

**Job Description**  
**Chair of Garden Committee**  
**University Presbyterian Church**

**As Chair of the Committee:**

1. Will chair meetings of the Committee, preparing an agenda, and directing the work of the Committee
2. Will call meetings of the committee at least twice each year
3. Will assist the Administration Committee in identifying and recruiting members
4. Will keep a list and oversee the terms of members
5. Will oversee the budget for the garden, coordinating this with the Endowment Trustees
6. Will note adequacy of funding for garden maintenance, reviewing this with the Committee, and will submit a request for an increase in the endowment or for money in the church's operational budget for any needed additional funding
7. Will write an annual report on the health and maintenance of the garden and the budget, review it with the Committee, and submit it to the Session in May through the Administration Committee
8. Will maintain and update a schematic so that visitors to the garden may identify the plants
9. Will keep the congregation informed about the garden through occasional pieces in The Chimes
10. Will consult with the Pastoral and Administrative Staff concerning policies related to burial of remains and entering names on the granite panels and will recommend any changes in policy to the Committee for forwarding to the Session
11. Will bring issues of major renovation and changes in design or furnishings to the Committee
12. Will work to develop new leadership with the aim to assure continuity of effort

**As Garden Keeper:**

1. Will make day to day decisions in respect to maintenance, plant material, seasonal color, and grooming
2. Will monitor the contract with the professional maintenance company, schedule their visits, communicate special concerns, evaluate their performance and report this to the Committee along with any need for new bidding of the contract
3. Will develop a seasonal work plan and inform the Committee
4. Will enlist one or more volunteers from the Committee or the congregation to assist with various maintenance tasks
5. Will oversee the health of the garden, monitoring soil moisture and plants under stress
6. Will oversee grooming of the garden coordinating this with the Property Manager
7. Will maintain a diary for blooming periods in the interest of observing change over time and trying to assure continuity of color in the garden
8. Will oversee functioning of the pool and pool pump, enlisting assistance from the Property Manager