The B&G Structure is Composed of Three Major Components

- Regular Annual Facility Operations
- Periodic Major Maintenance Projects
- New Projects & Initiatives

3. Regular Annual Facility Operation

- Is managed by the Facilities Manager, who is selected and supervised by the Church Administrator.
- The Facilities Manager and the Church Administrator work together to:
 - Organize and maintain current records of maintenance activities.
 - Determine Custodial Tasks.
 - Schedule vendor services to avoid conflicts with other scheduled church activities.
 - Recruit and schedule volunteers who work on maintenance projects (such as BiFriars and others).
 - NOTE: Church Administrator supervises the custodians.
- Is funded on an annual basis through the churches annual budget process.
- Includes anticipated minor maintenance projects **not to exceed \$5,000 and minor new & enhancement projects not to exceed \$3,000.**
- The Facilities Manager is responsible for maintaining an active list and projected costs for these planned minor maintenance & minor enhancement projects.
- Is supported by the hard work of many active teams of volunteers which currently include:
 - The Landscape Team: – meets monthly and plans, advises, and helps implement landscape projects.
 - The Gardeners: – plans, and maintains our gardens.
 - The Courtyard Sculpture Garden Team: – researches, recommends and installs new sculpture and plantings for our Courtyard Sculpture Garden.
 - The Memorial Garden Team: – meets as needed, to plan and develop our memorial gardens & related recognition programs.
 - The Bi-Friars: – meets twice every month to do hands on maintenance and repair for our Building & Grounds.
 - The Aesthetics Team: – meets as needed to assist with aesthetics decisions that will keep changes in line with Louis Kahn's vision for our Building & Grounds while responding to the changing needs and desires of the congregation.

- The Audio Visual Team: – meets as needed to plan, maintain, enhance and operate our Sound, Video and Stage Lighting equipment.
- The Kitchen Crew: – assembles as needed to maintain the organization of kitchen cabinets, maintain an inventory of dishes, silverware, etc. and to purchase needed kitchen supplies (towels, sponges, dish detergent, gloves, etc.).

4. Periodic Major Maintenance Projects

- Is made up of major maintenance efforts that do not occur regularly and **cost \$5000 or more.**
- Planning and Implementation is guided by a “major maintenance 5-year plan with a 10-year outlook.”
- The Major Projects Planning Team oversees the 5-year plan projects. In particular, they:
 - Consist of the Church Administrator (Chair), Facilities Manager, church Treasurer and 2 to 4 church members who are nominated by the Administrative Co-Parish Minister and approved by the Board of Trustees.
 - Review (annually or more often if needed) the 5-year plan, authorizing the implementation of projects based on availability of funds as determined by the “Treasurer” and the board “Fund Development Team”.
 - Submit the prioritized 5-year plan and funding proposals to the board for review and approval on an annual basis or more if needed.
 - Keeps the congregation informed about the 5-year plan and upcoming projects.
- The Project Managers Team identifies researches, proposes solutions for and implements major maintenance projects. In particular, they:
 - Consist of the Facilities Manager (chair) and 3 to 5 church leaders chosen by the Facilities Manager and the Church Administrator.
 - Review (annually or more often if needed) the 5-year plan to ensure that pricing, specifications and timing/urgency is accurate and current, informing the Major projects planning Team of any needed updates.
 - Implement major maintenance projects under the supervision of the Major Projects Planning Team.

5. New Projects & Initiatives

- Is made up of non-maintenance building & grounds enhancements and improvements that **cost \$3000 or more.**
- Planning and Implementation is guided by a “New Projects Priority List.”
- The Major Projects Planning Team oversees the New Projects Priority List. In particular they:
 - Receive and solicit proposals for the “New Projects Priority List.” Proposals must be sponsored by a church ministry and will address issues such as: Who wants the project? Why is it needed? And, who will it serve? A member of the Project Manager Team will then work with a representative of the sponsoring ministry team to develop the project design, specifications and estimated costs.
 - Oversee a process that captures congregational input about how to prioritize the New Projects Priorities List. The congregation’s annual goals and “Mission, Values and Ministries” statement will be taken into account during this process.
 - Review (annually or more often if needed) the New Projects Priority List, authorizing the Project Managers Team to implement the projects when funds are available. The board Fund-Development Team and the church Treasurer are responsible for determining that there are available funds.
 - Keeps the congregation informed about the upcoming new projects.
- The Project Managers Team develops the specifications and pricing of the projects and implements the projects. In particular, they:
 - Work with a representative of the sponsoring ministry team to develop the project design and specifications.
 - Implement the project once funding is available for it and it is approved by the Major Projects Planning Team.
- The Aesthetics Team will be consulted about each project.

6. Ministry Leadership:

The Ministry Leader of the Building & Grounds ministry is the Church Administrator. This is a “solo” leadership position and is supervised by the Administrative Co-Parish Minister.