

St. James' Church Ministry Fair

The Property Committee Ministry

What does it do?

How does it work?

**How you can help and participate in the
Vision Plan for St. James'**

St. James' Vision Map 2010-2015

Deepen Relationships

with Christ and with one another within
the context of our Christian community

Nourish souls through
powerful worship

Increase participation
in small groups

Focus on daily
Bible reading and prayer

Reach Out

to the local community, the nation, and the world.

Engage more members
in service

Find new ways to serve
our local community

Build bridges between
our ministries

Care

for our properties

Take care of our facilities

Improve access to and
use of existing space

Reduce existing debt

September
2011

What Does the Property Committee do?

“With God’s help, we will provide for the better care of our church facilities while creating additional uses for existing spaces”

The Property Committee was re-formed this year in June with the objective of responding to the Goal #3 of the 2011 Vision Plan: Care for Properties. There is a very real need to address with maintenance issues that threaten to become crises, access problems that limit the use of some parts of the St. James’ Campus, and planning for the requirements of future ministries.

Taking care of our Facilities means:

- The planning and administration of Professional Service and Maintenance Contracts that involve, for example, the extensive HVAC system and the Fire Safety and Security systems on the Campus.
 - *The oversight of these activities on a regular basis has been demonstrated to be of prime importance by the recent discovery of significant and potentially dangerous defects and short comings in our heating and cooling systems that will require immediate repair.*
- The renovation and refurbishment of the Facilities.
 - *These tasks have ranged from the refurbishment of the Church Notice Board, the repainting of the Janney House corridor and stair wells, to the replacement of guttering on the Rectory that was so inadequate that it was the cause of basement flooding, and to the repair of the Nave stained glass window that was in imminent danger of collapse.*
 - *The Mansard windows have been replaced on the Janney House and planning has started on the refurbishment of the Fellowship Hall Kitchen.*
- Improving and maintaining our electrical and communication systems.
- Improving safety and security.
 - *Repairing access walkways and steps.*
 - *Negotiating a service contract for a fire detection system.*
- Fall and Spring Campus clean ups.

Improving Access to and the Use of Space means:

- Removing barriers that prevent individual from using parts of the Campus. Access to both the Fellowship Hall and the Parish House are by steps that can be a significant challenge to some, and it is planned to improve both.

- *Work in the Fellowship Hall is in progress, and contractor proposals have been requested to build the wheel chair accessible pathway and ramp to the Parish House.*
- Improvements in the use of space range widely from the simple reorganization of existing space to the expansion of existing facilities such as the Fellowship Hall kitchen to better accommodate outreach programs and Parish functions.
 - *A room was created by the Men's Group in the Parish House to release office space for the Vicar of St. Gabriel's.*
 - *Planning for the Fellowship Hall Kitchen Upgrade to cater for outreach activities such as "Grace to Go" is now in its early stages.*

How Does the Property Committee Work?

The Property Committee works and meets with both the Vestry Sub Committee for Care of Property, and the St. James' Property Manager, Dan Thomas, to identify the needs and goals associated with the Vision Plan, define the tasks to be done, and, having determined their scope, prioritize them.

- *Feedback and Suggestions from all of St. James is of vital importance.*
- *A Priority List is maintained to identify tasks and how they are to be implemented. Tasks Worksheets summarize the work to be done and its status.*
- *The Property Committee solicits help from others. The Men's Service Ministry is a vital resource.*

Who is on the Property Committee, and when does it meet?

The Property Committee meets formally once a month generally on the third Tuesday evening at 7:00 PM in the Parish House. The membership consists of Volunteers, one of whom organizes the meeting and takes minutes, and others who are Task Managers or provide specific skills or just plain good old advice. The Property Manager (who is presently a volunteer) and the Vestry Sub Committee are ex officio. Overall the aim is for a team or collegial approach. Anyone is welcome to come and see how things are done.

Can you participate in the St. James' Vision Plan to meet its 3rd Goal?

"With God's help, we will provide for the better care of our church facilities while creating additional uses for existing spaces"

If you think you can be a part of this, please give the Property Committee a try.

- ***Complete the sign-up sheet stating your interests and passions.***

- ***All the above task examples are those that have been done in the last three months! So be assured that you will find something tangible where you can be sure of making a difference.***
- ***There is plenty to do and the need is great!***

We look forward to welcoming you!