

Sacred Heart Catholic Church

Pinehurst, NC

Facilities Plan

April 1, 2015

Prepared by:

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EXECUTIVE SUMMARY

The Sacred Heart Catholic Church Parish Facility Plan has been developed in response to the Sacred Heart Church: Parish Annual Plan 2014 – 2015. Specifically, Parish Plan Priority VI & VII, Goal #3 specified, “The Parish will develop a Parish Facilities Plan. Obj. 1 – The Facilities Plan will address site and facility repair, and maintenance and improvement issues, as well as capital improvements.” The Facilities Plan both addresses and meets this goal. At the heart of the Plan is a thoughtful and responsible approach to the preservation and maintenance of Parish physical resources housing the many spiritual and physical activities and ministries of Sacred Heart.

The purpose of the Sacred Heart Catholic Church Parish Facility Plan is to identify and prioritize those projects that best serve the parishioners using Parish facilities while considering the timing of major expenditures and the life cycles of various materials. The committee has reviewed a comprehensive maintenance plan for St. Mary’s County Public Schools, Department of Maintenance, Loveville, Maryland. It is part of **APPENDIX 2**. The document describes the programs, plans, and strategies used to manage the maintenance of 26 schools and it forms the basis of the chart on **Sheet 3 of Appendix 3**. Emphasis given is upon the church and education buildings.

For approximately six months a group of parishioners, with many years of business and engineering experience, as well as time spent serving on Parish Councils, along with the Director of Facilities, has been meeting to develop a process and plan to accomplish these goals. The Plan has been reviewed by the Long-Range Planning steering Committee and the Parish Advisory Council. The Reverend Edward Burch, Pastor, has also reviewed drafts and participated in a working session prior to the Plan’s final draft.

The Plan basically covers five years beginning with FY2016, (July 1, 2015 to June 30, 2020) and highlights the various maintenance requirements and schedules for all church properties. It identifies and defines priorities to be used in evaluating and scheduling of maintenance and capital projects. The Plan also addresses the roles of Parish organizations, staff and committees in the evaluation, scheduling and completion of projects. Among immediately foreseeable projects, the highest priorities are:

1. Evaluating the structural integrity of all buildings; addressing and fixing the basement flooding problem, the crack in the Education Building wall, and the floor cracks in the church and Founders Hall.
2. Addressing accessibility needs of physically challenged parishioners, with immediate consideration of proposals of electrically operated doors and possible relocation of parking spaces closer to the buildings.
3. Identification and the allocation of proper office and storage space.

It is recommended that an architect be contracted to evaluate the feasibility of items 2 and 3 above and provide suggestions for their completion.

While there are other projects listed in the Plan, it is believed they should only be considered after the end of the Journey In Faith campaign and the receipt of all pledges.

The Sacred Heart Church Parish Facilities Plan should not be viewed as a static, unchanging document. The Facilities Planning Committee recommends that the Plan be reviewed, evaluated and revised periodically to reflect the needs of Sacred Heart Parish.

File copy has been signed by all.

Reverend Edward J. Burch, Pastor

William R. May, Pastoral Advisory Council, Chair

Edward Biebrich, Finance Council, Chair

Frank C. Pacifico, Facilities Committee, Chair

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**SACRED HEART CATHOLIC CHURCH
FACILITIES PLAN
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**SACRED HEART CATHOLIC CHURCH
FACILITIES PLAN
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Facilities Plan

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SACRED HEART CATHOLIC CHURCH FACILITIES PLAN

PURPOSE/OBJECTIVE

The purpose of the Facilities Plan is to set forth the process for maintenance, repairs and additions to the facilities for the parish. This plan will be implemented by a Facilities Committee and the Facilities Manager, who is responsible for all of the facilities and contents of the parish. The Facilities Committee reports directly to the Pastoral Advisory Council. This is illustrated on the Organization Chart located at **Appendix 1**.

ASSETS

Sacred Heart Church is responsible for five properties and their contents.

- the church building
- the education building
- the pastor's rectory
- the parochial vicar's rectory
- Mission San Juan Diego

The Church building is a 21,098 square foot facility built in 1993. It includes the main church, an adoration chapel, two sacristies and offices for the pastor. The office for the pastor is approximately 1,000 square feet.

The Education Building is a 14,958 square foot building comprised of a parish hall, ten classrooms, a library and six offices. It also has a basement containing an additional 1,341 square feet. This edifice was constructed in 1999. Founders Hall, (the hall) contains chairs and tables for meetings and dining. The classrooms contain tables and chairs for classes. The offices contain desks, computers and other equipment and files. Two of the classrooms are utilized for the Sacred Heart Pre-School program.

The pastor's rectory consists of a 3 bedroom, 2 1/2 baths, one family residence located at 75 Sawmill Road, approximately 1.5 miles from the main church property.

The parochial vicar's house is located on the main property. It is a 3 bedroom, 2 baths, and 2 stories home. It was built in 1923 and was purchased in 2011.

Mission San Juan Diego is a mission facility of Sacred Heart Church located in Robbins, NC, approximately 25 miles northwest of Pinehurst. It consists of a main building that includes the church, an office and a kitchen. There are 2 storage sheds on the property.

Moore County records for the above mentioned properties are in **Appendix 10**.

