



Property Management Team

The Property Management Team (PMT) is a standing committee of the congregation with the responsibility to identify and prioritize the variety of building and grounds repair and renovation needs. The PMT is further charged with project oversight and direction for completion.

Leadership: The PMT may select its own leadership but Sphere leaders and/or Office Administrator may also serve as leaders. The PMT must identify a project manager for every individual repair or renovation project. The Office Administrator will provide staff support to the Project Manager as they are able. In the absence of an identified project manager, the Office Administrator will have full authority to act or elect to shelve the project until such time as a project manager is identified.

Project Managers would have the following responsibilities:

- create a narrative description of any repair or renovation project,
- prepare cost estimates,
- solicit bids as necessary from outside contractors per the congregation's policies,
- secure PMT's authorization to proceed as necessary,
- act as the congregation's representative during project completion,
- provide complete reporting to the PMT (with communication back to Sphere Leadership, and ultimately, the Council and Congregation).

Budget Authority: Spending authority would be granted to this body in the annual budgeted expenses of the congregation identified within the Building & Property expense grouping as well as the Major Planned Repair & Replace dedicated fund and any designated repair or renovation project fund previously identified. No further authorization to act would be required unless alternate funding sources will be necessary.

Reporting: The PMT will report its work to the council and congregation through sphere leadership.

Additional Proposal Details: Participation on the PMT would be open to any interested participant. Decisions will be made by those who participate. At a minimum, the PMT should aim to conduct semi-annual project planning and review meetings.