

VERSION 1.0  
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# CAPITAL IMPROVEMENT PLAN (CIP)

**CHURCH OF SAINT MONICA**

DEVELOPED BY: BUILDING COMMITTEE  
CHURCH OF SAINT MONICA  
679 W. VETERANS HWY, JACKSON, NJ 08527

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## EXECUTIVE SUMMARY

A core responsibility of the Church of Saint Monica's Building Committee is the preservation, maintenance, and improvement of Saint Monica's capital assets. The Mission of *St Monica's is a warm, accepting, and caring parish that worships God, teaches and lives the message of Christ, seeks to support & strengthen family life, and serves those in need through parish organizations.* To accomplish our *Mission* requires the existence of certain basic physical assets. These assets include items such as the physical building structure, heating and air condition systems, parking lot, water and septic systems, patio and picnic areas, storage buildings, equipment and technology, etc. These items must be purchased, maintained and replaced on a timely basis or their usefulness in providing required services will diminish.

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## THE CRITICAL NEED FOR CAPITAL PLANNING

The Church's three-year Capital Improvement Program and annual Capital Budget are developed to ensure adequate capital investment in these assets. The Capital Improvement Plan (CIP) is primarily a planning document. It is updated annually and is subject to change as the needs of the Church and Parish become more defined. Used effectively, the capital improvement planning process can provide advance project identification, evaluation, scope definition, design, discussion, cost estimating, and financial planning. Capital planning helps ensure that the parish is positioned to:

- Preserve and improve its basic infrastructure through construction, rehabilitation and maintenance.
- Maximize the useful life of capital investments by scheduling major renovation, rehabilitation, or replacement at the appropriate time in the life-cycle of the facility or equipment.
- Identify and examine current and future infrastructure needs and establish priorities among projects so that available resources are used to Church's best advantage;
- Improve financial planning by balancing needs and resources and identifying potential fiscal implications.

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## SUMMARY OF PROJECTS BY CATEGORY AND TIMEFRAME:

### Safety:

- Replace Sanctuary and Parish Hall Flooring – Summer 2018
- Repair Church Front Plaza (Parish Hall Entrance) Steps – Spring 2018
- Install Exhaust Fan in Father's Apartment – Spring 2018
- Install Permanent Rear Parking Lot Lights – Summer 2019/2020

### Efficiency:

- Replace Sanctuary Air Condition Cooling System (Sanyo Units) – Spring 2019/2020
- Install Church Sanctuary Video System (Multiple Monitors) – Summer 2019

### Rehabilitation:

- Replace Church Shingle Roof – Summer 2019
- Parking Lot Surfaced and Striped – Summer 2020/2021

### Growth:

- Replace Folding Table and Chairs – Fall 2018

**RECOMMENDED CAPITAL PLAN FOR FISCAL YEAR 2018/2019**

Item	Cash	Debt	Total
Replace Sanctuary Flooring	\$11,500.00	\$8,075.00	\$19,575.00
Repair Church Front Plaza Steps		\$750.00	\$750.00
Install Stove Exhaust Fan		\$100.00	\$100.00
Folding Tables and Chairs		\$3999.00	\$3999.00
	<b>\$11,500.00</b>	<b>\$12,924.00</b>	<b>\$24,424.00</b>

**Table 1**

**PLEDGES**

The goal of the pledges is for 200 or more parishioners to contribute \$100 a year for the next three years. This will generate \$20,000 per year for a total of \$60,000 for three years earmarked for capital improvements identified in this plan. The \$20,000 expected to be collected in fiscal year 2018/2019 will be set aside for the shingle roof replacement in the summer of 2019.

**FUND RAISING**

Focused Fund Raising for Building Improvements – Each fundraising activity will have a set goals that will coincide with some key CIP expenditures.

Fund raising activities being considered in this category include:

- Annual Saint Monica Gift Auction - the goal of this activity is to raise \$15,000 this fall
- Annual Community Yard Sale - the goal of this activity is to raise \$1,000 this summer
- Car Washes - the goal of this activity is to raise \$500 by the summer & an additional \$500 in the fall

2018/2019 Fiscal Year Estimated Fundraising Totals earmarked for capital improvements identified in this plan.

- \$17,000 these funds will cover the debt listed in table 1 above.

More detail financial information is found in SECTION 5 FINANCIAL RESPONSIBILITY on pages 13 and 14.

