

**Bloomington Monthly Meeting
Society of Friends**

Maintenance Committee Charge

Mission:

1. The Maintenance Committee is responsible for routine upkeep of the Meetinghouse; its appliances, furnishings, and equipment; the parking lot, and landscaping and grounds.
2. The committee may also take on special projects at the request of other committees, such as Property & Finance, or Long-Range Planning, if the funding for these projects is approved in advance by the Monthly Meeting or the Property & Finance Committee, depending upon the size of the project.

Term & Dates of Service:

Starts July 1 and ends June 30; may be reappointed annually.

Selection Process:

Nominated by the Nominating Committee and approved by the Monthly Meeting.

Job Duties:

1. The committee implements the decisions made by the Monthly Meeting. It regularly informs the Monthly Meeting of its activities by:
 - A. Making written or verbal reports to the Meeting for Worship with Attention to Business;
 - B. Providing copies of its minutes to the Clerks of the Monthly Meeting, the Property & Finance, and Long-Range Planning Committees, and;
 - C. Providing information or articles to the Newsletter Committee for inclusion in the Monthly Meeting newsletter.
2. This committee conducts regular inspections of the buildings and property to determine maintenance, repair and replacement needs. It develops plans that include:
 - A. Arranging for weekly indoor cleaning and solid waste disposal;
 - B. Arranging for lawn care and snow removal;
 - C. Organizing annual spring and fall workdays;
 - D. Arranging for special projects or services, and;
 - E. Tuning the piano on a regular basis.
3. This committee maintains the safety and security of the Meetinghouse by:
 - A. Issuing and keeping a record of those who have keys to the Meetinghouse;
 - B. Educating members and attenders on how to open and close the Meetinghouse;
 - C. Maintaining smoke alarms and fire extinguishers;
 - D. Providing First Aid supplies.
 - E. Ensuring that under-sink cabinet doors are open during sub-zero weather.

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4. This committee makes wise use of meeting resources to preserve the property and uses socially and environmentally responsible practices in carrying out duties. This includes, but is not limited to:
 - A. Regulating indoor temperature, humidity and air quality to the limits physically and fiscally possible;
 - B. Educating Friends on environmentally responsible use of the thermostats;
 - C. Choosing energy- and fiscally-efficient appliances and lighting;
 - D. Taking action to minimize water use and wastewater production;
 - E. Purchasing eco-friendly cleaning products;
 - F. Ensuring eco-friendly pest management;
 - G. Purchasing from socially and environmentally responsible vendors whenever possible;
 - H. Purchasing from local vendors whenever possible.
5. This committee is responsible for oversight of the Burial Ground. Families generally need some help with plans for the interment. This committee will help in choosing and locating a plot, and will make available Meeting guidelines for burials. It is the responsibility of the family to make funeral arrangements and to install any marker flush with the ground. In the case of scattering of ashes, the committee will arrange for a small plaque to be put up, at the expense of the family.

Membership:

1. The committee should have a minimum of four members. The clerk of the committee may request that the Nominating Committee appoint additional members if the Maintenance Committee is expected to have a particularly heavy workload in the year ahead.
2. The clerk of the committee serves on the Long Range Planning Committee, ex officio.
3. The committee will generally need to meet at least quarterly. Total time spent in meetings may exceed 4 hours per year.
4. The committee may break itself into several functional groups or subcommittees in order to minimize the amount of time spent in large meetings.
5. Committee members are strongly encouraged to participate in the spring and fall workdays.
6. A member of the Maintenance Committee will be expected to commit to a minimum of 10 hours of work per year.

Coordination with Others:

1. This committee works with:
 - A. The Peace and Social Concerns and Quaker Earthcare Witness Committees to establish policies for socially and environmentally aware purchase of goods and services;
 - B. The Long-Range Planning Committee to develop long-term maintenance plans that fit into the overall master plan developed by the Long-Range Planning Committee;

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- C. The Archivist; Library, Religious Education, Social Fellowship, and Welcoming Committees on maintenance, storage, lighting, space utilization and equipment issues;
 - D. The Ministry and Counsel Committee on maintenance issues which affect the tone of worship, such as lighting, temperature, ventilation, and sound quality.
2. The clerk of the committee may designate a committee member to act as liaison with the Quaker Earthcare Witness Committee. The liaison would assist the Maintenance Committee in choosing environmentally and socially aware products and services.
 3. The clerk of the committee may designate one or more committee members to act as liaisons with the Archivist and the Library, Religious Education, Social Fellowship and Welcoming Committees to ensure that the needs and concerns of these committees are brought to the attention of the Maintenance Committee on a regular basis.

Budget Considerations:

1. The committee administers a budget that is developed through timely and advance consultation with the Property & Finance Committee and approved by the Monthly Meeting. The committee does not generally require further advance approval to encumber Monthly Meeting funds for expenses (such as cleaning, mowing, and snow removal) included in the approved budget. However, the Treasurer is the final authority in this matter. The clerk of the committee should therefore consult with the Treasurer on spending plans, particularly with regard to large purchases.
2. The committee works with the Property & Finance Committee to develop both an annual budget and a long-range financial plan to carry out its stewardship responsibilities in a timely, effective way;
3. The clerk will submit a budget request to the Clerk of the Property & Finance Committee by the last day of September each year.