

Saint John Vianney Church
Buildings and Grounds

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POSSIBLE MAJOR IMPROVEMENT PROJECTS

2013 – 2014

4-10-13

1. Church Deck, stairs, & trellis (contract)
2. Expansion of Cemetery (columbarium) (contract)
3. Storage Room at Family Life Center
4. Move house in cemetery to Main Street (contract & in-house)
5. Porch on house
6. Garage at house
7. Solar panels
8. Concrete work/sidewalk Vianney Lane
Sidewalk behind parish center
9. Soft Wall – Vianney Room
10. New Windows – Casa Juan Diego/Food Pantry

All work to be done "in-house" by Bucky Ramsey & Ronnie Williams unless
Otherwise noted.

Main Church and Chapel

- Church cleaning volunteers: Alternating in groups,
Barbara Johnson, Marga Di Agostino, Marla Holt - twice a month
Flo Ford, Jane Head, Maureen Yuill, Ruth Mora -twice a month
Petie Hance, Cassie Garcia - twice a month---Clean Kitchen & Chapel
Linda Vulina, Regina Basile – monthly ---Clean Chapel pews & kneelers.
- Barbara Johnson said they could use more help, at times they are short. She would like to have more volunteers on the list.
- Mechanical heating and cooling: serviced by: Wallmark Company, Donald Smithburger
- Church basement meeting rooms: Knights of Columbus, Parish council, Bible study groups, other church activity groups.
- Chapel for weekday masses , meditation prayer and adoration
- Maintenance needed at porch entrance has cracks on concrete pad, steps leading to the porch are poor quality, should be replaced. Cracks in bricks around doorway at bottom of steps. Brick mortar on porch retaining wall, is beginning to come loose.

Family Life Center and Soccer field

Director Joanne Scanlin

- Cleaning: Crystal Moore does general cleaning two days a week
T.P. Vogetli cuts grass on soccer field and general maintenance at Family Life Center.
- There are plans for additional storage space; to be constructed.
- Attached is a copy of building manager activity information.

Family Life Center 2012/2013

Mission:

- To support the Church (Families, Youth, Ladies Club, Men's Club, Scouts, etc.)
 - A. St. John Vianney Parish (DC 'Hood game)
 - B. Other Catholic Churches (OLSS basketball practice, scouts)
 - C. Community (ECHO, Hospice, Daughters of Abraham)
 - D. Non-profits (Hospice)
 - E. Schools & Government Agencies
- To offer free and/or affordable programs/entertainment to the parish (plays, camps, sports, meeting rooms).

Highlights: (events)

- The Drama Ministry will perform 2 plays. In November they will perform a play written by Fr. Daly and then another play during the Eater season.
- CYBL program continues to grow. Again, like last year, we had a waiting list. The increase in enrollment is by word of mouth. Scholarships available to parishioners. Adult volunteers for the program are overwhelming. The snack bar is a big hit and a financial success during the Saturday games. CYBL practice Mon, Tues, Thur, Fri - with games on Saturday. Charlie Russell retired a coordinator of the league. Jim Rodenhaver will take over.
- First Sunday Breakfast continues to be a favorite monthly event. Attendance is the same - but, donations are down. Food costs have risen. (Sept thru June)
- Adult Volleyball (Monday nights) 7 pm to 10 pm
- Open Gym (Tuesday nights) 6 pm to 10 pm. Continues to be successful programs for the community.
- Soccer fields are well used. Practices are held Spring and Fall, Mon – Fri. We had 1 (rented) soccer summer camp this year. Soccer games are Sat. mornings and Sunday afternoons (after mass) Spring & Fall season.
- We offer VBS (Vatican Express 2013) Drama Camp, Everything Under God's Sun Camp. Volleyball and Basketball Camps were cancelled due to low enrollment. Scholarships available to parishioners.
- Not planning to have DC 'Hood basketball game this Oct. Maybe in a few years we will do it again. This event was well received.
- St. Patrick's Day Celebration was held Saturday, March 16, 2013. Attendance was down from last year. Was not a successful fundraiser this year. Will try St. Joseph's Day celebration next March 2014. Something new to bring in a crowd.
- Crystal Moore cleans the FLC on Monday and Friday of each week. This is a big help to me and TP. Crystal is dependable and does her job well.
- We have a new Teen Club staff this year.
- Faith on Film was well received. We have 20 to 30 parishioners at each movie.

