

Unitarian Universalist Congregation of Salem Facilities Team Mission Statement

The Facilities Team is charged with the responsibility of maintaining the aesthetic beauty, integrity, sanctity, safety and longevity/useful life of our facility as well as preserving the records of the 'common grounds' upon which our congregational life was founded.

Purpose Statement: The purpose of this Team is to maintain UUCS building and grounds with primacy on safety, and in concert with recommended best sustainable practice to preserve and enhance their beauty, comfort, accessibility, and longevity/useful life. Our **primary responsibilities** include:

- **Landscape and Ground Maintenance**

Provides for overall landscaping of the grounds, acquires and places trees, shrubs, and flowers in concert with Plans that have been approved by the Facilities Team Chair or UUCS Board if there is no Chair. Plans for and carries out the ongoing grounds care and maintenance activities in concert with an annual plan that has been presented to and accepted by the UUCS Board.

- **Mechanical Operation and Maintenance**

Oversees, controls and maintains the water, plumbing, sewer, heating, lighting, air handling, and the electrical systems of the building and grounds. Assures we meet all operational standards to maintain a safe and comfortable environment. This includes making recommendations of functional use of space. Changes in use of space in building or on grounds impacts longevity and optimal usability of space that incur additional costs to building and grounds maintenance. Makes recommendations to Facilities Team Chair or UUCS Board if there is no Chair as to needed improvements and recommended priorities to maximize longevity of building, service use of building in optimizing space, and best investment based on applicable life cycle cost analysis.

- **Aesthetic enhancement of building and grounds**

Oversees acquisition, selection and placement of a variety of artistic and decorative materials for building and grounds in concert with plan that has clarified criteria that are in alignment with thematic mission of UUCS, functional areas of UUCS Common Grounds, and shared vision that has been vetted with Facilities Chair and UUCS Board.

- **Maintain Archives and Library**

Archives group collects, sorts, records and stores available as needed information regarding significant congregational activities and events. Of particular note is the record and history of the UUCS congregation as it evolved and located in Salem culminating with the building and grounds upon which it finds itself for the most recent 20 years (1997-2017). This documentation can be found in pictures and in video that was taken reviewing this history at the 10 December 2017 UUCS service. Other documentation with respect to the building and grounds plans are filed on site and electronically. These should be key references in development of any further recommended enhancements, changes, or additions to the grounds or building. Once changes are made (after acceptance thru appropriate UUCS Team/Board review channels) such changes should be documented and filed with the Archives.

Library group oversees the acquisition of appropriate books and other educational materials that embrace and support Unitarian Universalist Principles and advance individual spiritual and personal growth.

Maintenance of the current library facilities room and supervision of the library loaning activities is key to maintaining this essential facilities function.

Long-term goal has been to suggest that UU Connections or Covenant group(s) assume responsibility for Library, and work to create a good UU bookstore.

This goal could hold in principle (and eventually hopefully evolve to practice) for other shared space rooms throughout the UUCS building and grounds. Rooms and spaces throughout grounds could be 'assigned' to individuals/ groups to be responsible for maintaining – but in concert with clear delineated acceptable practices and space use optimization.

Updated by Joanne Manson, UUCS Vice Chair – in-lieu due to lack of Facilities Team Chair -
Oct 2017

Other Noted Facilities Team Essential Functions:

Welcome newcomers into meetings, providing necessary information.

Inform a newcomer of the mission statement of the Team and any other helpful material that can help them understand what you are doing.

Reserve choice spots in the parking lot for "Visitors."

Monitor the parking. If the parking lot is full, plan for ways to accommodate more cars.

(Facilities and Worship) Especially during the summer, if attendance is low, set out fewer chairs. Seeing too many empty chairs sends the wrong message.

Help set up and maintain The Work and Resource Room so that all teams, groups and committees find it user friendly, knowing where to store their materials and where to find pertinent information. This year that would include building new mailboxes so that all groups, Teams, Board Members, etc. have a mailbox. (This was a past year's accomplishment – hurrah!)

Coming year's goal – perhaps to clear up all storage spaces throughout building removing and taking 'stuff' to recycle and optimizing and prioritizing space for future appropriate, necessary on-site storage.