On an annual basis there will be an inventory of the facilities and their contents.

MAINTENANCE

There are several areas of maintenance to consider:

Preventative Maintenance

Preventative maintenance is an important element in maintaining any facilities. As needed and deemed important preventative maintenance contracts will be entered into to preserve the facilities.

Scheduled Maintenance

On an ongoing basis, the Facilities Director will schedule item for maintenance. Such items are cleaning, painting and repairs. The church uses a computer program, **Facility Dude**, to categorize the service contracts and maintenance schedules for the church properties.

Facility Dude will keep up-to-date records of:

Equipment log:

- Date of purchase
- Manufacturer
- Serial number

Service log:

- Who serviced it
- Date of service
- Advice given
- What repair/ maintenance was done
- Cost

Appendix 2 contains the list of **Scheduled Maintenance**. It contains the maintenance item, date of last repair and the date for the future repair.

Unscheduled Maintenance

Unscheduled maintenance occurs for many reasons and is a normal part of maintaining any facility. Decisions to remedy the problem are the responsibilities of the Facilities Director and the Maintenance Technician and will be done in accordance with the proper **Accounting Procedures as outlined in Appendix 9**.

LONG TERM MAINTENANCE PROJECTS

In considering Long Term Maintenance Projects the committee has had availability of a comprehensive maintenance plan for St. Mary's County Public Schools, Department of Maintenance, Loveville, Maryland. It is part of **APPENDIX 2**. The document describes the programs, plans, and strategies used to manage the maintenance of some 126 schools. A lot has been learned by the committee from this plan that is applicable to the Sacred Heart Facilities Plan, especially the Planning and Assessment (page 49); Capital Improvements (page 61); Scheduled Maintenance (page 79), and the relevant Replacement Schedules. Reviewing this information and applying its logic to the needs at Sacred Heart, it forms the basis of **Sheet 3** of **Appendix 3**.

CAPITAL PROJECTS

CAPITAL ADDITIONS

In conjunction with the PAC and other groups in the church, the Facilities Committee will develop a Capital Additions Plan that will include all areas of capital additions, repairs and modifications. The items in the Capital Additions Plan will be prioritized by the PAC with the input of the Facilities Committee. **Appendix 3** contains this Plan.

PRIORITIZATION CONSIDERATIONS

While each of the items in this plan is considered to be important, it is imperative that they be prioritized in order to determine availability of appropriate funding and project importance. The following is to be considered as the order of priority for all projects:

Safety – adherence to any and all safety guidelines.

Security – proper security for all who utilize the facilities must be considered.

Long Range Plan – consistent with Long Range Parish Plan priorities

Accessibility – access for those with the physical limitations.

Regulation – adherence to any governmental and diocese regulations.

Environmental - environmental impact on church property and surrounding areas.

Cost savings – project costs and any potential savings from implementation.

Aesthetics - impact on the visual aspects of the facilities.

The Planning Committee has identified the top 2 projects in order of importance to be:

1. Accessibility
2. Office space

Recognizing the many ideas for these projects and acknowledging that no one on the committee or on the church staff has the necessary credentials to determine the best solutions, it is recommended that a professional architect be contracted to provide the necessary services.

It should be agreed that all ideas and wants of individuals not be communicated to the architect but only needs. The architect must have the freedom to use his or her creativity and skills to form viable plans.

An Architect should be contacted as soon as practical for consultation on feasibility of the issues defined above.

JOURNEY IN FAITH

In 2012, the parish began a capital campaign tied into the capital campaign for the Cathedral for the Diocese. In this campaign, there were pledges for \$1.7 million payable over four years. Of this amount, \$726,000 is owed the Diocese for the Cathedral Campaign and the remaining \$974,000 is eligible for capital projects in our parish.

These projects are separate from any regular maintenance of the church facilities and are subject to receiving the proceeds from this campaign. Without these funds, the projects cannot be implemented. **Appendix 4** outlines the anticipated projects, the completed project and the anticipated funds that we will receive from now until the end of the collection period.

PROCEDURES

Sacred Heart has developed several procedures for the implementation of Projects and Expenditures.

Project Approval Procedure - this document outlines the process for obtaining approval of a project whether or not it impacts the facilities. This can be found at **Appendix 5**.

For any construction project, the parish must follow the guidelines of the Diocese's of Raleigh **Construction Planning Manual, Appendix 7**. These procedures have been distilled into our **Construction Project Management Procedure** and must be followed for all construction and construction related projects. See **Appendix 6**.

The procedures for the approval of the disbursement of funds are contained in the **Accounting Procedures for the Church**. These can be found at **Appendix 9**.

FACILITIES SECURITY

Even though there is no history of problems at Sacred Heart, and while crime in the Village of Pinehurst is remarkably low, the same is not true of some of the surrounding geographical areas, and we live in changing times. Security of all facilities at Sacred Heart has been evaluated by the Pinehurst Police Department and a committee of parishioners with strong knowledge and experiences in local policing, government, military, and Home Land Security, and it has been found to be primarily weak and in serious need of a Security Plan.

Quotations from two providers of security systems that include video cameras, badge readers and programmable electronic locks have been received and need to be reviewed. It is recommended that a Security Committee be convened to study and advise future actions. **Appendix 8** shows some possible solutions as provided by the two providers.