# Hamilton South Baptist Church

# Property Management Policy

## Purpose

#### To maintain the church grounds, facilities, and machinery in a clean, safe, secure, tidy and attractive condition so that a positive environment is provided for all who use them.

* To ensure that the laws of the land are met as applicable.

## Roles

#### The Elders are responsible for managing all property.

#### The day-to-day administration is the responsibility of the Senior Pastor, unless a staff member is employed for the task.

#### The Elders, in consultation with the Senior Pastor, may delegate responsibility for parts of the programme to the Acts of Service Ministry Team or Consultants, who shall report to the Senior Pastor. Reporting on the management and development of property will form a section of the Senior Pastor’s report to the Elders each month.

**Process**

#### A ten-year property maintenance cycle will be designed, and implemented annually. The need for capital works will be assessed on an annual basis, and included in the plan.

#### A regular maintenance programme will be established, to be implemented and monitored by the Acts of Service Ministry Team.

#### A statement of financial requirements for implementing the property programme shall be prepared as part of the annual budget.

#### The Elders will endeavour to provide adequate security to ensure the safe keeping of all property, as well as documents, finance, and personnel property held within the building.

* The security system will be set when the buildings are vacant.
* Windows and lockable doors will be locked by regular users. The last person to leave the building will ensure the building is secure, the alarm is set, and the lights are out.
* When facilities are used by casual users, a designated person associated with the church will be responsible for the securing the facilities.

#### All contracting firms employed to carry out work within the church facilities and grounds shall show proof of machine fitness to carry out such work and provide competent operators.

#### Members will use appropriate safety equipment and clothing when working with machinery and tools.

#### Machines and tools will only be used for their intended purpose.

**Documents**

* Our property management policy is governed by the following documents:
  + The Baptist Union of New Zealand Administration Manual.
  + The Building Act 2004.
  + The Health and Safety at Work Act 2015.

## Review

This policy will be reviewed on an annual basis or at such other times as deemed necessary.

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| **Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |