

**BUILDING COMMITTEE**  
**March 2007**

**Role:** To effect building maintenance and improvements.

**Organization:**

The committee will consist of a chair or co-chairs and volunteers who will agree on the distribution of the responsibilities.

**Building responsibilities:**

- Maintain building in good repair.
- Prepare and present proposals for major building improvements.
- Give building tours for prospective renters and inspect building after use.
- Notify Treasurer of amount of building rental deposit to return after rental.
- Provide for standard and special multimedia needs for Sunday services and other facility events.

**Administrative responsibilities:**

- Recruit committee members as needed
- Attend Executive Board meetings as needed.
- Provide information about committee activities for Executive Board meetings.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Submit announcements for the Sunday bulletin by noon on Thursday as needed
- Make Sunday announcements about buildings as needed.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.
- Keep building expenses within budget as conditions permit.
- Provide input for annual budget development.
- Participate in the end of year evaluation of Executive Board activities.
- Orient and transfer materials to new Building Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.

## CARE AND FEEDING OF THE CHALICE

Use only smokeless, odorless liquid paraffin oil. This is kept in the lower cabinet to the right of the refrigerator in the kitchen.

Use funnel to fill small squeeze bottles and use those to fill the chalice.

Keep level between  $\frac{1}{2}$  to  $\frac{3}{4}$  level in the reservoir

Keep wick fibers no higher than level with top of dip tube. This gives a flame of about 1", which is enough. *Any higher and it smokes. There is already evidence of smoke on the walls! This will require an expensive paint job sooner than necessary.*

The preferred way to light the wick is with a long, wooden match. These are kept in a small drawer to the left of the long pencil drawer in the large RE room.

A candle may be useful as a way to get the match lit, *but don't use it to light the chalice as that drips paraffin on the glass.*