

## **JRUUC Charge to the Building Renovation Team**

### **Statement of Purpose:**

The purpose of the Building Renovation Team (BRT) is to manage renovations to the JRUUC building for a sanctuary space, while considering other building uses or potential uses (such as rentals, RE needs, lockers, and others). The BRT is a subgroup of the Building Oversight Group (BOG).

### **Areas of Responsibility:**

The Building Renovation Team is accountable to the Minister, the Sanctuary Leadership Team (SLT), and the BOG, and will seek periodic feedback from them.

The Building Renovation Team is responsible for managing building renovations to support sanctuary as designed through the SLT, including:

- Communicating with the SLT regarding materials, finishes, furniture, fixtures, and equipment
- Communicating with our architect on plans and permitting
- Managing the renovations budget
- Working with contractors: interviewing, recommending, and securing bids
- Overseeing renovations
- Communicating with staff and members about renovation activities
- Organizing the finish work, including recruiting volunteers to do the work

### **Time Frame:**

The Building Renovation Team is a temporary team that will function until the sanctuary space is completed.

### **Communications:**

The Building Renovation Team will name a contact person, and share that name with the JRUUC Office Administrator. The liaison will communicate regularly with the Sanctuary Leadership Team, Building Oversight Group, Minister, and our architect.

Areas of communication include:

- Offering construction information to the congregation on a regular basis via weekly email announcements
- Procuring original documents and estimates from the SLT
- Working with the Finance Committee to track the renovations budget
- Maintaining communication with our architect

**Resources:**

The Building Renovation Team will make use of the following resources:

- Sanctuary renovation budget
- Volunteers from JRUUC and Plymouth UCC for work days
- Dane Sanctuary Coalition
- Centro Hispano
- Voces de la Frontera
- Communication avenues listed above

**Members:**

The Building Renovation Team will consist of three to five members, ideally including a member of the BOG and a member of the SLT.