***St. Paul’s United Methodist Church Building Committee - Approved December 2, 2105***

***Purpose***

*The purpose of the Building Committee is to provide overall direction and support for the processes and activities necessary to complete the expansion and redesign of the St. Paul UMC sanctuary and property. This necessarily encompasses the spectrum from planning, budgeting, design, timeline, and the implementation of the improvements and construction in the existing building as well as new construction of the educational and fellowship building.*

*Building Committee Charter*

***Objectives***

*The primary objective of the Building Committee is to provide overall guidance and enablement for the acquisition, financial planning, design, construction, and programmatic processes required to support the ministry of St. Paul UMC through the new and remodel construction phases until final occupation is complete.*

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***Responsibilities***

*The responsibilities of the Building Committee are outlined below:*

1. *As the entity approved by Church Council to lead the new building effort, provide guidance and detailed planning for the St. Paul UMC building program.*
2. *Link process activities to St. Paul UMC’s vision, mission, and program goals.*
3. *Identify to Church Council barriers and obstacles affecting the building effort on a timely basis.*
4. *Coordinate with Church staff and other committees and ministries as necessary to ensure complete coordination of any and all planning and implementation activities.*
5. *Foster a cooperative environment for St. Paul UMC’s members to participate in the building effort through communications and involvement.*
6. *Establish various teams as necessary within the Building Committee to accomplish specific task areas identified by the Building Committee.*
7. *Provide management oversight, guidance, support, and encouragement to the Building Committee teams to orchestrate the committee work:*
	1. *Review and approve/disapprove recommendations made by the Building Committee teams.*
	2. *Prioritize approved team initiatives.*
	3. *Collect and distribute to Organization members information developed by the teams.*
	4. *Review and oversight of all activities necessary for all planned construction.*
	5. *Develop the program and project plans to accomplish the complete new building effort as identified in the Objectives.*
	6. *Analyze and recommend updated timelines and phases to accomplish the move.*
8. *Provide information on a regular basis, and recommendations as necessary to the Church Council on ongoing and planned Building Committee activities.*
9. *Coordinate all financial planning information related to the new building and transition activities with the Finance Committee on a continuous basis. Obtain Finance Committee approval and Church Council approval for any funds expenditures required for Building Committee activities.*
10. *Identify any matters requiring approval of the Church Council and convey to the Council chairperson to be included in the agenda of the next scheduled Council meeting. Also identify any time-sensitive matters requiring a special meeting of the Church Council to discuss, review, and approve, so a special Council meeting may be called for such purpose.*

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***Membership***

*The Building Committee comprises the leaders of the St. Paul UMC specifically for the accomplishment of the new building activities. The Building Committee chairperson, appointed by Charge Conference, will also be a regular member of, and attend Church Council meetings.*

*Other members of the Building Committee will be approved by Charge Conference based upon their position on supporting committees or by nomination and recommendation of the Building Committee chairperson or Committee on Nominations to the Church Council.  Members may not be spouses but may serve for various lengths of time as appropriate to various ongoing activities.*

*Committee Members: Chair, Church Council Chair, Finance Chair, Trustee, Pastor, at least 3 others; no more than a total of 10 at any one time.*

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***Meetings***

*The requirements for Building Committee meetings are outlined below:*

1. *The Building Committee chairperson may also call meetings for issues requiring immediate attention.*
2. *A quorum shall be the membership present at scheduled or called meetings.*
3. *Meetings may be conducted via email and telephone to accommodate travel and other situations when appropriate.*
4. *The meetings will be attended by the Building Committee members and by any additional people whose presence may be required or who desire to attend.*
5. *The Building Committee chairperson shall make the final decision should an issue put to a vote result in a tie.*
6. *Agendas will be published in advance of any meeting (time permitting) and include a review of the status of the previous meeting’s action items, status reports of the various team activities and initiatives, and discussion and voting on recommendations.*
7. *The Building Committee recorder, appointed by the committee chairperson, is responsible for writing the minutes of the meetings.  Minutes of a meeting will be reviewed and published within one week of any meeting.  The contents of the minutes will include a list of the attendees, issues discussed, and a listing of the action items (with assignments and deadlines), and the results of any votes taken.*
8. *Minutes of Building Committee meetings will be made available on the St. Paul UMC website, and will be available (paper copies) at the Sudlersville Charge office.*