## BACKGROUND

In 2017, the Pastoral Council established the “Vision 2020” workgroup to identify and discuss the future Vision and Mission of the Church and to develop a strategic plan. Additionally, the workgroup looked at the immediate needs of the Church and organized fundraisers to address some of the urgent repairs required. This Capital Improvement Plan (CIP) is a more formal process to address the current and future needs of the Church to continue its Vision and Mission.

Saint Monica’s Vision 2020... ***Moving Forward as a Community of Believers***

*To be the current and future voice and the hand of Jesus in the local community, to grow and help connect with people of all walks of life and encourage people to change their lives through God’s love and with the hope, comfort and peace offered by the parish of Saint Monica.*

Saint Monica’s Mission Statement – ***Connecting to Jesus and One Another...***

*The Church of St Monica is a warm, accepting, and caring parish that worships God, teaches and lives the message of Christ, seeks to support & strengthen family life, and serves those in need through parish organizations.*

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## CASE STATEMENT

The Church of Saint Monica has been a long-standing staple in the community celebrating our 65<sup>th</sup> anniversary this year here in the Cassville area of Jackson. In addition to offering weekday and weekend services we are very proud of our community outreach programs.

Our building is available to local community groups and we host activities such as youth group, weekly AA Meetings, Drug Awareness Seminar, Legion of Mary, Knights of Columbus, the Women of Saint Monica, bereavement counseling, and Social Concerns (food pantry) to mention a few. Additionally, we conduct religious education classes and Rite of Christian Initiation of Adults (RCIA) who are thinking about becoming Catholics. Over the years, we’ve developed quite a reputation for not only being a warm welcoming religious sanctuary, but also a strong community partner particularly in times of need.

The wear and tear on the building over the years has taken its toll and we are in desperate need of some major repairs to the sanctuary and parish hall floors, roof and other essential building rehabilitation/replacement initiatives.

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## PLANNING PROCESS

This Capital Improvement Plan (CIP) began with general planning and research of critical areas within the Church, identified by current and previous Building Committees as representative considerations for this plan.

A broad set of planning guidelines was developed to address the current and future long-range needs of the Church. The guideline provides objectives and best practices to follow. The plans and guidelines of the long-range projects address components and structures within the Church of Saint Monica’s core, preserving and respecting its historic and spiritual qualities. The CIP provides a comprehensive set of near term and long-range projects for the physical qualities of the Church, and guidance for its continued development in a manner that respects and builds upon the Church’s unique legacy. The CIP supports the continuation of Saint Monica’s Vision and Mission now and into the future.

For each major project identified the Building Committee will request a minimum of three competitive quotes. One reputable contractor will be selected based on the final quotes.

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## SCOPE OF THE PLAN

The CIP establishes priorities to the Building and Finance Committees, and the contractors for Church rehabilitation and enhancement projects within the physical structure to benefit the spiritual core. The Plan is intended to inform the Pastoral Council and parishioners of the design process in the assessment and application of spiritual values for the development of Church improvements. It is also valuable as an overview for the Parish community who will in large measure enable the initiatives to become a reality.

The CIP is separated into the following categories:

**Section 1 - Safety:** Presents a summary of the projects that have the highest priority as established by the Building Committee because they address the Committee's responsibility to maintain and enhance the safety of Parishioners, relatives, friends, and visitors of the Church.

**Section 2 - Efficiency:** Presents a summary of the projects that have the second highest priority as established by the Building Committee because they address the need to operate the Church, Pastor's Home and Parish Hall efficiently and cost effectively.

**Section 3 - Rehabilitation:** Presents a summary of the currently planned projects that have a lower priority as established by the Building Committee because they address the need to improve or correct aspects the Church that do not represent a safety risk, reduce the efficiency of the Church, or limit the growth of the Parish.

**Section 4 - Growth:** Presents a summary of the future projects that have the moderate priority as established by the Building Committee because they address the need to expand or enhance the Church to accommodate near term increases in activity or participation.

**Section 5 - Financial Responsibility:** Reflects on the continued generosity of the Parishioners of Saint Monica, the funding options for all projects within the plan in a balanced budget environment, and the need to secure the financial base necessary to ensure the success of the projects on a meaningful timeline.

**Section 6 - Integrated Timeline for Implementation:** Illustrates a comprehensive timeline for all projects addressed within the plan.

The following criterion was used to establish the priority level of each project:

**High Priority:** Any project that that requires immediate attention by the Building Committee due to its direct impact on the safety of Parishioners or negative impact on the efficiency of Church operations. High priority projects must be accommodated immediately.

