

St John the Baptist Building Committee

Terms of Reference

Consultative (not management) advisory body, to assist the Pastor and Diocese in identifying property and building needs. Catholics have both a duty and right to participate in the inner life of the church.

Consultative role is theological based in keeping with the nature of the Church and Canon Law.

Role and Goal

Maintain records, which are open to parishioners, and maintain effective communications to other Parish Committees, and Parish Council for both input and information as required.

Work with Diocesan Building manager to ensure buildings and properties are properly assessed, maintained in a manner that meets of the Parish, Diocese and local requirements

Prepare, annual summary and plan for property and building needs to Parish Council and finance Committee annually.

CURRENT GOAL IS TO ASSIST THE PASTOR IN IDENTIFYING CAPITAL NEEDS, WITH COST PROJECTIONS, FOR THE PARISH BUILDINGS AND PROPERTY WITHIN THE FRAMEWORK PROVIDED BY THE DIOCESE TO ENABLE THE CAPITAL CAMPAIGN COMMITTEE TO SET FUND RASING TARGET.

Organization

Building Committee should have a minimum of three (3) Parishioners, the Pastor and Custodian.

Building Committee should be comprised of members of the Parish in good standing, and have a mix of skills or knowledge related to building/property maintenance, business planning, contracts, communication or leadership.

Suggest three (3) years terms for the Parishioners, staggered as much as possible to maintain continuity. Building committee chair will serve a two (2) year term and maximum of 2 consecutive terms.

Building Committee shall meet a minimum of five times/year or more often as required.

November 2009, revised November 2010