

Unitarian Universalist Congregation of Fairfax Operational Policy

Subject: UUCF Facilities and Grounds Maintenance

Number: III.G.

Effective Date: November 2008

Revised: 9/10; 9/23/20

This policy addresses the management and responsible stewardship of UUCF facilities and grounds and roles and responsibilities of the Property Stewardship Council (PSC), Operations Manager (OM) and Coordinating Team (CT).

Mission/Purpose

The PSC works with the Operations Manager and the Coordinating Team for management and responsible stewardship of UUCFs facilities and natural environment. To that end, the UUCF Facilities and Grounds must:

- Be welcoming to members, friends, visitors, guests, and renters
- Able to host recreational activities such as picnics, children's games, casual gatherings, etc.
- Able to host passive recreation and spiritual practices such as meditation walks and children's learning programs.
- Maintain a safe environment.
- Considerate of our neighbors.
- Create a sustainable habitat for wildlife.

Guiding Principles

The Facilities and Grounds work at UUCF realizes part of the UUCF Vision to:

- Champion civil, economic and environmental justice in our community and in the world.
- Nurture and care for our human, financial, physical and natural resources, holding them in trust for future generations and ourselves.
- Respect for the interdependent web of all existence of which we are a part.
- Care and maintain our property as an outward symbol for how we care for our members, friends, guests and renters.
- Fit within our operational budget and volunteer capacity.

Policy

Landscaping or hardscaping additions or modifications to the UUCF grounds may be made with consultation with the PSC and approval of the Operations Manager. This includes fixtures, memorials and monuments regardless of size.

In the event that staff, a member or friend of the Congregation and the PSC or

Operations Manager cannot reach agreement on a planting, addition or modification to the grounds, the chairperson of the PSC and the Operations Manager shall bring this to the attention of the Coordinating Team (CT), which shall be responsible for resolving the issue.

Minor additions or modifications that do not permanently or significantly alter the grounds require PSC review and approval of the Operations Manager, which must be obtained prior to beginning any such changes. Additions or modifications that would result in more permanent or significant altering of the grounds require CT approval. Finally, major additions or modifications require both CT review and approval by the Board. In situations where the individual(s) proposing the change and the PSC and Operations Manager cannot agree on its categorization as “minor,” “significant” or “major,” the PSC will refer the issue to the CT for clarification.

Principal Duties and Responsibilities

The PSC is responsible for the following:

Planning

- In cooperation with the Operations Manager, develop and maintain a long-term master plan for the care and maintenance of UUCF buildings and grounds to be reviewed and updated annually or more frequently if needed. The plan is to be reviewed and approved by the Coordinating Team.
- In cooperation with Operations Manager, review and provide feedback on a yearly buildings and grounds care and maintenance plan that includes but is not limited to all maintenance tasks, a schedule and estimated level of effort and cost. The plan also identifies the tactics for completing the work, either through volunteers, the grounds committee, or private contractor, and any budget resources necessary. The plan is to be reviewed and approved by the Coordinating Team.

Advising

- As needed, serve as an advisory and review committee when the Board, the Coordinating Team, or Operations Manager considers significant changes to either buildings or grounds.
- Serve as an advisory and review committee for building or grounds issues brought by other UUCF committees, ad-hoc committees, groups, and individuals in order to evaluate impact upon existing conditions and compliance with master plans.
- Offer recommendations for modification of plans as needed and attempt to reconcile any differences of vision.
- When serving in an advisory capacity, submit reports/recommendations to the Coordinating Team for action.
- For proposals with a dramatic impact upon the appearance and/or use of either buildings or grounds, or for proposals that would require a significant amount of congregational resources, make recommendations to the Coordinating Team regarding congregational engagement and assist in communications as requested.

Implementing

Support the Operations Manager for approved improvements or modifications to buildings or grounds by managing and recruiting volunteers, including organizing and supervising volunteer work parties.

Organizational Linkages

- The PSC is responsible to the Coordinating Team. The Operations Manager, a member of the Coordinating Team, serves as the liaison between the PSC and the Coordinating Team.
- The PSC may recruit members of the congregation to assist with or take responsibility for specific tasks and activities.
- The Operations Manager maintains authority for management of the buildings and grounds.

Structure/Membership

- The Lay Minister for Property Stewardship is the chair of the PSC and will be responsible for approval of all actions and documents issued by the PSC prior to final approval by the Coordinating Team. The Chair of the PSC may delegate chair responsibilities.
- The PSC will consist of no fewer than five and not more than 11 members or friends of the congregation, selected either to represent other related committees or for their expertise in building and grounds maintenance activities.
- The PSC membership will include the Lay Minister for Property Stewardship, the Operations Manager and other members or friends of the congregation recommended by the Lay Minister for Property Stewardship or the Operations Manager.
- Other members of the congregation may be invited to attend PSC meetings, as guests, to provide specialized knowledge, insight or perspective, as judged necessary by the Lay Minister for Stewardship.
- PSC membership terms will be 2 years with a maximum of two terms.