

## St. John's Lutheran Church – Board of Operations Policy Manual

### Purpose:

The St. John's Lutheran Church Board of Operations (hereafter referred to as the BoO) is an elected committee with the responsibility of overseeing building and grounds maintenance and improvement.

The BoO aims to ensure reliable, clean, and safe operation of building facilities. This is accomplished by working with staff, volunteers, and contractors to organize, clean, and repair areas/items in need of attention. The BoO also plans and prioritizes current and future projects to improve/maintain the facilities.

### Membership:

The BoO consists of a Chairman and four members. The Chairman and members of the BoO are elected by voting members of the congregation in odd numbered years (per the St. John's Lutheran Church Constitution). The Chairman acts as the head of the BoO, and represents it as a member of the St. John's Lutheran Leadership team, and is limited to two consecutive terms. There are not term limits for other members of the BoO. The Business Manager is not a member of the BoO, but acts as a liaison between the BoO and day-to-day activities of St. John's Lutheran Church and School.

### Finance/Budget:

The St. John's Lutheran Church and School budget includes several line items associated with the BoO. The BoO works with the St. John's Lutheran Church Business Manager and Financial Auditor to set a budget for the fiscal year. The BoO is to responsibly use the funds designated for Operations to maintain, beautify, and enhance the physical building and grounds.

At times, there may be a need to complete large projects outside of the scope of the annual budget. These projects may be funded through any combination of Memorials, Dedicated Funds, grants, St. John's Foundation, or other special donations.

### Meetings:

The BoO holds regular meetings (typically monthly) throughout the year. Meetings are open to all members of the congregation. Meeting dates and times are communicated to the congregation by the Chairman or a delegate (typically in weekly written announcements and the church website). At times, the BoO may hold "closed" discussions that are not open to everyone. Meetings are coordinated by the Chairman, and minutes are recorded and shared with the congregation once they are approved.

Topics discussed may include, but are not limited to, the following:

- Review building and grounds maintenance
- Budgeting
- New project planning and prioritization
- Project updates (if there are active projects)

### Communication:

The Chairman of the BoO, or a delegate, is to provide updates to the congregation at regularly scheduled Voters' and Communications meetings. Additional updates may be shared through written or verbal announcements. Approved meeting minutes are printed and posted by the Congregational Secretary.

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Revision History:

The following information documents the last three changes to this document, with all of the changes listed for the last six months.

Date	Revised By	Changes
12/02/2019	Steven McNally	New Document