



The Roman Catholic *Archdiocese of* Washington

April 25, 2023 Webinar on Multi-Year Facility Planning

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Parish and School Financial Operations

The Roman Catholic Archdiocese of Washington

Our Agenda

- how to identify building structures and systems
- how to hire a consultant to review, assess and to create a multi-year parish facility plan
- the types of contractors recommended for estimating the cost of routine maintenance and replacement
- deciding when to replace vs. repair
- Catholic Mutual insurance coverage and training modules
- financing capital improvements and transparent communication with the parish community.

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ARCHDIOCESE OF WASHINGTON

Real Estate and Facilities Management Office

[Click here for the full Facilities FAQ document on ADW.org](#)

The Real Estate and Facilities Management Office is available to assist parishes with guidance and recommendations on projects related to the real estate, construction and alteration of parish facilities. **However, the overall control and management of facility projects resides within the parish and is the responsibility of the pastor.** It is recommended that pastors review and consult the “Contract Review Policies and Procedures” manual that was promulgated on August 26, 2015. The manual can be accessed on the Archdiocese website at: <https://adw.org/wp-content/uploads/2015/09/Revised-Contract-Review-Policies-and-Procedures-complete-with-attachments.pdf>

Approval Required for Entering into Real Property Agreements

When entering into a real property agreement for any purpose, the pastor should first contact the Executive Director of Real Estate for assistance with reviewing any proposals and preparing the proper documents for the real estate transaction and canonical approval. The pastor is also encouraged to work with the Executive Director of Real Estate to develop the proper terms of the agreement before proceeding with the contract review (see contact information at the end of this document). It is essential that we assist parishes with their real estate transactions to ensure that their interests are protected and all canonicals approvals are obtained.

Types of Real Property Transactions that Require Approval				
Sale of Real Property	Purchase of Real Property	Borrow Money to Purchase Real Property	Other transactions: Leases, Licenses, Assignments, Easements, Accepting gifts of property, donation of property, or raze	Substantial Alterations to Parish Real Property

Approval Required for Significant Parish Expenditures Related to Construction and the Alteration of Parish Facilities

1. When funding a construction project or significant parish expenditure relating to the alteration of parish facilities (including repairs, renovations, and new construction), the pastor should first review Section III of the Contract Review Policies and Procedures Manual, which outlines the requirements for parish transactions requesting canonical permission. The policies, procedures and approval requirements differ slightly based on the total cost of



parish / school: _____

building / location: _____

survey by: _____

survey date: _____

Preventive Maintenance

Category / Description	CONDITION					Install Date	Warranty Expiration Date	Recommended Maintenance Schedule	Date of Last Maintenance	Comments
	NEW	GOOD	FAIR	POOR	N/A					
MAJOR AREAS										
DRAINAGE/PLUMBING SYSTEMS										
Area Drains								every 12 months before winter		inspect and clean out (as needed) after major storms
Backflow Preventer(s)								inspect yearly		
Storm Drains								every 12 months before winter		inspect and clean out (as needed) after major storms
Sewers								every 12 months		
Sump Pump(s)								every 12 months before winter		
ROOF SYSTEMS										
Roofing								inspect yearly before winter		
Roof Penetrations								inspect yearly before winter		
Curbs & Supports								inspect yearly before winter		
Flashing & Trim								inspect yearly before winter		
Gutters								every 12 months before winter		
Downspouts								every 12 months before winter		
Roof & Overflow Drains								every 12 months before winter		
Scuppers								every 12 months before winter		
Roof Hatches										
Expansion / Seismic Joints								inspect yearly before winter		



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As part of the Catholic Church, Catholic Mutual is the leading provider of property, liability, and employee benefit coverage and related services for the Catholic Church in North America, currently serving more than 134 Dioceses and Archdioceses and over 200 Catholic religious orders and institutions in the United States and Canada.

Welcome to Catholic Mutual



Our Program



Catholic Mutual Group offers comprehensive property, casualty and employee benefit packages tailored to the specific needs of our members. In addition, our services include claim administration, risk management and member services.

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Our History



Catholic Mutual Group was established as The Catholic Mutual Relief Society of America in 1889 by a group of Midwest Catholic



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Member Login

Account Login

Username:

Password:

Password is 'service'

Login

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Reset Password

Register for a New Account

Account	Personal	Affiliation
Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Dcn.		
First Name *	Middle Name	Last Name *
<input type="text" value="Robert"/>	<input type="text" value="Jack"/>	<input type="text" value="Bloemann"/>
Username *		
<input type="text" value="Sippie41"/>		
Password *	Password Confirmation *	
<input type="password" value="....."/>	<input type="password" value="....."/>	
<input type="button" value="Next Step"/>		

Register for a New Account

Account	Personal	Affiliation
Address 1 *		
<input type="text" value="200 N Glebe Road #714"/>		
Address 2		
<input type="text"/>		
City *	State *	Zipcode *
<input type="text" value="Arlington"/>	<input type="text" value="VA"/>	<input type="text" value="22203"/>
Phone *	Email	
<input type="text" value="7033043429"/>	<input type="text" value="sippie41@aol.com"/>	
Enter your email for expiration notifications & password resets		

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In" button in the upper right hand corner of this window. Otherwise, register for a new account below.

