

Architecture & Space Use Committee Charge

Approved by the Vestry June 11, 2019

1. Purpose

The Architecture & Space Use Committee is a subcommittee of the Vestry that reports to the Vestry. It oversees the use and function of the buildings and grounds at St. John's and ensures that modifications to them complement the architectural style of the building.

2. Membership

The Architecture & Space Use Committee shall consist of the Rector, the Junior Warden, the Sexton (if applicable), the Vestry liaisons for Facilities (including Building & Grounds), representatives from each major parish group that uses the building, and other "at large" members appointed by the Vestry. Not all members must be Vestry members. Committee members shall serve for no more than three years without re-appointment. The committee shall have a chair appointed by the Vestry.

3. Meeting Frequency

The Architecture & Space Use Committee shall meet at least monthly. Committee meetings shall be open and announced to the congregation. Its activities shall be reported as part of the annual report on Facilities (Building & Grounds) to the membership.

4. Role and Function of the Committee

- Review any proposed modification to the building and grounds referred to it by the Vestry. The procedure for addressing such proposed modifications shall be as follows:
 - Any modification that costs over \$350 (no matter what the funding source - operating budget, gift or otherwise) or would have a major aesthetic impact on the space must come before the Vestry first, who will then refer the matter to committee at their discretion. (If the modification costs below \$350 and does not have a major aesthetic impact on the space, it can be made with Rector and Sexton approval, without action of the Vestry or the Architecture and Space Use Committee.)
 - After the matter has been referred to committee, the committee will review the proposal to ensure that any modification, fittings, or furniture complement the architectural style of the building.
 - The committee will then report recommendations regarding the proposed modifications back to the Vestry for approval.
- Review space needs of parish programs and ministries and propose solutions to meet those space needs. The procedure for addressing space needs shall be as follows:
 - Any group with a space use need can go directly to the committee to discuss the matter, without coming first to the Vestry.

- After the Architecture and Space Use Committee discusses the matter, the committee will bring the matter before the Vestry (with the committee's proposed solution) for their consideration and approval.
- Keep in mind the parish's zoning permit: help the parish both live into and stay within the allowed activities approved by the County.
- As major modifications are planned, this Committee shall consult with architects as needed and bring proposals back to the Vestry for approval.