

Facility Stewards of Church Buildings

Constitutions & Canons: Episcopal Diocese of Texas

Section 2.9 Authority and Duties

The Vestry shall administer the temporal concerns of the Church in the Parish.

Section 3.1 Care and Use of Church Building

The Wardens shall have a care that the Church building(s) be opened for all services, rites, ceremonies, or other purposes, either authorized or approved by the Protestant Episcopal Church in the United States of America and in this Diocese and be kept in good repair.

Facility Stewardship

Your ministry facility has been entrusted to You.

Therefore, you must be proactive in stewarding these assets, including your facility and everything inside.

EDOT Resources

- *Jonathan Blaker* – banking, financing, accounting, bylaws, incorporation and property/casualty insurance
- ★ *David Fisher* – EDOT foundation contact: Church Corp.; Episcopal Foundation of Texas; Quin Foundation; Great Commission Foundation and Episcopal Health Foundation. Contact for diocesan Participating Fund
- *Joann Saylor* – initial consultations regarding mission and capital campaigns
- ★ *Michael Hilfinger* – major repairs or renovations, expansion, land purchases and sales, master planning, new construction, Diocese maintains a network of real estate brokers, architects, engineers, contractors, and owner's representatives

Planning for Future Growth of Church – Assessing Facilities Condition

- ★ Addressing deferred maintenance of facilities – being proactive “preventative”
- ★ Utilizing Life Cycle planning to accurately budget for capital expenditures
- ★ Prioritize resources – Maintenance and replacement budget
- ★ Commercial Buildings – not like your house; requires commercial vendors

Preventative Maintenance vs Deferred Maintenance

- ★ **Preventative Maintenance** – Periodic scheduling and planning of maintenance activities (inspections, adjustments, cleaning and minor repairs)
- **Deferred Maintenance** – Deferral of repairs, replacement and unperformed projects that results in a progressive deterioration of facility condition The cost of the deterioration includes capital/operating costs

Regular Maintenance and Inspection Priorities

- ★ HVAC – contract with reputable commercial vendor for 6-month check-ups, filter changes
- ★ Roof should be inspected annually (gutters cleaned etc...)
- ★ Water heater and boiler inspected annually
- ★ Full checklist of preventative maintenance available

Life Cycle of Equipment/budgeting for replacement

- ★ Determine age of HVAC, roof, water heater and other equipment
- ★ Determine average life of equipment
- ★ Plan for repair or replacement
- ★ Procurement or repair – proactive budgeting can help
- ★ Asset maintenance – preventive instead of reactive strategy

Choosing Commercial Contractors

- ★ Ensure that the contractors do work on commercial buildings
- ★ Explore their full scope of services
- ★ Bonded and insured
- ★ Recommended 3 competitive bids – written contract
- ★ Strongly discourage from hiring, retaining or contracting with members of congregation

Church Inspection and Repair Recommendation Program (CHIRP)

- ★ EDOT will pay for baseline inspection/repair recommendations
- ★ Started in June 2022
- ★ CHIRP is on case-by-case basis
- ★ Contact Michael Hilfinger
- ★ EDOT will not pay for repairs
- ★ EDOT may assist/consult on financing strategy

Security and Emergency Plans

- ★ Develop a plan – may include
 - ★ Primary vehicular circulation away from building
 - ★ Clear Traffic management & circulation for vehicles/pedestrians
 - ★ Create one primary building entry
 - ★ Administration/reception located to have visibility to entry and primary parking
 - ★ Secure kids' areas and outdoor play
 - ★ Security considerations for 3rd party use
- ★ Engage local authorities/police and request input – do a drill
- ★ Meet congregation members/visitors in the parking lot – Hospitality Plan

Protestant Episcopal Church Council of the Diocese of Texas, “Church Corp.”

- ★ Holds title to real property (land & buildings)
- ★ Church Corp. approval required:
 - ★ Major remodeling/repurposing space
 - ★ Installation of cemetery or columbarium, memorial garden
 - ★ Purchase, sale or lease of land or buildings
 - ★ Leasing of land or space to third parties
 - ★ New construction
 - ★ Considering a “Landmark” or “Historical Building” designation
 - ★ Encumbering existing property (loans, grants of right-of-way, easements)

Insurance Claims/Building Restoration

- ★ Experience any loss/damage of property to theft, vandalism, fire, windstorm, broken pipes etc...
 - ★ Notify Jonathan Blaker (Director of Treasury)
 - ★ Contact Church Insurance to report loss
 - ★ Secure building to prevent further damage/loss
 - ★ Maintain detailed inventory of contents
 - ★ Take pictures
 - ★ The Diocese maintains lists of vendors who can assist (do not recommend contacting firms you do not know or insurance adjuster recommendation)

Major renovations/additions/new buildings

- ★ Identification of need(s) among Vestry/Bishop's Committee
- ★ Form Building committee – determine funding for initial design work
- ★ Contact Diocese for counsel/recommendation architects, engineers, or other professionals
- ★ Select architect – planning process
- ★ Begin exploring financing alternatives/feasibility – ie. Loans, capital campaign
- ★ Review schematic design and preliminary cost
- ★ Building committee works with architect/contractor to align design to approved budget
- ★ Check in w/Church Corp. (David Fisher, Director of Foundations) Initial discussion on information to present and advance info packet that will go to trustees in advance of meeting
- ★ Vestry/Bishop's committee approves final scope and budget
- ★ Building committee finalizes construction drawing with architect and contractor.
- ★ Church Corp. approval – meets about four times a year

Additional Resources

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- ★ Google dropbox - preventative maintenance checklist; steps on choosing architect
dropbox.com/home/Junior%20Warden%20Training
 - ★ Questions regarding drop-box – Daniel Villarreal 713-353-2125
dvillarreal@epicenter.org
- ★ Worshipfacility.com - educational webinars; Church Facilities Expo.; podcasts; learning series
- ★ Contact Michael Hilfinger mhilfinger@epicenter.org 713-353-2135 to schedule CHIRP for your church