Key Members:

- Building Manager – Joann Scanlan
- Monitors – Dickie Hayes, Conrad White & Al Posey (Open Gym), Sabrina Wright (Adult VB).
- Kitchen – Larry Donnelly
- Sound Booth – Cindy Brown
- Drama Ministry – Rita Leclerc and Gisela Victoria
- CYBL Coordinator – Jim Rodenhaver
- Rel. Ed. – Jan Pedone (Wed. nights)
- Teen Club – Beth Butler, Cathy Burger

Strengths:

Parish support, my strength still rests in my volunteer staff. The volunteers are amazing.

I receive compliments on the building all the time:

- How clean the building is.
- How organized we are.

Weakness:

Providing programs for the children during the summer months. We dropped Volleyball and Basketball camp this year. We keep summer camps at a reasonable rate – compared to other community camps. I always check the price of other camps in the community to compare rates.

Weakness (as always) is the yearly financial deficit.

The FLC receives many requests from groups/organizations to use the facility for free. We can not help all these groups with free rentals. Our operation costs are approximately \$350 per day. If the FLC honored all the requests for free rentals I would be over-whelmed.

The FLC lost 2 rentals to the new Vianney Room. The ACLT Auction and CMH Casino Night.

We need someone to keep the flower beds looking nice (around the flag poles).

Goals:

- All groups and organizations to submit their yearly calendar on time. This will allow Mike Lewnes and me to schedule events without any conflicts. And, if any changes are made to their original calendar - please notify us so we can adjust the master calendar.
- Break even financially at the end of the fiscal year.
- I am working on a brochure/pamphlet to promote "Day Retreats" at the FLC. Hopefully we can advertise to other churches in the area to have day retreats at the FLC - to help bring revenue.

Joann Scanlan
Building Manager

Parish Center

- Parish administrations, social events, Funeral luncheons, CCD classes. and pre-school.
- The new expansion completed in 2012 adds more space for social events and better arrangement for CCD program.
- The remolded kitchen has made it safer and more user friendly.
- There is a current a need for "Soft wall "study for better sound control in new addition.

Cemetery

- Total number of plots, how many sold. (see attachment) Operated by Catholic cemeteries,
Our staff does maintance, and cuts grass.
- An expansion of Cemetery is on the major improvement list, 2013-2014
A columbarium is included in the project.

St. John Vianney Cemetery
Count
As of 4/5/2013

Section 1

Total	293
Sold	247
Burials	93
Donated by	
Church	7
Unavailable	2

Section 2

Total	249
Sold	102
Burials	43
Donated	4
Unavailable	73

Niches

Total	36
All Sold	
Burials	22

(2 niches have 2 ashes)

Rectory

- Priest residence, some renovations in 2012.
- Plans for garage and porch on major improvement list 2013-2014.

Juan Diego-House

- 440 Main St: used for: Inter-Faith Food Pantry, Gift shop, Parish partners, Upstairs: Deacons education meetings and Safe night's office.
- The building and area are maintained and clean mostly by the occupants.
- New windows are on major improvement list for 2013-2014, this should help greatly with the heating and cooling expense.

Cottages

- 432 is residence for Fr Allita. 434 is waiting for Arch-diocese instruction.

Church Preventive Maintenance Schedules

Establishing the church preventive maintenance program can be a formidable task. Begin by developing a list of your facilities and equipment. Then determine what the normal inspection and/or maintenance frequency should be. Some items like fire protection systems will have established frequencies based on codes and standards, others will be based on manufacturer recommendations or common practices used in the maintenance of systems. The following is an example of some *recommended* time frames. Other additional inspections and process will be required. Annual inspections using the Church Self-Inspection form on Adventist Risk Management's website at www.adventistrisk.org will also help identify risk exposures and maintenance issues.

