

Church Facilities Management- A Kingdom Tool

SBBOC
March 21, 2006

**Your Church
Facilities Don't Get a
Second Chance to
make a FIRST
Impression... either!**

**Good Property
Management is more than
having the personnel and
cleaning products; careful
evaluation of the space
size, space layout, and the
way a facility is built
determines the ability to
clean and maintain.**



Calculations:

(Thy Kingdom Clean: Section B.3-12)

- Areas to be cleaned
- Housekeeping tasks to be performed
- Frequency per week it needs to be performed
- Square footage to be covered
- Total weekly minutes to perform the tasks
- *Conversion of weekly minutes to employee hours
- *Employee hours converted to individual persons needed

How Much Space Do You Have and What Value Does It Produce to Church Growth?

- Worship Space
 - 15sfpp<300, 12sfpp<999, 10sfpp>1000
- Education Space
 - 45sf per person (55sf pp for dual SS)
- Parking Space
 - 1 acre= 80.25 cars @ 1.8-2.0 persons per car. (retention ponds, curbs & scrubs)



How To Measure Church Facilities

Appendix D: 1

Projecting Future Space Needs

- Projected Space for _____ persons
 - Worship capacity now _____ increase to: _____
 - Education capacity now _____ increase to: _____
 - Parking capacity now _____ increase to: _____

New Construction Increase Capacity: _____

Renovation Construction Capacity: _____

Total capacity: _____

Before Building New Space Study The Costs of Existing Space

- Utilities
- Supplies
- Maintenance
- Equipment
- Insurance
- Personnel

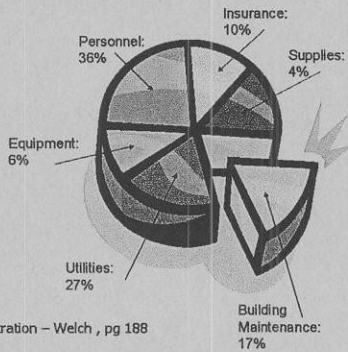


Makes up the
Administrative
Facilities
Budget



Cost of Operating a Church Facility

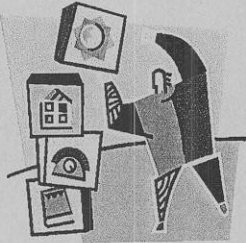
- From a random survey of churches with a total operation budget of \$100,000 or more the average costs per management area looks like this:



Resource: Church Administration - Welch, pg 188

Organizing For Property Management the Administrator Can Conveniently Divide His Activities

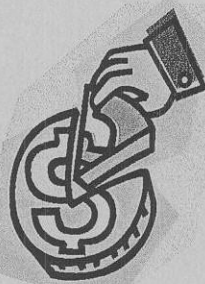
- 1. Management Actions: Establishment of Policy and Procedure Directives
- 2. Administrative Activities: Usually Performed by Support Professionals, Custodial, In-house Work Force.



Sure Signs That You Might Need To Delegate

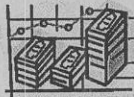
From: Matt Tullos, Leaderlife Summer 2005

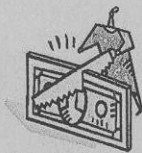
- If "Hello, I can't help you because I'm snowed under" becomes your standard phone greeting, you might need to delegate!
- If your wife has to set up an appointment three weeks in advance in order to schedule a meal together for her birthday, you might need to delegate!
- If you develop an involuntary twitch every time somebody asks "Can you...," you might need to delegate!
- If the church schedules an intervention for you with Dr. Phil, you might need to delegate!
- If you remove a ceiling tile to make room for the papers in your in-basket, you might need to delegate!



Most church congregations today expect their Staff Administrator to practice good stewardship. Approximately 17-20% of the total church budget will be used in facility management operations, it is essential that the Administrator be aware of efficient methods of plant operation.

Existing Sq ft: _____ divided
into 20%
of Existing Budget \$ _____
= \$ _____ per sq ft to operate
facilities.

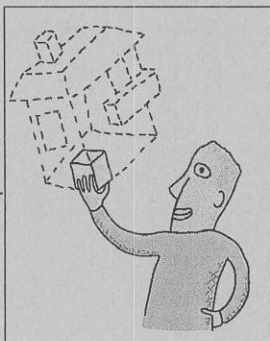




Projected NEW Sq
ft: _____ X Existing
sq ft \$ _____ costs
= additional Budget
increase for new
facilities

TIPS

- Concerns about when to expand and build new facilities depend heavily on the VISION of your congregation – and the capacity of your congregation to handle CHANGE – or the church will encounter resistance to the plan.



Who helps to maintain the Church Facilities?

- Bylaws and Policies and Procedures
- Church Properties Team/Committee
- Staff Job Descriptions/Responsibilities
- Expected Follow-up Reports to Itemize work done/to-be-done.

Appendix E: 1-4

Have You Ever Considered Creating A Facilities Space Plan?

Facility Space Plan

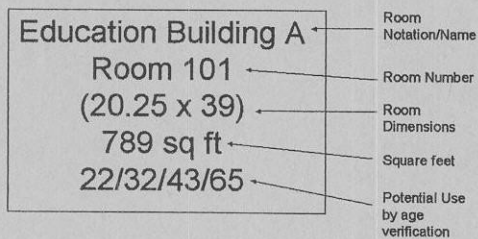
- The space plan is nothing more than an assessment of the facility- the rooms, & equipment, and how these areas will be used. The objective is to describe the space, how it is constructed and equipped, unique features and what can be done in the space.

