**5-YEAR REPAIRS and MAINTENANCE PLAN**

**And**

**PARISH ASSESSMENT FREE REPAIR AND MAINTENANCE ACCOUNT**

 It is financially beneficial for parishes to have a five-year assessment free repair and maintenance plan. Please note that construction projects or major renovation projects are considered onetime events and not ongoing repairs and maintenance

Being assessment free is an incentive to maintain parish facilities that are safe and in good condition. Church facilities are in constant need of repair, maintenance, renovation, or expansion. Repair and maintenance programs ensure parish facilities maintain, improve and preserve the comfort and safety of current and future parishioners.

The goal of the diocesan facility repair and maintenance program is to insure;

***Churches are welcoming, dignified and sacred places of worship. Schools, offices, and other working spaces are clean, safe, and functional—conducive to service, teaching, and learning. Living spaces are comfortable and well maintained. Leadership by the Parish Planning and Building Committee backed by the Diocesan Planning and Building Commission, support the parishes priority on the development and implementation of best practice planning and budgeting, a continuing repair and maintenance program, along with Construction and Major renovation projects***

 To accomplish this goal, parishes establish a Parish Planning and Building Committees (PPBC). These committees are an extension of the Diocesan Planning and Building Commission (DPBC) and referenced in the Diocesan Guidelines for Repairs & Maintenance, New Construction and Renovation,andthe United States Conference of Catholic Bishops (USCCB) in their Document; Built of Living Stones: Art, Architecture, and Worship Chapter 4

**The excerpt from USCCB;** **Built of Living Stones: Art, Architecture, and Worship**

***“The Parish Building Committee
§ 183 §    Depending on the organization of the parish, a building committee will be formed that will have significant responsibility for the consultation and educational components as well as for the oversight of the actual building or renovation process. In selecting this committee, the pastor will search for parishioners whose skills and knowledge will contribute to the project. Engineers, architects, artists, interior designers, contractors, and individuals with experience in construction can be of great assistance in overseeing the work to be done. As professionals who have a vested interest in the life of the parish but who are not financially or materially engaged in the process, they can assist with the development of realistic plans and can also provide an ongoing objective evaluation of the work as it progresses.”***

 In brief, the mission of a PPBC is to evaluate the physical condition of the facilities on the parish campus and to identify and itemize deficiencies based on priorities and available funding. For additional information on this and other facilities matters shared here, go to the diocesan facilities web site at:

<http://www.catholichawaii.org/diocesan-offices/facilities-management/guidelines.aspx>

To encourage parishes to identify their major repair and maintenance requirements, the diocese exempts them from paying the Diocesan assessment on parish deposits to the Assessment Deduction for Major Repairs and Maintenance Reserve account.

 How does this process work?

* The PPBC identifies the repair and maintenance (R&M) requirements of each parish building, develops a list of repair work, prioritizes the repair work in degree of importance, and assigns an estimated cost. To help with this effort, a sample Building Checklist is available on the diocesan facilities web site

<http://www.catholichawaii.org/diocesan-offices/facilities-management/guidelines.aspx>

 The parish finance committee reviews the list of projects and indicates the funds available each year to accomplish the identified tasks. This process, organizes the list into yearly components and these components comprise the 5-Year Assessment Free Maintenance Plan. This plan is transferred to the 5 Year Plan Matrix. A sample of which is locate on the Facilities Services web site.

* Forward the 5-Year Assessment Free Maintenance Plan Matrix to the Pastor for his review and approval. Upon his approval, the pastor sends the 5-Year Assessment Free Maintenance Plan Matrix to the Bishop for his review and approval.
* The Bishop’s approval triggers the opening of a parish Assessment Deduction (Assessment Free) for Major Repairs and Maintenance Reserve account by the Diocesan Finance Office. Funds deposited into this reserve account are exempt from diocesan assessments and restricted to repairs and maintenance.

**The following are characteristics of the Parish 5-Year Assessment Free Maintenance Plan**

 ● R&M tasks never end. As buildings age and facilities or constantly used they experience normal wear and tear. The R&M costs increase for the repair of items left unattended over time to the point when costly replacement far exceeds the care of routine maintenance

* Parish stakeholder groups are involved in identifying R&M projects and shaping the scope of work, associated funding requirements, and priorities. Informed parishioners become partners in the improvement of parish facilities.
* The 5-Year Assessment Free Repairs and Maintenance Plan is coordinated with the parish Finance Council to insure there is adequate resources to fund the R&M tasks. Given limited budgets, the PPBC will not be able to address all parish facility needs at once. Depending on the urgency of projects, special fundraising activities may be required. Contact the Director of Finance or the office of Stewardship and Development
* The 5-Year Assessment Free Maintenance Plan is consistent with Diocesan Guidelines for Repairs & Maintenance, New Construction and Renovation.
* Qualified licensed volunteers, donations of contributed services, and in-kind gifts can provide critical support for the Assessment Free 5-Year Repairs and Maintenance Plan. It is important that volunteers be held to the same standard of skill, quality, required of services procured through conventional methods.
* Whatever the style of architecture, extravagant renovation expenditures, and lavish displays are best avoided. However, cost considerations should not compromise the durability, stability, and structural soundness of buildings. Cost is not the only factor a PPBC should consider when planning for repairs and maintenance, construction, or renovation. Beautifying a church and other parish structures is itself an act of worship and a reflection of the parish community.

**Parish Budgets and updating the 5 year Assessment free Repair and Maintenance plan**

 **●** During the annual Parish budget preparation cycle the 5 Year Assessment Free Repairs and Maintenance Plan should be reviewed and updated. If there is a significant change with regard to the R&M items or costs, the 5 Year plan should be resubmitted to insure the 5 Year Assessment Free Repairs and Maintenance Plan is current with account maintained by the Finance Office

 **●** At the end of five years the 5 year Assessment Free Repairs and Maintenance Plan should be resubmitted

All parish facilities and maintenance projects should strive to mirror divine beauty and create environments that give witness to Jesus.

