

Unitarian Universalist Congregation of Fairfax Property Stewardship Council (PSC) Charter

Background

The PSC was established in early 2005 to represent the interests of the congregation in caring for the facilities and the natural environment of the UUCF campus. Before the formation of the PSC, the Buildings and Grounds Committee was responsible for much of the upkeep of the campus and the buildings, through work by volunteers.

The Lay Minister for Stewardship position was established in January 2006 and encompassed Property and Financial Stewardship. In 2010, the Property and Financial Stewardship roles were separated into two Lay Ministries and currently the Lay Minister for Property Stewardship provides overall leadership for the PSC.

Guiding Principles

The PSC work realizes part of the UUCF Vision, as approved by the congregation at the 2011 Annual Meeting: “Grow, Connect, Serve”; where “Serve – Transforming the World” is further defined as serving our world through our work and commitment:

- We champion civil, economic and environmental justice in our community and in the world.
- As grateful stewards, we nurture and care for our human, financial, physical and natural resources, holding them in trust for future generations and ourselves.
- Our principals call us to respect for the interdependent web of all existence of which we are a part.
- Our care and maintenance for our property is an outward symbol for how we care for our members, friends, guests, and renters.
- Our property landscaping designs and maintenance plans must fit within our operational budget and volunteer capacity.

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.

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 which 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 the 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 eleven 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.
- Meetings
 - The PSC will meet monthly.
 - Meeting minutes/notes are to be taken.
 - The Lay Minister may appoint a chairperson or individual PSC meetings may be led by rotating Chairs chosen from among the regular membership of the PSC.
 - Decisions will be made by consensus among all attending, regular PSC members.

Approval, Amendment, and Review of Charter

- This Charter can be amended by the PSC with the approval of the Coordinating Team.
- The Charter will be reviewed at not less than five-year intervals.

UUCF Approval of Charter

Signed: _____ **Date:** _____
 (On behalf of the Coordinating Team)