



Seek inspiration and understanding,  
Embrace all on their individual journeys,  
Serve our local and world communities.

# Cascade Unitarian Universalist Fellowship

1550 Sunset Highway, East Wenatchee, WA 98802 | (509) 886-4023 | [www.cascadeuu.org](http://www.cascadeuu.org)



## BUILDINGS AND GROUNDS TEAM CHARTER

### Purpose

The purpose of the Buildings and Grounds Team is to keep our building and facilities safe, well-cared for, accessible, and inviting.

### Membership

The Buildings and Grounds Team comprises two (2) to four (4) CUUF members. The office assistant provides staff support to the team.

### Commitment

Membership on the Building and Grounds Team has no specific tenure. Annually, Team members will select a Team leader.

### Responsibilities

The Buildings and Grounds Team:

- Oversees the operation and maintenance of the buildings and grounds.
- Provide the Board with a recommended budget in February based on an annual plan. The yearly detailed plan will be finalized in April.
- Recruits volunteers and organizes work parties as needed to accomplish ongoing activities and special projects.
- Coordinates with the Minister to develop contracts and secure vendors needed for work related to facilities.

### Reporting and Review

- The Buildings & Grounds Team is part of the Ministry of CUUF. The Team coordinates projects and helps resolve building issues in collaboration with the Office Assistant and Minister.
- The Board of Trustees grants the Buildings & Grounds Committee decision-making authority as outlined in the annual budget plan.
- The Buildings and Grounds Team provides the Board with yearly reports on activities and keeps the Board apprised of upcoming facility issues and needs.
- The Team meets with the Executive Team as needed to review contracts and financial obligations.
- The Team submits a report of activities to the membership at the Annual Congregational Meeting.
- Team activities are reviewed annually by the Governance Committee.

**2024 -2025 Members:** Chris Rader (Acting Chair), Jerry Baillie, Bob Doolittle, LeRoy Farmer, Tracy Maynard, Don Oliver, Leslie Marshall, Diane Mckenzie, Larry Tobiska, Chuck Warner.