

St. John's United Methodist Church Facility Stewardship Plan

Last update: 12 November 2011



As responsible stewards of our facility, this list is maintained by the 'Trustees' to identify tasks we should complete to keep our church "well groomed" and attractive to present a welcoming, safe, and hospitable place of worship.

Most of the following facility improvements are minor and can be completed fairly easily (mostly labor) with minimal material cost and improve the overall visual appeal of our church:



Exterior:

- Identify side entrances with signs that say "Welcome" or "Entrance",
- Clean mildew off of all outside (pressure wash) concrete surfaces.
- Clean and paint front doors a bright color (recommendation is for red with white trim) – paint is being donated. **(most work done – needs second coat)**
- Clean and paint all window frames (white)
- Clean and paint fascia (white)
- Repair / upgrade handicap ramp – **(some work done)**
- Paint lower emergency exit door (south side) – exterior **(complete)**
- Frost lower emergency exit door windows (south side) **(complete)**
- Fix gate and **steps** to lower emergency exit door **(complete)**
- Install door handle on inside of lower emergency door
- Install new light fixture, lower entrance **(complete)**
- Repair wall into lower entrance (stucco)
- Repair steps into lower entrance
- Replace / upgrade landscape with new flowers and shrubs **(on-going)**
- Set up mowing schedule **(on-going)**
- Roof repair (new roof – will be costly, estimate \$ 52,145.00) **(complete)**
- Clean dedication placard
- Repair broken "Office" sign at ramp entrance **(complete)**
- Repair grout in brick joints (will be costly if done professionally)
- Gravel along side of ramp entrance **(complete)**

Vestibule:

- Repair water damage (wall)
- Paint (may have wall paper under existing paint)
- Repair coat racks **(complete)**
- Replace carpet with some type of **tile** flooring for easier cleaning **(complete)**
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Sanctuary:

- Repair water damaged walls
- Add door stop to entry door from ramp entrance. **(complete)**
- Paint walls (plan is to match existing color)
- Repair lighting to illuminate front stained glass window **(complete)**
- Replace carpet – throughout (maybe some laminate flooring in areas)
- Upgrade sanctuary lighting.
- Install Video System in Sanctuary. **(somewhat complete)**
- Upgrade sound booth with improvements/relocation

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- Enlarge, i.e., redesign Chancel area
- Provide for bell/instrument storage
- Remove old carillon (amplifier, keyboard, and speakers) **(Speakers complete)**
- Install new carillon **(complete)**
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Fellowship Hall:

- Clean up (general) the Fellowship hall and kitchen areas **(always in progress)**
- Paint (remove wallpaper) fellowship hall **(complete)**
- Clean room dividers (some cleaning complete, need final cleaning)
- Recommendation: remove some room dividers in fellowship hall (we do not seem to be using all of them)
- Install ceiling molding – outer walls **(partial complete)**
- Hang new curtains **(complete)**
- Add appropriate picture/photos accents to walls
- Clean carpet.
- Provide better storage capability for tables and chairs (enclosures?)
- Provide new chairs **(complete)**
- Provide large screen television **(complete)**
- Locking cover or heat thermostat (gets left on high a lot)
- Serving counter – Wooden bi-fold doors to close off kitchen. **(complete)**
- Serving counter – shelves under counter
- Build coffee service table (37”H x 16”D x 40”W) **(complete)**
- Install bulletin board to display “Kitchen Use Rules” **(complete)**
- Install TV mounting bracket and wall

Kitchen:

- Paint walls **(complete)**
- Install paper towel holders **(complete)**
- Remove old gas oven **(complete)**
- Install new stoves and/or ovens (have two on hand) **(complete)**
- Install new flooring – not right away
- Install new water faucets **(complete)**
- Remove garbage disposal (currently not functioning)
- Secure cabinets (interiors) from mice
- Install bulletin board for kitchen use information **(complete)**
- Add shelves next to ovens (12”w x 24”d x 80” high)
- Add doors (folding of some type) between Fellowship Hall and Kitchen or drop down divider over counter to fellowship hall **(complete)**

Janitor Closet (located behind Kitchen)

- General clean out **(underway** – lots of unneeded/old stuff)
- Install new shelving
- Paint floor
- Upgrade lighting
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Parlor:

- Ceiling repair (**complete**)
- **Paint** or add new wallpaper (**complete**)
- Upgrade Carpet (**complete**)
- Upgrade window covering (have new blinds for installation) (**complete**)
- Remove old window coronus (**complete**)
- Upgrade furniture
- Upgrade bookcases (wall unit for library) (**complete**)
- Add door (36 inch) into necessary room (Door installed, need trim) (**complete**)

Altar Room:

- Organize (somewhat complete)
- Paint
- Upgrade lighting
- Provide wide (16 inch deep) storage shelving for altar flower storage (**complete**)
- Improve cloths hanging capability (currently too low) (**complete**)
- Add blinds (**complete**)
- Install additional shelving

Records Room

- Paint (**complete**)
- New curtain (**complete**)
- Improve storage capability (add bookshelves)
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Classrooms:

- 5 / 6 grade classroom
 - Paint (**complete**)
 - Hang large bulletin board (**complete**)
 - Remove wardrobe (mildewed) cabinet (**complete**)
 - Relocate cloths rack (**complete**)
 - Paint closet (**complete**)
 - Install additional shelving in closet (**complete**)
 - Fix holes in walls (**complete**)
 - Clean carpet
- 3 / 4 grade classroom
 - Install new lighting (**complete**)
 - Install full size table and chairs (**complete**)
 - Place nursery furniture in classroom (**complete**)
 - New lighting (**complete**)
 - Clean bathroom
 - Fix exhaust fan in bathroom (use parts from old women's)
 - Install laminate in bathroom (maybe - stick down tile)
 - Clean carpet
- Pre-k / 2 grade classroom

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- Install new lighting **(complete)**
- Install doorway between classrooms **(complete)** except for door molding)
- Clean carpet
- Install curtains (being made by Kimberly Stone) **(complete)**

Interior (2) hallways:

- Paint walls and ceiling **(complete)**
- Install new lighting **(complete)**
- Clean carpet – interior hallway
- Replace flooring (vinyl) – lower entrance hallway **(complete)**
- Install new curtains – lower entrance hallway **(complete)**
- Install new coat racks, lower entrance hallway **(complete)**
- Repair ceiling **(complete)**
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Attic:

- Install hardware cloth over wooden vents (4) (to prevent bats).
- Install some flooring (plywood) in attic to provide additional storage.
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Bell Tower:

- Clean out pigeon dropping **(complete)**
- Install hardware cloth to prevent pigeons **(complete)**
- Remove old carillon **(complete)**
- Install new carillon **(complete)**
- Paint exterior window frames
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Youth Room (lower level)

- Paint walls (youth to pick color)
- Clean floors (mopped once) **(working)**
- Add coat rack (for boy scout uniforms)
- Add additional bulletin boards
- Fix storage area around emergency exit door.
- Repair wall removed for plumbing installation **(complete)**
- Repair ceiling (install access door) removed for plumbing installation **(complete)**
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Restroom – Youth Area (lower level)

- Install ceiling **(complete)**
- Install bolt on door **(complete)**
- Install door knob (non-locking) **(complete)**
- Paint **(complete)**
- Fix storage shelves **(complete)**
- Install insulation to keep area warmer/cooler (boiler room side) **(complete)**
- Install new flooring

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- Install new molding after flooring

New Restroom (in fellowship hall closet):

- Install plumbing (**complete**) – paid plumber to install
- Install flooring (**complete**) – paid plumber to install
- Upgrade lighting (**complete**)
- Install handicap handrails (**complete**)
- Paint (**complete**)
- Install molding (almost complete)
- Repair door and add latch (**complete**)
- Install blind (**complete**)
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Old Restroom conversion (storage area):

- Remove fixtures (**complete**)
- Add shelving (**complete**)
- Remove wallpaper and paint (**complete**)
- Install new flooring
- Remove vent fan and relocate to children's restroom

Offices:

- Caulk cracks in walls
- Paint
- Repair drooping ceiling tile
- Clean carpets

Boiler Room:

- Needs cleaned out – has become a storage area - for junk/broken items
- Hang fire extinguisher
- Upgrade lighting
- Repair falling insulation (will make youth room warmer)
- Install additional insulation for youth room

Parsonage:

- Repair floor on front porch (right side) – will need to paint after repair (**complete**)
- Repair intermittent working light in kitchen (**partially complete**)
- Add skid strips to porch steps (**complete**)
- Door Bell needs fixed (**complete**)
- Family / den room light fixture (**complete**)
- Gutters cleaned (back of house) (**complete**)
- Repair light in master bedroom (**complete**)

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- Shingle repair on dormer (south side of house) – not critical at this point
- Coat porch roof
- Add electrical outlets on porch **(complete)**

Property

- New sign (Rethink Church) in progress **(complete)**
- Sign with street number (301) **(complete)**
- Utilities (Electric, Water \$450.00, and sewer \$9,000.00)
- Wire Pavilion for lights and outlets – can do in two phases, first phase wire to be connected to a generator, second hook to regular power.
- Concrete floor in pavilion
- Extend pavilion

We do these projects to honor God as we care for the gifts that have been entrusted to us.