FACILITY/EQUIPMENT	FREQUENCY	INSPECT FOR
Roofing, flashings, calking, coatings and tiles	Semi-annually	Leaks; cracks; missing or broken tiles or shingles; damaged edging and other conditions that might lead to leakage, further damage in high winds, etc...
Exterior building condition	Quarterly	Loose nails or screws; loose or missing panels, siding, or trim (that might blow off in high winds or allow leakage); termite infestation; rodents...
Rain gutters	Quarterly	Leaves, limbs, bird nests and other blockage; loose gutters and hardware; rust...
Windows and doors	Weekly	Damaged or missing weather stripping; cracked or broken glass; thresholds loose, damaged or missing; hinges loose, damaged, or rusty; damaged or worn door closers, locks or other hardware that can result in security issues...
Sidewalks, steps and parking lots	Weekly	Snow, ice or water that can cause slips and falls; debris (limbs, gravel); cracks and potholes; handrails in place and secure...
Lawn sprinklers	Weekly	Broken heads; running water with system off; erosion; spraying roads and sidewalks...
Lighting (interior and exterior)	Monthly	Burned out; damaged fixtures; defective motion sensors, photo cells, timers and other conditions that can cause trips and falls or affect security...
Pipes	Annually (before winter)	Proper building insulation; exterior pipes wrapped with appropriate insulation or sleeves; building temperatures maintained at 55 degrees F (12.78 degrees C.) or more; pipes where heating will not be provided drained and blown out...
Storm drains	Semi-annually	Clear of debris or other blockages; gratings in place..
Balcony and stairwells	Weekly	Loose handrails; steps in good condition, balcony railings secure; spacing between rails less than 4 inches; stairwells free of storage...
Flooring, halls and rooms	Weekly	Carpeting free of tears, wrinkles; tiles secure, not chipped; no cords across walkways; free of storage...

Kitchen stoves, ovens, and hoods, and stove/hood extinguishing systems	Semi-annually	Grease build up; filters in place; igniters work properly; gas line (with shutoff valve) or electrical in good condition...
Boilers	Annual (but may vary by state)	Water leaks; relief valves functional; physical condition, etc., per manufacturer (Testing and certification generally done by licensed boiler inspectors)...
HVAC system	Annual maintenance Filters monthly or as required	Change filters; inspect motors; lubrication per manufacturer...
Water heater(s)	Annual	Drain, de-scale, inspect per manufacturer recommendations
Wiring and electrical panels	Annually (more than five years old)	Damage to wiring, plugs, conduit; signs of overheating in electrical panels (licensed contractors can perform this service)...
Sound and projection systems	Monthly	Maintenance and testing as required by manufacturer
Piano and organ	Semi-annual	Tuning, or system checks as required by manufacturers...
Office, computers, printers, copiers	Annually and per manufacturer	Not overloading electrical systems; See manufacturer requirements...
Safety and fire codes	Annual	No extension cords for permanent installations; power strips not "ganged";
Fire extinguishers	Monthly/annually	Loss of pressure; tampering; safety seal broken; tag initialed (monthly); maintenance (annual)...
Fire alarm system	Annual	Annual system check or as required by system manufacturer, the local authority having jurisdiction and NFPA 72...
Emergency lighting	Monthly	Lights stay on when test button is activated for not less than 30 seconds...
Lighted exit signs	Monthly	Operate at all times building is occupied (more frequent inspections may be needed if burnout rates are excessive)...
Vehicles	Before each use and per manufacturer's recommendations	Critical components in good condition; all fluid levels full before each trip; regular preventive maintenance per manufacturer's specifications...

Maintenance personnel must work within safety guidelines established by the Occupational Safety and Health Administration and other regulatory bodies. As such, they will be required to wear applicable personal protective equipment (goggles, gloves, dust mask, safety harnesses and others). If the appropriate equipment is not available or personnel are not trained and competent in the work to be performed, such maintenance should be contracted out to certified, licensed personnel. Only qualified licensed electricians should perform electrical work and maintain electrical equipment.