

STELLA MARIS PARISH

Building and Grounds committee

The Buildings and Grounds Committee is entrusted with preserving (with an eye to the past and maintaining an eye to the future) all parish properties, including the church, and related grounds. The mission of the Buildings and Grounds Committee is three fold: to be responsive to the daily maintenance requirements of all parish properties, to develop a comprehensive planning process for anticipated maintenance requirements and long term growth, and to establish a fiscally responsible plan that gives consideration to facilities, equipment, and personnel (both paid and volunteer) with projects and timing appropriately prioritized.

Undertaking

To take care of / facilitate the day-to-day operations and maintenance of the Church, its grounds, and the Rectory and to provide a medium in which parishioners can come together to get to know each other while doing good work.

A new social hall policy is available through the office. There are many regular meetings in our building by both Church and community organizations and the use policy attempts to align the use of our building with the mission of our church. If you have specific questions regarding building use or our policy, please don't hesitate to contact us. Reservations for use of the building are made through the church office.

The Buildings and Grounds Committee is looking for ministry volunteers in formulating the Green Sanctuary Committee that will continue the work on energy-conservation concerns to reduce utility bills.

The Buildings and Grounds Committee will work with the Finance Committee to address future capital expenditures as part of a strategic-planning process.

After reading what follows, you are inspired to participate, please see our schedule of work days. Or, if you want to take it a step further, please e-mail managechurch@dcwis.com to find out how you can take on a leadership role.

The Buildings and Grounds Committee are now in the process of recruiting ministry volunteers to formulate landscaping design and flower bed maintenance ministry. We are surrounded by beautiful scenery and have numerous master gardeners in our parish. The vision of this ministry will be to design, rebuild, and set up a maintenance schedule for our 5 campuses to make them more attractive from the exterior. This commission will also take into consideration the possible use of these flowers, during the course of the growing season, for the building interiors by the Art and Environment committee.

Activities

The Building & Grounds Committee (B&G) tasks fall into four broad categories:

1. Monthly Parish Work Days;
2. Yard sale fundraiser for special funding such as landscaping and interior decorating
3. Minor repairs
4. Arranging for and overseeing contractors' work.

The sections below describe some of the activities we would like your help in initiating.

Parish Work Days: Monthly work days (actually, half-days, from 9:30 AM to 12:30 PM the 3rd Saturday each month) are a mainstay of the B&G, providing both a time for parishioners to come together in camaraderie, and also a means to help save the Church money by doing minor repair work and maintenance ourselves. They vary in size and scope, as can be seen from the examples below:

- One work day in the spring and one in the fall is devoted to sprucing up the grounds outside the Church: mulching, weeding, raking, etc.
- The last weekend of October we have a work day, this work day we also have a major raking effort to clean up after the fall debris on the church grounds.
- Other work days cover tasks a bit more mundane: scaling the heights to change the church chandelier light bulbs; various smaller painting and carpentry jobs.

Minor Repairs/Maintenance: Separate from work days, other minor repairs/enhancements have been undertaken in and around the Church over the years, some examples of which are given below:

- Snow shoveling to make sure that Church paths and the public sidewalk are clear in event the regular snow removal contractor is unable to clear them in time.

Arranging For and Overseeing Contractors' Work: Over the course of the year a good deal of maintenance and repairs are carried out by contractors, both scheduled and one-time. For example:

- Roof repair, chimney repairs to office
- Computer upgrade and maintenance
- Organize supply rooms.

We generally meet the second Thursday of every month at 7pm (please contact the committee chair for confirmation), but we welcome input anytime from Church members as to needs they observe. This input can come in the form of a phone call, an email, or letter.

New members to the Committee are always welcome. We always try to 'divvy up' the projects so that each Committee member is working on something they have some personal interest in / enthusiasm for. Sometimes that is just offering a reasoned opinion on a project that involves a major expenditure of funds.

And of course if you are not ready to become a member of the Committee, but would like to tackle a specific project, just let us know about your idea.

For instance we can always use more help on maintaining the grounds, or just point to the wall you would like to see a fresh coat of paint applied to. We will work with you to get a plan (don't worry, we keep things very simple) approved in the budget, and then assist you as requested.

We maintain a list of past projects and future plans available on request.

YEARLY MEETING SCHEDULE:

Dates..... *The second Thursday of each month*

Time.....*7:00pm*

Location.....*varies to 5 sites*

General Meeting Content..... *Prayer, review minutes, discuss and plan courses of action consistent with our statement of purpose*

**Building & Grounds Ministries
CAMPUS CLEANUP:**

EXTERIOR MAINTENANCE MINISTRY:

FLOWERBED MAINTAINANCE:

We have been blessed with many perennial plants and shrubs' over the years which require tender loving care. Many of the flowers are used by the art and environment ministry to decorate our interiors.

INTERIOR MAINTENANCE MINISTRY:

Are you a handyman(woman)? There are frequently needs within the church building for people who are gifted in this area. *Time commitment is as needed. Contact _____*

HVAC MAINTENANCE:

There are many HVAC units and exhaust fans on the roof of the building that require periodic maintenance and filter changing.

LIGHT FIXTURE MAINTENANCE:

We have many light fixtures in the building and on the grounds that require bulb/ballast changing and cleaning. This task requires intermediate electrical skills and training. Time commitment is two to three hours monthly. *Contact _____*

SPECIAL EVENT CLEANUP:

Several times a year we have events that require parts of the building to be cleaned in a very limited period of time. A group of 8 to 10 people working for only one hour can make the sanctuary and common areas presentable for the next event.

WINDOW CLEANING:

In the months of the year that the church landscaping is watered, the windows around the flower beds require more frequent cleaning than the custodians are able to accomplish. Time commitment is one to two hours per week.

For more information, please contact:

**Building & Grounds Committee
Paul Gray (chair) 920-839-2064**

Site supervisors –

**FC Jim Jauquet, BH Paul and Dave Gray, EH Art Meyer, Mark Bogenschutz
JP Al Birnschein, SB Pat Conlon, Fred Landstrom, John Auer**

FLOWERBED WATERING:

SB Pat Conlon, Betsy Rukavina, EH Annette Heck, Don Berns, Maureen Kuchenbecker, BH Paul Gray, Jeff Kita, JP Gerry Haunfelder, Mary Rohr, Cathy Gerdmann, FC Jim Jauquet, Bill Duquaine

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