Sign In

Archdiocese Of Washington

Welcome to CMG Connect

The Archdiocese of Washington training hub

This new system will help walk you through training requirements for your organization.

If you have done training in the past and set up an account, you will use that same username and password. Please click the 'Sign In' tab in the top right corner of this screen.

If you are new to training, please set up an account. You will be asked to complete all required boxes.

Account Login

Username

fward@catholicmutual.org

Password

.....

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▶ **Training**

CMG Connect provides both online training and the ability to manage participation in on-site trainings.

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▶ **Background Checks**

Through strategic partnerships, CMG Connect provides a mechanism for processing and tracking background checks.



▶ **Record Keeping**

With CMG Connect, provides Dioceses, Parishes and Schools with user-friendly tools for tracking training and screening.

Optional Trainings

Search:



Building Safety Curriculum

Includes: Preventative Maintenance video; Slips, Trips & Falls video; Fire Safety video

Resume ➞

0%



Incredible But True: Yes, That Really Happened!

Includes: Incredible But True video

Resume ➞

0%



A. Sexual Harassment and the Church

Includes: Preventing Sexual Harassment video

Start ➞



Anti-Bullying Training (Adults)


Includes: Adult Bullying - Adult Training video

Start ➞

Required Trainings



Defensive Driving Curriculum

Preventative Maintenance Video Page	
Preventative Maintenance Questions Question/Answer Page	<input type="checkbox"/>
Preventing Slips, Trips and Falls Video Video Page	<input type="checkbox"/>
Slips, Trips, and Falls Questions Question/Answer Page	<input type="checkbox"/>
Fire Safety Video Page	<input type="checkbox"/>
Fire Safety Questions Question/Answer Page	<input type="checkbox"/>

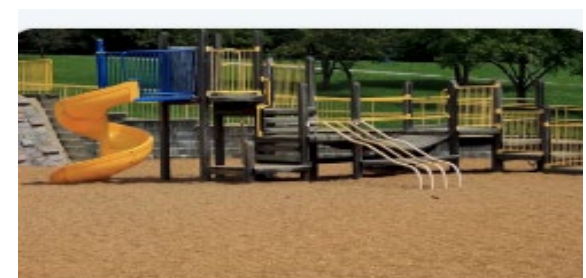


School Top Safety Hazards

School Top Safety Hazards eLearning

Includes: School Top Safety eLearning video.

[Start ➞](#)



Playground Safety Training

Includes: Keeping Kids Safe on the Playground video

[Start ➞](#)



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Details of Risk Management Info

PROPERTY

Cemetery	Electrical	Equipment
Fire	Internet/Cyber Security	Maintenance
Miscellaneous	Residential	Security
Self Inspection Report	Weather	

SCHOOLS

22/23 School Safety Survey	Administration	Athletics
Bullying Resources	Childcare / Preschool	Maintenance
Miscellaneous	Playground	Safety Surveys
Security		

BUILDINGS

Requested Documents

MAINTENANCE

Asbestos Management

Asbestos Program Checklist

Bat Control

Bleacher Safety

Chair and Table Maintenance

Do You Have a Mold Problem?

Do you Have Asbestos?

EPM Electrical Preventative Maintenance

Gas (Propane) Pit Checklist

Ice Dams

Pest Control

Requested Documents

EQUIPMENT

Carbon Monoxide - A Deadly Gas

Climbing Walls

Compressed Gas Cylinders - Safety Guidelines

Grinder Safety Guidelines

Ladder Safety

Machinery and Equipment

Overheated Clothes Dryers Can Cause Fires

Portable Power Tools Checklist

Propane Tanks

Scaffolding

School Safety – TV Carts

Requested Documents

ELECTRICAL

Electrical Fire Safety - Keep an Eye on Those Extension Cords

Home Electrical Safety Audit-Room by Room Checklist

Power Interruption Pre-Planning Awareness

SCHOOLS

Requested Documents

MAINTENANCE

Asbestos Management

Asbestos Program Checklist

Bat Control

Bleacher Safety

Chair and Table Maintenance

Do you Have Asbestos?

Does Your School Drinking Water Contain Lead?