How To Create a Space Plan

- 1. Take existing building blueprints or CAD Drawings to make a map of the facilities. If these are not available a line drawing can be produced, it needs to be proportional more than to scale.
- 2. Establish each building by name/code. Make sure there is a room number for every room. Indicate the usable square feet. Calculate the potential age-group space use.



Space Plan Room Sign/Characteristics



How To Create a Space Plan

- 3. Space Utilization Plan Sheet that is a uniform worksheet to describe every room's unique feature. (Welch pg.199)
- 4. Determine Maintenance Process/Housekeeping for each space.
- 5. Schedule Space for Maintenance: Daily, Seasonal, task assignment, crew assignment, & preventative maintenance.

Preschool Space Needs

Resource: Essentials For Excellence, Raughton and Hanks, LifeWay

Age	Leader/ Learner Ratio	Max Enroll	Space per person	Min. Room Size
Babies	1:2	8+4=12	35 sq ft	420 sq ft
Ones- Twos	1:3	9+3=12	35 sq ft	420 sq ft
Threes- Pre K	1:4	16+4=20	35 sq ft	700 sq ft
Kinder- garten	1:5	20+4=24	35sq ft	840 sq ft

Children/Youth/Adult Space Needs

Appendix F: 1-3

Age	Leader/ Learner Ratio	Max Enroll	Space per person	Min. Room Size
Children Grades 1-6	1:6	24+4=28	25 sq ft	700 sq ft
Youth	1:12	12	18 sq ft	216 sq ft
Adult	1:4	25-35	15 sq ft	375-525 sq ft

Basic Simple Truth

- Room size per age group is linked to learning.
- Learning is linked to leadership ratio
- Leader ratio is linked to screening
- Screening is linked to security
- Security is linked to insurance, liability (& parental satisfaction)
- Insurance and liability is linked to the rooms

Central Truth:
80% FULL is
FULL!

Evaluate Existing Age Group Program Percentage to Total Enrollment

- Preschool Enrol. to SS Total Enrol. ____%
- Children Enrol. to SS Total Enrol. ____%
- Youth Enrol. To SS Total Enrol. ____%
- Adult Enrol. To SS Total Enrol. ____%

Evaluate Existing Program Space Use

- Preschool Sq ft. Space = ___% of total Educational Space
- Children Sq ft. Space = ___% of total Educational Space
- Youth Sq ft. Space = ___% of total Educational Space
- Adult Sq ft. Space = ___% of total Educational Space

To fully evaluate space need/use, take the age group enrollments, the % of total space now used, check these against appropriate sq ft recommendations per age group, factor in future demographics and you will have adequate projected space.

**Church
Land & Facilities
Are
Valuable Assets!**

**Loss of Church Properties means
loss of Kingdom opportunities!**

- A church can expect to get 100 persons per acre of usable land.
- A church can expect to park 80.25 cars per acre paved.

NOTE: THE LOSS OF LAND USE OR PARKING RESULTS IN THE LOSS OF THE OPPORTUNITY FOR PEOPLE TO KNOW THE LORD... KINGDOM GROWTH!

EXAMPLE

- Church owns 4.5 acres of land that is all usable.
- Highway construction proposes a right-of-way cut into the church property near the building.
- 14 Parking places are eliminated, possibly .50 of an acre is affected.
- The highway department makes monetary offer, and parking place relocation on the church property.
- The letter of "condemnation" was due back within 7 working days.

**Example:
What did they have to lose?**

- The church had a per-capita giving rate of \$39.11 per person, per week. They came at a rate of 2 persons per car.
- 14 parking spaces, 28 persons @ \$39.11 per week for 52 weeks times 5 years projected out = \$284,720.80
- .50 Acre of land = 50 persons @ \$39.11 per week for 52 weeks times 5 years projected out = \$ 508,430.00

The Condemnation letter offered the church \$9,456 for the property plus use their own land to relocate parking AND they would probably lose the grandfathering on all existing parking and have to spend their own money to come up to code.

Results...

Property Loss By Fire- Assets Value

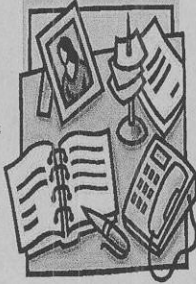
- Check your insurance. Ask your carrier to itemize the value of your properties interior and exterior.
- Usually interior values are a % of the exterior loss. I am finding the interior rate to be 12-18% of the exterior loss.
- Question: Can this cover the interior contents replacement? AND do you know what you have and what it is worth to replace?



Resource: AVI Brochure

Assets Management

- Assets Verification Incorporated- "The Inventory Specialist" Randy Forman, Principal (www.assetverification.com)
- AVI will appraise, record, photograph, label and retain records of all of your church contents and check the values against the insured values.
- For pennies you can expand the % coverage of interior valuables and what to replace and the value of the replacement in case of loss.



Protection of Properties

Policy and Procedures Manual Based On:

1. Existing space to be used.
 2. Who can/will use the space.
 3. Cost effectiveness of space use.
- Turn-over time for re-set/reuse.
 - Advanced planning for space use (calendar management).
 - "After Hours" Costs
 - Security: Prior to/During/After an event (keys)

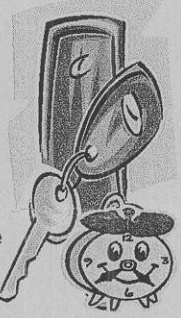
Appendix G: 1-3

Church Security Issues

Security

■ Good resource: Serving By Safeguarding Your Church, Robert Welch, Zondervan, 2002

- Building for Security
- Organizing for Security
- Taking Actions to Improve Security
- Dealing with Keys, Alarms and Security Systems



Questions?
