

### 1. INTRODUCTION

The purpose of this policy is to define the parameters for maintaining, renovating, and modifying Richland Lutheran Church Facilities. Richland Lutheran Church conducts and supports many ministry and outreach activities, and its facilities need to be maintained in such a way to support and facilitate the safe and efficient performance of the entire spectrum of RLC activities. As such, planning and implementation of facility maintenance and identified modifications necessarily need to engage all affected ministry areas in each phase of the maintenance and modification process.

Since repairs, upgrades, and modifications of church facilities entail varying levels of safety and financial risk to church volunteers and to the church itself, the concept of conscious risk review, risk approval, and risk acceptance should be considered in the planning and conduct of facility maintenance and modifications. Each work item has an inherent risk. This risk can be expressed as the product of the probability of occurrence multiplied by the consequence of the occurrence. For routine maintenance activities, the probability of something bad happening is low, and the consequence is low. At the other end of the spectrum, the probability is high that something bad can happen, and the consequence is high. This is illustrated in Figure 1, with color coding to indicate the overall consequences of actions. The green squares illustrate low probability and low consequences; the yellow squares medium probability and consequences; the orange squares are higher probability and higher consequences; while the red square shows an unacceptable level of risk.

Zero risk in work activities is impossible achieve in the real world. RLC seeks to establish a reasonable balance in performing work activities with volunteers and subcontractors, recognizing that often our volunteers are enthusiastic and willing to take on risk on behalf of the church, but may not have the required training or fitness levels to safely perform work which is more physically demanding or requires specialized skills or equipment. RLC has utilized the risk framework presented in Figure 1 to establish a range of work activities, rated by their inherent risk and consequences, with flexible planning and approval requirements commensurate with a given work activity's risk.

This policy establishes four types of repair, maintenance, and upgrade activities which represent a spectrum of risk ranging from low risk activities (requiring limited risk review), to higher risk activities (requiring more significant risk review). The four types of work activities are as follows:

- **Routine Maintenance (Type A work activities)** – Actions to prevent failure or to restore equipment and facilities to a state in which it can perform its required function. Examples of routine maintenance include restoring appearances of facilities by periodic

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repainting, replacing tile, and carpet replacement. No unusual hazards or safety risks are expected for routine maintenance activities.

- **Minor Modifications (type B work activities)** – Changes to existing rooms or facilities such as adding shelving, a dividing wall to a room, permanent signage attached to the facilities, an additional toilet to a bathroom, etc. Building permits and inspections may be required for certain minor modifications.
- **Major Modifications or Additions (type C work activities)** – Large scale projects whose cost and complexity exceed that of minor modifications and are funded by a capital budget that is separate from the Annual Operating Budget. Typically such changes require the services of an architect and major contractors for implementation. Typically building permits and inspections would be required for these major modifications.
- **Work with Significant Safety Implications (Type D work activities)** – Maintenance or modification activities that involve elevated work platforms; mechanically assisted lifting; introduction of hazardous energy or hazardous material sources (atmospheric or chemical); work requiring specialized equipment, training, or certifications; and electrical work with elevated voltages, heavy motor control operations/repairs, or the potential for arc flash; and other safety implications identified by the Property Ministry Team (PMT).

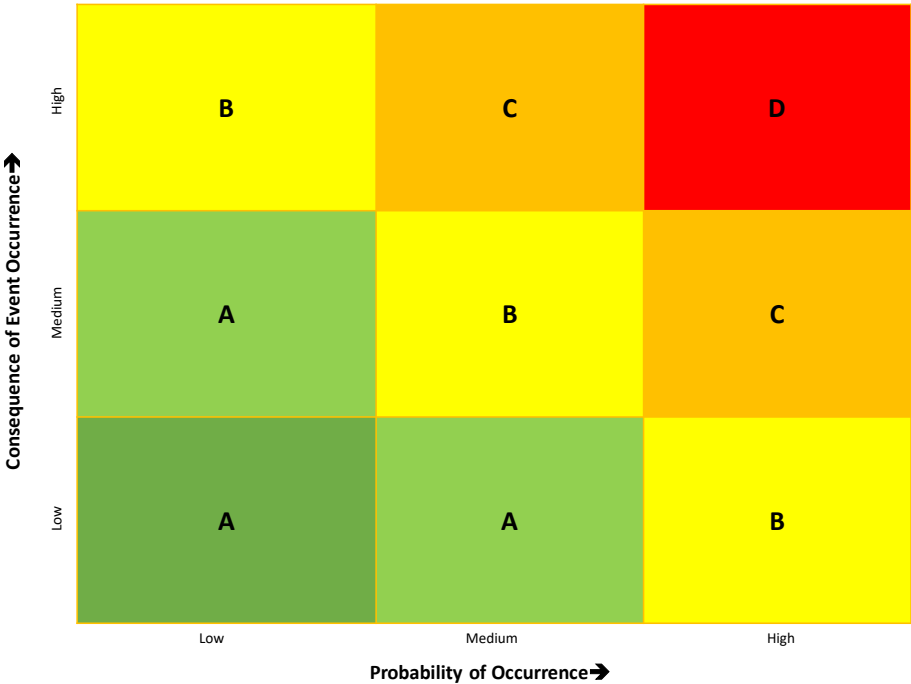


Figure 1: Risk Matrix

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The 4 types of work are superimposed on Figure 1 to indicate the implied Risk/Consequence for each work type. This policy establishes separate work planning, safety review, and approval levels for each work type.

