

ELIZABETHTOWN
CHURCH OF THE BRETHREN

RESOURCES COMMISSION
HANDBOOK

2020

ELIZABETHTOWN CHURCH OF THE BRETHREN

RESOURCES COMMISSION RESPONSIBILITIES

Resources Commission has responsibility for planning and development of the congregation's resources of corporate property so they can be dedicated to the purpose of God through the church.

Resources Commission shall assume responsibility for concerns and programs related to Material Resources including:

- A. Acting as counselors to the legal church officers in acquiring, holding and conveying property as decided by the congregation.
- B. Providing furniture and other major equipment for use in the church ministry, programs and activities.
- C. Promote the wise use of material resources.
- D. Consult with the HR Committee regarding employment of facilities management and custodial personnel.
- E. In cooperation and consultation with Office personnel, maintain adequate files regarding service contracts, purchase agreements, warranties, or related conditions. Three years of rolling history will be kept on file.
- F. Establish and maintain effective communication methods for building and maintenance needs to be met by onsite staff and service companies.

TIMELINE

JANUARY

- Organize areas of responsibilities for each commission member.
- Contact Nursery School and Elizabethtown Child Care Center to set a date for an annual meeting.
- Review outcome of previous year's Resources Commission budget.

FEBRUARY

- Review insurance and bonding for adequate coverage, solicit competitive bids.
- Review service agreements and solicit competitive bids.
- Review lease agreements.

MARCH

- Arrange for Spring Mulching.

APRIL

- Survey Church property for winter damage and schedule spring cleanup.
- Schedule mowing of Rider Cemetery.
- Prepare report for the May Church Council Meeting

MAY

- Schedule a meeting with Elizabethtown College per lease agreement.
- Report to Council.

JUNE

- Schedule annual fire alarm maintenance.
- Schedule annual termite inspection

JULY

- Review and Prioritize Pending Project

AUGUST

- Finalize the Resource Commission budget for submission to the Executive Committee and Board in September.
- Review Rental Leases and make recommendations on rates and changes.

SEPTEMBER

- Present draft Budget to Executive Committee, Board and Congregation.
- Call for Seasonal Snow Removal Service.

OCTOBER

- Prepare for the November Church Council Meeting.
- Prepare a list of candidates to contact as "appointed member " to Resources Commission.

NOVEMBER

- Report to Council.

DECEMBER

- Reorganize officers for the next year.
- Review and update all committee and other commission appointees.

LEASE AGREEMENTS

Elizabethtown Child Care Center

Elizabethtown College

Elizabethtown Community Nursery School

Lancaster County Intermediate Unit #13 (IU13)

SERVICE AGREEMENTS

Cleaning Service

Elevator

Fire Alarm

Generator

Heating and Air Conditioning

Organ

Pest Control

Security (Alarms)

Landscaping Maintenance

APPOINTMENTS OF THE RESOURCES COMMISSION

Memorial Garden Committee

Addendum A - Service Contract Providers

Service	Company	Main Contact	Phone Number	Contract Valid Date
Cleaning Service	Premiere One	Bryce	717-353-0949	
Elevator	Thyssen Krupp		717-767-5600	?
	National Elevator Inspection		800-886-6347	?
Fire Alarms	Johnson Controls	Spencer Patton	SpPatton@simplexg rinnell.com	Oct.31, 2023
Fire Extinguishers	Kint Corporation		717-234-8004	April13 annually
Generator	DynaTech Industries	Contact through Mike Bierbower	800-779-8809	Jan. 31 annually
Heating and Air Conditioning	Comfort Aire	Tracy Campbell	717-464-6460	Annual review Ongoing
Organ				
Pest Control	JC Erlich Co. Inc		717-299-9150	Review Dec. 20
Security	Siemans	Rohan Beasley	717-791-4232	March 31,2021
	Johnson Controls	Spencer Patton	SpPatton@simplexg rinnell.com	Oct.31, 2023