



*Seek inspiration and understanding, Embrace all on their individual spiritual journeys,
Serve our local and world communities.*

Cascade Unitarian Universalist Fellowship

1550 Sunset Highway N., East Wenatchee, WA 98802 | 509-886-4023 | www.cascadeuu.org

BUILDINGS AND GROUNDS TEAM CHARTER

Purpose

The purpose of the Buildings and Grounds Team is to keep our building and facilities safe, well-cared for, accessible and inviting.

Membership

The Buildings and Grounds Team consists of two (2) to four (4) CUUF members. Staff support is provided to the team by the Office Assistant.

Commitment

Membership on the Building and Grounds Team has no specific tenure. Annually, Team members will select a Team leader.

Responsibilities

The Building and Grounds Team:

- Oversees the operation and maintenance of the building and grounds.
- Provides the Board with recommended budget in February, based on an annual plan.

The detailed annual plan is finalized in April.

- Recruits volunteers and organizes work parties as needed to accomplish ongoing activities and special projects
- Coordinates with the Minister to develop contracts and secure vendors needed for work related to facilities.

Reporting and Review

- The Building & Grounds Team is part of the Ministry of CUUF. The Team coordinates projects and helps resolve building issues in collaboration with the Office Assistant and Minister.
- The Board of Trustees grants the Buildings & Grounds Committee decisions making authority as outlined in the annual budget plan.
- The Buildings and Grounds Team provides the Board with quarterly reports on activities and keeps the Board apprised of upcoming facility issues and needs.
- The Team meets with the Executive Team as needed to review contracts and financial obligations.
- The Team submits a report of activities to the membership at the Annual Congregational Meeting.
- Team activities are reviewed annually by the Governance Committee.

2016-2017 Members: Don Oliver, Doug Taylor (Team Leader)