**Building, Equipment, and Grounds Team - South Campus**

**Purpose**: To maintain the South Campus buildings and grounds to a high standard of attractiveness, good repair and maintenance and safety, thus enhancing worship and ministry.

**Membership**: A minimum of three (3) members shall serve on the Building, Equipment and Grounds Team with each member being nominated by the Committee on Committees and elected by the South Campus members to serve for three year terms. The Administrator will be an ex-officio member of this Team.

**Duties**: Working with the Administrator, the Building, Equipment and Grounds Team has as its duties the following:

1. Assess maintenance, repair, and equipment needs related to the physical plant.
2. Define needs for repair or improvement and present to the Main Campus Building, Equipment and Grounds Committee for their approval and action as defined by church policy.
3. Assist in overseeing any contracted work and helping authorizing payment for work completed.
4. Work with volunteers to correct or repair defined problems.
5. Prepare and submit a budget for inclusion in the South Campus annual budget.
6. Maintain a centralized record of all maintained equipment and appliances manufacturer documents and maintenance records including preventive maintenance and repairs. This record will be available at the GABC South at all times to service personnel or volunteers and be maintained in current status at all times.
7. Manage all Building, Equipment and grounds Team activities as defined by the Team and church with an ultimate goal to involve greater participation within the overall general church membership.

October 1, 2016