### 2. DEFINITIONS

**Parsonage** – Real estate located near or adjacent to the church property owned and maintained by Richland Lutheran Church to provide housing for clergy or other church staff. The parsonage property is subject to this policy and included in any and all references to church facilities herein.

**Biblical Stewardship Ministry Area Leadership Team** – A leadership group chartered by the RLC council, made up of two RLC council members and two RLC staff members to assist the RLC Ministry Assistant for Biblical Stewardship oversee stewardship of RLC property and resources.

**Church Facilities** – The land and buildings at 901 Van Giesen Street used for worship and ministries.

**Property Ministry Team** – A standing ministry team to safeguard the facilities owned by Richland Lutheran Church by providing for timely repair, maintenance, and minor modifications.

### 3. Responsibility for Performance

Routine Repairs, Maintenance, Minor modifications, and Modifications/Major Maintenance of the Church Facilities are performed by church volunteers, paid church staff, or by commercial sub-contractors. The Ministry Assistant for Biblical Stewardship and/or the Lead Pastor are assigned general management responsibility for ensuring required Routine Repairs, Maintenance, Minor Modifications, and Modifications/Major Maintenance is assigned and completed in a timely manner. The Ministry Assistant for Biblical Stewardship is assisted by the Biblical Stewardship Ministry Area Leadership Team (BS MALT) in the overall planning and management of needed Facility Maintenance & Modifications. The RLC church council has chartered a PMT under the BS MALT to plan, execute, and oversee facility Maintenance and Modifications. The PMT may request the chartering of additional sub-teams by the RLC council as needs arise.

The PMT shall maintain a record of the types of designation made for each job (Type A, B, C, or D) to ensure consistency in work type determination and to assure that corporate knowledge about the work practices of the PMT will be passed on to subsequent leadership.

**4. Approval Process**

**A. Approval Process for Routine Maintenance (Type A work activities) –**

Budgeted maintenance or repairs that return facilities to their original or insubstantially changed appearance, purpose, or procedures may be implemented by the PMT with no further approval. Because changes in appearance, purpose, or procedure, (such as changes in paint color, carpet, or decorations) can be controversial, any such changes require soliciting and considering input and feedback from the affected ministries by Property Ministry Team prior to implementation. The Biblical Stewardship MALT may seek Council approval as well.

**B. Approval Process for Minor Modifications or Major Maintenance (Type B work activities)–**

Minor Modifications require the identification of a project lead by the PMT for the proposed modification who will work with the affected ministry areas and the BS MALT to develop a work plan and proposal, identify the most effective approach for completion (volunteer or subcontract), develop a working estimate for the modification, determine if any building permits and/or inspections will be required, and review the proposed modification for any staff, worker (volunteer or subcontractor), or congregational safety concerns. The PMT will approve the proposed plan and review it with the BS MALT prior to execution.

**C. Approval Process for Major Modifications or Additions (Type C Work Activities)**

Major Modifications or Additions also require the identification of a project lead by the PMT for the Major Modification who will work with the affected ministry areas and the BS MALT to develop a work plan and proposal, develop a working estimate for the major modification, plan for the required building permits and inspections, and review the proposed modification for any staff, worker (volunteer or subcontractor), or congregational safety concerns. The PMT will approve the proposed plan and request funding and approval for the capital project from the RLC council, if not previously budgeted. If previously approved and budgeted, the BS MALT will ensure the plan is within the budget and approve initiation of the contract. For any subcontracted work, the subcontractor will be required to develop a construction/modification safety plan, tailored for the hazards of the modification activity.

**D. Approval Process for Work with Significant Safety Implications (Type D work activities)**

Work with Significant Safety Implications require the development of a project specific safety mitigation plan for work to be done for the PMT via subcontract. The assigned PMT project lead will develop this plan or ensure that the selected sub-contractor develops the safety mitigation plan. Type D work activities require explicit review and approval of the Safety Mitigation Plan by the RLC church council. It is not expected that Type D work

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activities will be done via RLC church volunteers without explicit review and approval by the RLC church council.

**5. Budgeting and Funding**

- A.** Routine repair and maintenance of the Church Facilities is funded by money allocated in the annual operating budget. If a repair or maintenance exceeds the annual operating budget allocation for maintenance, then the Ministry Assistant for Biblical Stewardship and/or Lead Pastor shall consult the Congregation Council for approval and funding.
  
- B.** Major maintenance and minor modifications of the Church Facilities are funded by money allocated in the annual operating budget. If a repair, maintenance, or modification exceeds the annual operating budget allocation for that purpose then the Ministry Assistant for Biblical Stewardship and/or the Lead Pastor shall consult the Congregation Council for approval and funding.
  
- C.** Major Modifications and Additions are funded by money allocated in a capital budget. The Congregational Council shall review costs for Major Modifications and Additions and submit a proposed capital budget and funding methods to the Congregation for approval. Should a capital funded project exceed its approved capital budget then the Congregation Council must be informed of the budget deficiency to determine the next steps.