

# Campus Stewardship Committee

“BYLAWS BITS” — OCTOBER 2016

When many of us hear “stewardship” we think it’s about giving money, but a dictionary defines it as “the careful and responsible management of something entrusted to one’s care.” One group possessing an unfailing awareness of stewardship is the Campus Stewardship Committee, currently known as the Property Division.

This team, working with the Church Administrator and the Property Manager, focuses on assuring the careful and responsible management and maintenance of the First Church Campus. Have you ever found yourself wondering what this team does to assure that our historical campus is well managed and receives appropriate care?

The Campus Stewardship Committee and the bylaws team have prepared the following for inclusion in the new First Church Bylaws. Please review these provisions and share your comments and insights with the bylaws team.

**PURPOSE:** The Campus Stewardship Committee “Campus Stewardship” provides management oversight of the First Church campus, including buildings, property, furnishings, and equipment, with respect to maintenance, safety, security and insurance.

**ROLES AND DUTIES:** Campus Stewardship, in cooperation with the Administrator and Property Manager, shall:

- (a) monitor month-to-month expenses
- (b) initiate, administer and monitor ongoing projects



- (c) coordinate identification of future campus needs
- (d) coordinate, administer, and officiate with the Administrator and Property Manager at the opening of bids for capital projects exceeding \$5,000
- (e) consider and apply other capital project best practices

**AUTHORITY:**

- (a) To meet the foregoing enumerated roles and duties.
- (b) To identify and present capital projects of \$2,000 or more at the annual Financial Meeting for consideration by the First Church Membership.

**ACCOUNTABILITY:** Campus Stew-

ardship reports to the Executive Board through the Finance Sub-Committee. The Campus Stewardship chairperson is a member of the Church Council and may be invited to meet with the Finance Sub-Committee during budget and planning discussions.

**MEMBERSHIP:** Campus Stewardship shall consist of a chairperson nominated by the Finance Sub-Committee and appointed by the Executive Board. The Chairperson serves at the pleasure of the Executive Board and may serve until resignation or replacement. In addition, the chairperson shall nominate—and the Finance Sub-Committee shall appoint—three or more persons to serve on the Campus Stewardship Committee. These additions serve at the pleasure of the board and may serve until resignation or replacement.

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The Committee—**Tina Balmer, Amber Bird, John Davis, Anton Hertle and Steve Soderberg**—encourages any First Church member to share his or her views regarding updating the bylaws. This can be done by mail, email, or notes to the Committee delivered to any Committee member, the Board chairperson, the chairperson of the Research and Long-Range Planning Committee (R&LRP), or the senior minister. Notes to the Committee may also be dropped off with the church receptionist, for the R&LRP mailbox. For your convenience, the current First Church Bylaws are posted at [www.firstchurch.org/bylaws](http://www.firstchurch.org/bylaws) and are also available, on paper, in the Church Office.

[www.firstchurch.org/BylawsCommittee](http://www.firstchurch.org/BylawsCommittee)