



## Grounds Committee Policy

Approved by the Board of Trustees

Name of Board President: Carol Ruxton

Approval Date:

Revision History: None

**Purpose:** The purpose of this policy is to inform all members and friends of the UUCCV congregation of the requirements needed to maintain the grounds in a good safe and beautiful environment and appearance to the community through maintenance and landscaping.

**Purpose:** [The purpose of this policy is to inform members and friends of UUCCV of the requirements needed to maintain the appearance and safety of the church grounds through maintenance and landscaping.](#)

**Policy:** The Grounds Committee (GC) is a standing committee established by the bylaws. The GC shall oversee the exterior property of the church. This includes but [is](#) not limited to the lawn, trees, bushes, flower beds, flower pots and garden boxes.

### Procedures:

#### A. Requirements:

- Grounds Committee reports to the Board of Trustees (BOT)
- Chairperson of the GC must be a member of the UUCCV.
- The membership should include at least two other individuals who may be members or friends of the UUCCV.

- The Chairperson may recruit other church members to share the duties of the committee.
- Submits and annual budget to the treasure/finance committee.
- Submit proposal request form to the BOT for any repairs, upgrades or services that are not approved by the budget.
- Submit quarterly reports to the board. I would say yearly.
- Assist the BOT in every service contract required, such as lawn service, trimming, seeding and fertilizing.
- Submit copies of all contracts to the Treasurer.
- Submit all expenditures receipts to the Treasurer.

#### **B. Routine Service:**

- Mowing and weeding
- Trimming trees and bushes
- Blowing leaves and debris off sidewalks and parking lot.
- Removing snow and ice from sidewalks and front entrance to the church Providing a snow shovel and container of ice melt in the coat closet for church use. This can replace both these bullet points. The Committee can't be responsible for this.
- Placing salt to dissolve ice on sidewalks before Sunday services or events

- Maintaining garden boxes and flower beds
- Possible plugging and reseeding lawn in autumn
- Mulching