

JOIN OUR PARISH FACILITIES COMMITTEE

In order to better plan for the upkeep and maintenance of our parish physical plant, the parish has a Facilities Committee. The Facilities Committee is advisory to the Pastor and to the Parish Finance Council on matters relating to the maintenance, cleanliness, safety and security of buildings, grounds, furnishings and equipment owned by the parish.

The primary roles and responsibilities of the Facilities Committee are:

1. There are 3 subcommittees of the Facilities Committee:
 - A. Buildings & Grounds
 - B. Safety & Security
 - C. Strategic Planning
2. In cooperation with the Finance Council, Pastor, and Facilities Director, create a Parish Facilities Master Plan to manage, maintain and upgrade parish grounds, buildings and infrastructure to meet the ongoing needs of the Parish community.
3. Continually monitor and assess all Parish property to assure they are managed, maintained and upgraded in accordance with the Facilities Master Plan and meet all the Diocesan, federal and state health, safety and building code requirements. Also, that the general facilities are capable of meeting the overall needs of all constituencies within the parish community.
4. Identify and document any deficiencies that should be corrected.
5. Maintain and prioritize a list of key projects which should be completed to address deficiencies identified.
6. Recommend strategies to correct deficiencies.
7. Evaluate all proposals, bids, and contracts for work on parish property including maintenance and construction, and prepare written recommendations to the Pastor and Parish Finance Council.
8. Monitor and evaluate all work done under contract to the Parish not otherwise overseen by the Diocese. Prepare a final written evaluation of all work done by vendors and provide that feedback to the Pastor and Parish Finance Council.
9. Establish and maintain an ongoing liaison with the Diocesan *Office of Planning, Construction, and Facilities* (OPCF).

Annually update the Parish Facilities Master Plan and make an annual report on the state of the parish facilities to the Pastor and Parish Finance Council outlining any future needs which should be examined.

APPLICATION FOR THE PARISH FACILITIES COMMITTEE

Please print legibly.

NAME _____ PHONE _____
ADDRESS _____ PHONE TYPE ☐ Home ☐ Work ☐ Cell
CITY _____ STATE _____ ZIP _____
EMAIL _____
SELECT ONE

INDICATE INTEREST IN A SPECIFIC SUBCOMMITTEE:

☐ Buildings & Grounds ☐ Safety & Security ☐ Strategic Planning

Briefly describe your skills and/or experience that would benefit the parish if you are selected as a member of the Facilities Committee.

Please return the completed form to the Parish Office:

Via email to SCHEDULER.PARISHOFFICE@ALLSAINTSVA.ORG

or via US Postal Service: Rev. Msgr. Lee Roos, Attn.: Facilities Committee, 9300 Stonewall Rd., Manassas, VA 20110-2566