

Architecture & Space Use Committee Charge

March 2022

1. Purpose

The Architecture & Space Use Committee (ASUC) is a committee of the Vestry, meaning it is appointed by and reports to the Vestry. It makes recommendations regarding 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. The committee may also participate in matters of day-to-day maintenance of the facilities if requested by the Vestry Administration Team, which oversees day-to-day facilities maintenance.

2. Membership

The Architecture & Space Use Committee shall consist of the Rector, a member of the Vestry Administration Team, the Sexton (if applicable), coordinators of any ministries related to building and 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 membership shall be reviewed annually, and members shall serve for no more than three years without re-appointment by the Vestry. The committee shall have a chair appointed by the Vestry.

3. Meeting Frequency

The Architecture & Space Use Committee shall meet ~~at least~~ monthly, unless there are no matters to be considered in a given month. 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 permanent modifications to the building and grounds that would have a major aesthetic impact on the campus. (If the modification would not have a major aesthetic impact on the campus, it should be referred to the Vestry Administration Team.) The procedure for addressing such proposed modifications shall be as follows:

- Any member of the parish may suggest a modification directly to the ASUC, or the Vestry or other committees may refer a matter to the ASUC.
- If the modification did not come to the ASUC directly from the Vestry, the ASUC may consider whether it is worthy of pursuing and discuss it at the committee level before taking it to the Vestry. Once a consensus has been reached by the ASUC, they must take their recommendation 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 member of the parish may bring a space needs matter directly to the ASUC, or the Vestry or other committees may refer a matter to the ASUC.
- The the ASUC shall make space use recommendations to the Vestry Administration Team for further decision and action, unless the matter was referred to them by the entire Vestry, in which case they will make recommendations back to the Vestry.

Assist the Vestry Administration Team in the day-to-day maintenance of the facilities if asked.

Keep in mind the parish's zoning permit: help the parish both live into and stay within the allowed activities approved by the County.

If additional construction on campus is planned, this Committee shall consult with architects as needed and bring proposals back to the Vestry for approval.

Assist the Vestry Administration Team in the day-to-day maintenance of the facilities if asked.

- 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.