Ice Dams

Ladder Safety

Lawn Mowing Guidelines

Machinery and Equipment

Requested Documents

SAFETY SURVEYS

2022/2023 School Safety Survey

Fire Protection Safety Survey

Food Service Safety Survey

Office Safety Survey

Safety Survey - Auditoriums, Stadiums, and Gymnasiums

Safety Survey - Buildings and Grounds

Safety Survey - Classrooms, Offices and Special Rooms

Safety Survey - Food Service and Cafeteria Operations

Safety Survey - General Guidelines for Schools

Requested Documents

PLAYGROUND

Climbing Walls

Gaga Pit

General Guidelines for the Playground

Playground Age Appropriate Equipment, Signage and Fencing

Playground Guidelines for the Elementary School

Playground Inspection Checklist

Playground Leaders Checklist

Playground Maintenance Checklist

Playground Surfacing



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- Capital campaign
- Bank financing
- Needy parish grants
- Transparent communications to the parish



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Capital Campaign

- ADW.org, Parish Office Only, General Counsel Office Resources
- Complete Form C – Capital Campaign
- Consultation with Office for Development
 - to establish a realistic goal for the capital campaign and
 - to determine the most efficacious methodology for raising the funds
- Typically three years and exempt from assessments
- Requires approval by the College of Consultors



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Commercial bank loan program

	Term Loan	Line of Credit
Purpose	Finance capital projects as approved by the College of Consultors (as facilitated by request of the Moderator of the Curia)	
Length of Term	Customized to project need, not to exceed 10 years	Two years, with an option to extend with permission from the Moderator of the Curia. Without extension permission, loan repayment is due in full at expiration date.
Interest Rate	Fixed rate: 10 year US Treasury rate plus 2.00% Variable rate: WSJ Prime rate less 1.25%	
Timing of Funding	Full amount of the loan received by the parish in one payment from the bank	Pastor makes draws on the line as needed up to the maximum amount of the line
Repayment	Fixed monthly payment over a fixed number of months to arrive at a zero balance at the end of the term.	Bank bills the parish monthly for interest on the outstanding balance Principal repayments made at the discretion of the pastor.
Other considerations	Fixed payment amounts allows the parish to budget for monthly loan and interest payments	Moderator permission may or may not be given for an extension of the line, so parish must budget to repay the line by the end of the initial term.



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Needy Parish Grant Program

Forward in Faith (FIF) ADW Capital Campaign 2004

- Revolving Parish and School Building Fund of low interest loans for new schools, enlarging and renovating existing schools and churches and paying for repairs and maintenance
- Fund for Needy Parishes for maintenance and repairs

Needy parish criteria:

- Insufficient cash reserves to fund project
- Relatively lowest levels of offertory giving
- No other sources of income to fund project (e.g., capital reserves, donations, grants, etc.)
- Parish must agree to conduct an offertory increase program, if considered appropriate by CFO, and to increase parishioner registrations in the parish online giving platform.
- Inability to fund parish payroll and benefits is not a distinguishing priority as all parishes are expected to staff their operations at a level covered by recurring income



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Needy Parish Grant Program

Priority order of repair/maintenance projects:

- Life, health and safety issues such as lead, asbestos, mold
- Matters subject to fines and penalties by governments
- Structural matters – e.g., roof, foundation
- Building systems – e.g., HVAC, boiler
- Communications infrastructure, e.g., internet
- Parking lots
- Rented properties

Pastor completes grant application, including Finance Council signature, and [submits to Parish and School Financial Operations](#) who will facilitate Moderator approval (and, if >\$100k, Forward in Faith Board approval after approval of project by the College of Consultants).



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Transparent communications to the parish

- Finance Council and Parish Council
- Annual Financial Report to parishioners
- Parish website, bulletin, announcements at Mass

Communicate to parishioners the overall plan for the care of the parish property including:

- the amount needed this year for repair/maintenance and
- the amounts anticipated in future years for replacement

Communication to ADW

The parish annual financial report to the Archbishop includes a multi-year facility plan summary

Schedule L: Capital Budget Worksheet

The capital budget worksheet is an optional tool for the parish to document its plan for capital expenditures over the coming three years.

Line	Improvement/maintenance/addition	FYE June 30,			Description/Assumptions
		2023	2024	2025	
	Health and Safety				<i>type brief description</i>
	Mold or asbestos remediation				
	Parking lot and sidewalks				
	Other				
	Structural				
	Roof				
	Windows and doors				
	Other				
	Building Systems				
	HVAC system				
	Electrical system				
	Plumbing				
	Other				
	Furniture, fixtures and technology				
	Leased Property				
	Other:				
	Other:				
1	Total	\$ -	\$ -	\$ -	
	Capitalized or Expensed?				
	<i>See Line 6 below for guidance on capitalization vs expensing</i>				
2	Capitalized as a fixed asset ⁽¹⁾	\$ -			
3	Expensed as maintenance ⁽²⁾		-		
4	Total	\$ -			
	Plan for financing?				
	From cash reserves				<i>type brief description</i>
	From current year Offering/operations				
	Current year Restricted contributions				
	Capital Campaign needed				
	Bank loan needed				
	Other:				
5	Total	\$ -	\$ -	\$ -	