
Furnishings Committee

Scope: Maintain an up-to-date inventory and replace broken or defective equipment.

Purpose:

To maintain an inventory of furnishings for which the committee is responsible according to church policies. To submit an annual prioritized list of items for replacement and additional furnishings needed along with the estimated cost to the Budget and Finance Committee. To review special requests and administer special gift funds for furnishings as required. To refer memorials to the Memorial Gifts Committee.

Membership:

Composed of six members nominated by the Nominating Committee and elected by the church for three-year rotating terms which begin in January. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five "Biblical Functions" of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The Committee Chair serves as a member of the Church Council.

Duties:

1. Conduct an inventory of church furnishings within the area of committee responsibility according to church policies.
2. Set priorities and take action on budgeting, procurement, replacement, or repair of furnishings for which the committee is responsible.
3. Review special requests and administer special gift funds for furnishings as required. (Memorials should be referred to the Memorial Gifts Committee).
4. Dispose of any surplus or obsolete furnishings after consultation with the Trustees and the appropriate organization.
5. Ensure that church furnishings are clearly identified as church property and numbered for control according to church policies.
6. Recommend budget and procure new furnishings within the category for which the committee is responsible.

7. Evaluate proposed new furnishings for compatibility with current church furnishings. Collaborate with Memorial Gifts Committee if desired.
8. Establish what furnishings, if any, may be used away from the church property and what procedures should be followed in order to use those furnishings which may be allowed to be used elsewhere. Maintain and administer "Furnishings Loan Policy," #090.
9. Provide a copy of the furnishings inventory to the church office and to the church insurance provider upon request. Keep a copy of the inventory in the committee's file.
10. Meet as often as needed to accomplish the committee's purpose.
11. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
12. Provide a written report of deliberations, activities, and recommendations to the Church Council when requested.