**Medium Priority:** Any project that requires near term attention by the Building Committee due to its effect of deterioration to the Church and potential for culminating in a direct impact on the safety of Parishioners or negative impact on the efficiency of Church operations. Medium priority projects should be accommodated as soon as funding is made available. Medium priority projects can be combined with high priority projects if the Building Committee deems it will result in a substantial cost savings.

**Low Priority:** Any project that does not require near term attention by the Building Committee due to its low potential for culminating in a direct impact on the safety of Parishioners or negative impact on the efficiency of Church operations. Low priority projects can be accommodated by long term planning or delayed until funding is available

for the project after all high and medium priority projects are complete. Low priority projects can be combined with high and medium priority projects if the Building Committee deems it will result in a substantial cost savings.

## SECTION 1 - SAFETY

The Building Committee has defined projects that represent safety risk to our Parish family. These projects are afforded the highest priority with respect to planning, action, and resources applied because they address the Building Committee's obligation to maintain or enhance the safety of Parishioners, relatives, friends, guests, and visitors of the Church.

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### REPLACE SANCTUARY AND PARISH HALL FLOORING.

We are looking at a long overdue project to replace the carpet and tile to beautify the front of our Church while enhancing safety for the parishioners. This is identified as a high priority and would be a major undertaking.

The tile in the parish hall has been deteriorating and breaking creating uneven walking surfaces, the carpet is heavily stained from years of wear and the weather impacts. This is a known repair, which has been identified and reviewed by the previous Building Committee but has never been funded for a complete and permanent repair until now. Depending on the method of repair, alternate materials are being considered in order to use the space that would better suit the way the church operates while maintaining the architectural integrity of the interior. Whatever the material chosen it is agreed that it should be the same material throughout both the Sanctuary and Parish Hall.

**Priority:** This is considered a high priority item.

**Status:** Steps have been taken to temporarily replace broken tiles to prevent the risk of injury during the weekday and weekend events. The Building Committee has received quotes for tile, however that proved to be a very expensive option which the parish could not afford. The Committee is looking at other options and will go out for a minimum of three competitive quotes. One reputable contractor will be selected based on the final quotes.

**Schedule:** The scheduled start date is in May - June 2018 and completion date within two weeks.

Budgetary Estimate Costs of replacement \$20,000.00. Partial funds have been secured through the 2017 Saint Monica Gift Auction, approximate balance \$11,500.00.

**Estimated Cost: \$19,575.00** (refer to attachment #1 for details)

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### REPAIR CHURCH FRONT PLAZA (PARISH HALL ENTRANCE) STEP

We are looking at ways to repair the Church front plaza also known as the Parish Center Entrance step on the front side of the Church as part of beautifying our Church and enhancing safety for the parishioners and guests while providing assured access. This is a known repair which has been discussed by previous boards but is identified as a medium priority and would be a relatively minor undertaking. The step's concrete has been deteriorating, cracking and falling apart onto the walkway. We want to prevent any visitors falling on potential loose surfaces around the bricks as they approach the church parish hall entrance from the parking area.

**Priority:** This is considered a medium priority item.

**Status:** In Planning.

**Schedule:** The scheduled start date is spring of 2018

Estimated Costs of the repairs: \$750.00 (refer to attachment #3 for details)

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### INSTALL STOVE EXHAUST FAN IN FATHER'S APARTMENT – SPRING 2018

A stove exhaust fan is required in Father's apartment to provide proper ventilation during cooking. A Non-vented range hood can be installed in the kitchen location where no external venting is required. The fan unit must have easy-to-use rocker controls that let you adjust the fan speed and the light. A Minimum of 2 fan speed settings required to adjust the ventilation as needed. A 190 CFM blower to pull cooking odors and smoke out of the air. A replaceable filter will capture and remove unwanted odors from your kitchen area. Proper ventilation while cooking will prevent setting off the fire alarm.

**Priority:** This is considered a high priority item.

**Status:** Researching stove exhaust fans, size, price and models.

**Schedule:** Spring 2018 – Request estimate now

Budgetary Estimate Costs of material and installation - \$100.00

**Estimated Cost: \$100.00**

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### INSTALL REAR PARKING LOT LIGHTS

Each year during the Christmas and Easter seasons and on other occasions temporary lighting is installed in the back lot to provide lighting for the over flow parking area. This temporary lighting enhances the safety for our parishioners when walking to and from the Church to their cars. This area is very dark and occasionally leaves from the oak trees cover fallen branches from wind storms. That couple with the uneven ground cause a potential hazard for our parishioners. The Building Committee is researching the possibility of establishing permanent lighting in the rear lot to eliminate the need to install and remove the temporary lighting each year.

