

# Trinity Cathedral

## Facilities Committee

### Purpose

The Facility Committee oversees the maintenance, enhancement and preservation of the Trinity Cathedral buildings and grounds. The Committee reports to the Dean and Vestry.

### Composition

The Committee comprises four to seven members:

- Junior Warden (ex officio with vote)
- Operations Manager (ex officio with vote)
- Facilities Coordinator (ex officio with vote)
- Men's Group representative (volunteer)
- Other Trinity parishioners as identified or who volunteer (volunteer)

### Committee Leadership

The Committee is led by the Junior Warden. Volunteer members of the Committee serve for a term of one year with the possibility of repeating terms. Terms begin at the Vestry discernment of a new Junior Warden (usually late February). The Chair is responsible for calling meetings, notifying member of committee activities, setting agendas, conducting the business of the Committee and preparing minutes.

### Meeting Schedule and Quorum

The Committee meets monthly on a day and time determined by the membership. A simple majority of voting members constitutes a quorum.

Business may also be conducted between formal meetings via e-mail.

### Responsibilities of Members

Members are responsible for the following:

- Junior Warden – Liaison with the Trinity Vestry
- Operations Manager & Facilities Coordinator – Liaison with the Trinity Staff
- Determine Major Improvement priorities
- Prepare and present proposed Facilities budgets to the Finance Committee
- Facilities Coordinator -- Oversee and coordinate facility usage
- Facilities Coordinator – Supervise Trinity custodial staff
- Coordinate and prioritize facility beautification and improvements
- Propose and enforce building usage policies
- Set building improvement standards (e.g. office paint colors)

Members must attend at least 75% of all meetings.

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