

12-1: Renovation of Church Facilities

1. Responsibility Centre: Property Management Committee

2. Rationale or Purpose

BCUC has a continuing need to update its facilities. Renovations to the church building may be initiated to improve the environment of the church and to accommodate the needs of a growing, active congregation.

3. Policy Statement

This policy outlines the processes involved in initiating a renovation project at BCUC. Approval by the Congregation at the Annual General Meeting or a special meeting is necessary before a renovation project is initiated. In case of emergency approval may be given by the Board, subject to notification at the next Annual General Meeting.

4. Scope

This policy applies to all major and minor replacements, renewals and structural changes to the church facilities that have a long-term life expectancy and/or impact on multiple users at the church (e.g., roof or furnace replacement, chancel renovation, entranceway project, retrofitting of lighting, etc.). It does not include additions to the building or infrastructure that require special planning and financing.

5. Procedures

Smaller projects are those that can be integrated into the annual budget without creating a deficit.

Larger expenditures are those (e.g. building renewal, furnace or roof replacement) that require special procedures such as opening a Capital-Directed Fund, appointing a special fund-raising or coordinating committee, long-term financing, etc. Such projects may require extensive coordination and management. Frequent reporting to the Board and, where appropriate, the Trustees is essential.

6. Roles/Responsibilities

Although other Committees or Working Groups may be involved in the planning and approval of a project, the Property Management Committee shall be responsible for the coordination and management of the implementation stage of all renovation projects.

The Financial Management Committee on behalf of the Church Board is responsible for the receiving, safe keeping and disbursement of any Directed Funds involved.

The Directed Fund Treasurer, together with the Chair, Financial Management Committee (FMC), is responsible for management of any Directed Funds established for the Renovation Projects.

7. Definitions

- a) Renovations: These are changes to the church facilities which have a long-term life expectancy (e.g., roof or furnace replacement, chancel renovation, entrance way project, retrofitting of lighting, etc.) and/or impact on multiple users at the church. Long-term fund-raising and financing, engagement of contractors, securing loans, etc., may be involved.

- b) **Maintenance and Repair Activities:** These are activities and expenditures required for the routine upkeep and repair of existing church facilities (e.g., painting, light bulbs, minor carpentry, etc.). These are the responsibility of PM Committee and are normally funded from the PMC Operating budget supplemented with funds from the Building Maintenance and Repair Directed Fund, as required.
- c) **Capital Expenditures:** A capital item is one that will be of significantly higher quality than the item being replaced or that provides new or enhanced services over that provided formerly. The costs involved may require the use of Capital-Directed funds to accumulate the funds required.

8. References

- a) *BCUC Handbook*, p. 21, Terms of Reference for the Property Management Committee, items 1 & 2:
The Committee...
1. *maintains the Church building, grounds and other Church facilities in good condition through:*
 - a. *contracting and supervision of professional services*
 - b. *organizing volunteer assistance*
 - c. *assessing and administering repair and upkeep requirements*
 - d. *managing allocated budget*
 2. *is responsible for the design and plans related to the Church's landscaping and building*
- b) *BCUC Handbook*, p. 24, Terms of Reference for the Board of Trustees, item 6:
The Board... ensures that Presbytery's consent in writing is obtained before the Congregation does any of the following:...erects, enlarges, demolishes, rebuilds, or effects major renovations to any building held or to be held for the Congregation.
- c) *BCUC Policy Manual*, Financial Management section, 7-1: Capital Expenditures Policy
- d) *BCUC Policy Manual*, Financial Management section, 7-2: Directed Funds Policy

9. Approval authority: Congregational approval is required before renovation projects are undertaken.

10. Reviewed: Property Management Committee: October, 2016

Approved: Church Board: November 16, 2016

Replaces: October 2002