

ST JOHN THE DIVINE LIGHTING TEAM TERMS OF REFERENCE

Purpose:

To investigate the renewal of the lighting system in the church; to facilitate and complete the renewal process.

The scope:

Includes all or parts of the lighting systems within the church building itself including: nave, aisles, chancel and chapel.

Method of Selection:

According to official position, or experience. Volunteer.

Term of Office of Members/Period of Mandate of task group:

Undefined; until work is considered by the group to be complete.

Reporting Relationship/Frequency of Reporting:

- Consultation with congregation and relevant church groups.
- Updates on progress to Parish Council, Property Committee and congregation.
- Recommendations when necessary to Property Committee for action.
- Final recommendations to Parish Council, and Vestry.

Responsibilities:

- To address the current state of the lighting systems, identify deficiencies, including but not necessarily limited to accessibility for maintenance and safety issues, where systems fall short of requirements.
- To gather information on, and respond to evolving patterns of worship, use of the church space and needs of the congregation and other users regarding lighting.
- To work with lighting consultant.
- To identify the scope and staging of the work according to requirements.
- To obtain estimates and quotations from lighting contractors as necessary.
- To facilitate the selection process for a lighting contractor.
- To recommend options and actions to Parish Council and Vestry.
- To oversee the work to completion.

Resources Available:**Liaison Required With:**

Parish Council, Vestry and Property Committee.