

Operational Plan
Buildings and Grounds
St. Joseph Parish
Shelbyville Indiana
Year 2007-2008

I. Description

The Buildings and Grounds area of Ministry is addressed by several levels. These levels correspond to the talents and gifts of the members and reflect financial consideration when using them.

- A. The First level are the Piddlers. These are currently 5 men who come together on Wednesdays to work on projects. These 5 men are registered parishioners and are usually retired who give their time and talent in this area. The list for the piddlers is kept in the school office and staff put needs to be fixed on this list. Each week the piddlers respond to this list first.

The Piddlers are always working on a project each week such as painting. After they address the immediate needs each week they go to their project.

Some of the immediate needs include changing lights.

- B. If the piddlers suggest that they do not have the skills to fix something or it is beyond their ability, we usually go to Steve Soviar who is a fixit man. This move requires paying Steve to come in. If Steve is not available, we will use the vendors on the last page of this document.
- C. Larger expensive projects usually result in Cord Brothers to be called. Cord Brothers is a local construction firm who have handled buildings and grounds areas on the larger scale.

II. The Committee

The Buildings and Grounds Committee does exist. This group oversees the piddlers and the new projects of capital improvement. The Chair of the Buildings and Grounds committee attends parish council meetings monthly as well.

III. Goals and Action Plans for 2007-2008

Goal I: The first goal is to establish a punch list of items to be addressed on capital improvement for the next 15 years.

Action Plan A: To prioritize the areas on the punch list by need, cost, and a date for each item.

Action Plan B: To work with the Finance Committee to determine the method payment for each item. The current existing methods are the pink envelope and the school capital improvement fund from fund-raisers.

Goal II: The second goal is to replace the round church windows and two parking lot windows with new protection windows.

Action Plan A: To check with parish office on the amount that is available in the pink envelope fund.

Action Plan B: To meet with Mike Cord as the contractor for this project and supervise its implementation.

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Goal III: The Third goal is to determine whether more school windows will take place this year.

Action Plan A: To determine what kind of windows will be used and to choose from a full length window or a partially covered window.

Action Plan B: To consult school officials on the type of window.

Action Plan C: To work with Kenny Glass in Columbus on the cost of the agreed window, after the parish office indicates the amount that is available for project.

Goal IV: The Committee will look at the parking lot as a means of capital improvement.

Action Plan A: To investigate the cost and project, taking into consideration the slope of ground.

Action Plan B: To remove the old oil storage tank in the ground that is immediately behind the present boiler room and under the parking lot.

Action Plan C: To determine the cost and work with the Finance Committee to see the funds available for the project from the Capital Campaign