

Trinity Cathedral, Sacramento, California

Charter of the Facilities Committee of the Vestry

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 & Terms

The Committee comprises four to seven members:

- Junior Warden (ex officio)
- Operations Manager (ex officio)
- Facilities Coordinator (ex officio)
- Men's Group representative (volunteer)
- Other Trinity parishioners who volunteer
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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).

Committee Leadership

The Committee is led by the Junior Warden. The Junior Warden selects the volunteer members. The Chair is responsible for calling meetings, notifying members of committee activities, setting agendas, conducting the business of the Committee and preparing minutes. The Junior Warden can approve expenditures up to \$500.00

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:

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

- Members must attend at least 75% of all meetings.

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