

REGULATIONS OF THE WESTERN PENNSYLVANIA DISTRICT

M. DISTRICT COMMITTEE ON PROPERTIES AND BUILDINGS

The Chairman of the District Committee on Properties and Buildings shall be a member of the district office staff and shall be appointed by the District Superintendent.

1. The Chairman should have the following qualifications:

- a. Administrative capability
- b. A knowledge of building trades
- c. A demonstrated financial integrity

2. The Chairman's responsibilities include:

- a. Coordinating the regular quarterly meeting dates in conjunction with the District Executive Committee's meetings.
- b. Coordinating specially called meetings and conference calls.
- c. Establishing and maintaining communication with petitioning churches.
- d. Keeping and dispensing all necessary Building Guidelines Notebooks to include blank forms (a copy of all completed forms, blueprints, floor plans, site plans and evaluation plans will be kept at the District Office.)
- e. Keeping the District adequately informed of all matters affecting the building status of all churches being processed by the District Committee on Properties and Buildings through a written report to the District Executive Committee.
- f. Be available to act as a consultant to district churches planning to build.
- g. Maintain a list of resources including architects, contractors, subcontractors, vendors, etc.
- h. Conducting on-site visit or appointing a committee representative to do so.

3. The committee shall:

a. Review all church building plans.

Meet with the pastor and/or representative(s) from the Building Committee or Governance Authority.

b. Make proper recommendations to:

1. Pastors
2. Church committees
3. The District Executive Committee (during the appeals process)

c. Conduct on-site visits at the determination of the committee or at the request of the local church or district organization.

d. Provide written suggestions of several reputable Christian stewardship programs.

N. PROCEDURE FOR APPROVAL OF BUILDING PLANS

1. All churches or district organizations intending to purchase, sell, build, remodel, repair, or receive a donation of real estate, etc. shall present their intentions in writing to the District Committee on Properties and Buildings as covered by District Bylaws Article 12.
2. The Committee on Properties and Buildings shall provide the inquiring church or district organization with the current procedural outline and appropriate forms to proceed with the approval process.
3. The current procedural outline and forms shall be approved by the District Executive Committee.