

**CHARTER OF THE PROPERTY COMMITTEE**  
**a subcommittee of THE FINANCE COMMITTEE**  
**EPISCOPAL DIOCESE OF SAN DIEGO**

- I.** Purpose. The purpose of the Property Committee is to advise the Bishop, the Finance Committee, individual parishes/missions and ultimately the Executive Council (EC) on matters pertaining to land and buildings owned by the Episcopal Diocese of San Diego (EDSD) or held in trust for EDSD.
- II.** Composition and Qualification of Members. The committee shall consist of five to seven members serving a one year renewable term. Each member will be selected based on his or her general business and financial expertise, and should have an understanding of church property management issues and related matters. The following guidelines for committee composition apply:
- A.** The committee shall be chaired by an individual appointed by the Bishop.
  - B.** The committee membership shall include at least one member from the EC also appointed by the Bishop.
  - C.** The Property and Contracts Missioner, or another staff person designated by the Bishop, shall be primary Diocesan staff liaison to the committee. The Canon for Finance will provide additional staff support as appropriate.
  - D.** The balance of the committee will be composed of Diocesan members (either clergy or lay persons).
  - E.** No member of the committee may receive compensation for serving on the committee or have a material interest in any entity doing business with the EDSD.
- III.** Responsibilities. The Property Committee shall:
- A.** Recommend actions to purchase, sell, lease, secure, or otherwise transact the disposition of Diocesan properties referred to it for that purpose by the Bishop, the Finance Committee or the Executive Council.
  - B.** Contract for Physical Needs Assessments (PNAs) for Diocesan properties.
  - C.** Evaluate PNAs and Safety Reports.
  - D.** Evaluate requests for property-related loans or grants from Diocesan parishes or missions and make recommendations to the Finance Committee and/or EC.
  - E.** Meet monthly and report to the EC.

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**F.** Each committee member will serve as liaison for one or more missions, mission action parishes, or aided parishes. In this role, the committee member will be the lead in the following:

- 1.** Communicate with the church leadership related to property.
- 2.** Evaluate physical needs assessment and safety report, and recommend action as appropriate.
- 3.** Review property related loans, grants and contracts and recommend action as appropriate.

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