**Priority:** This is considered a high priority item.

**Status:** The Building Committee has embarked on obtaining a minimum of three competitive quotes. One reputable contractor will be selected based on the final quotes.

**Schedule:** Summer 2019 – Request estimate in January 2019

Budgetary Estimate Costs of material and installation unknown at this time -TBD

**Estimated Cost: \$\_\_\_\_\_**

## SECTION 2 EFFICIENCY

Cost effective operation of the Church makes sense for proper stewardship and is fiscally responsible. The Building Committee is constantly searching for projects that represent improvements in the efficiency and cost effectiveness of Church operations. The “efficiency” projects identified below are afforded the second highest priority because they address the need to operate the Church and Parish Hall efficiently, and cost effectively.

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### REPLACE SANCTUARY AIR CONDITION COOLING SYSTEM (SANYO UNITS)

Our current Sanyo Air Conditioning Units are very old and repair parts are no longer available for these models. The Sanyo on the right side of the Sanctuary is working intermittently and the remote no longer works with that unit. The replacement of these two units will improve the comfort of the Church Sanctuary in the summer as well as provide a utility cost savings. New ENERGY STAR products make a difference in our homes, our environment and our future. By using ENERGY STAR products in our Church, we can battle global warming and pollution all while saving money. More efficient appliances lead to lower energy bills.

**Priority:** This is considered a medium priority item.

**Status:** The Building Committee will embark on obtaining a minimum of three competitive quotes. One reputable contractor will be selected based on the final quotes.

**Schedule:** The Parish Hall air conditioning units are working well and the second Sanyo air conditioning unit in the Church Sanctuary is also working well now. Based on those facts the replacement of these units will be scheduled for Spring 2019. Request estimate in Winter of 2018 for work in Spring of 2019.

Budgetary Estimate Costs of replacement unknown at this time - TBD

**Estimated Cost:** \$\_\_\_\_\_

### SECTION 3 REHABILITATION

Natural wear, erosion and our inability to fund the correction of these items have allowed some areas of the church and complex to deteriorate beyond the capacity of normal maintenance. This deterioration requires rehabilitation of those areas before they become a hazard or deteriorate beyond the point of use or effectiveness. The Building Committee has defined projects that represent rehabilitation needed for our Church.

These projects are afforded relatively low to medium priority as established by the Building Committee because they address the need to rehabilitate aspects the Church that do not represent a safety risk, reduce efficiency or effectiveness of the Church, or limit the growth of the Parish. However, if never addressed the deteriorated areas could evolve into a hazard or inefficiency that would move it to a higher priority project. The following items (in order of priority) are considered to be major rehabilitation items. The order is in the priority of what the members of the Building Committee thought would be most necessary to prevent complete replacement. However, we do understand that the order performed may depend on the availability of required funding.

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#### REPLACE CHURCH SHINGLE ROOF

Rehabilitation of the existing Church roof is necessary to preserve the integrity of the building. The roof shingles should be replaced and sealed. This requires removing and replacing the existing shingles. This rehabilitation is necessary to prevent structural damage to the building which would require additional cost to repair. This is not an immediate need but should be planned for next year.

**Priority:** This is considered a medium priority item.

**Status:** In Planning.

**Schedule:** The scheduled start date is sometime in the summer of 2019.

Budgetary Estimate Costs of the roof rehabilitation: \$16,700.00

Remove Old Gutter & Install 6' Gutter & 4x3 Leaders - \$4,3000.00

Replace Skylights with New Velux Skylights with Flashing - \$1,600.00

Estimated Cost: \$\_\_\_\_\_ (refer to attachment #2 for details)

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#### REHABILITATION PARKING LOT SURFACED AND STRIPED

Rehabilitation of the existing parking lot is necessary to preserve the integrity of the current lot. The surface of the parking lot should be repaired and sealed. This requires hard rubber asphalt applied to the cracks, a seal covering of the lot, and repainting of the lines. This rehabilitation is necessary to prevent structural damage to the surface which would require additional cost to repair. This is not an immediate need but should be planned for.

**Priority:** This is considered a medium priority item.

**Status:** In Planning.

**Schedule:** The scheduled start date is sometime in the summer of 2021.

Budgetary Estimate Costs of the rehabilitation unknown at this time - TBD

**Estimated Cost:** \$\_\_\_\_\_

## SECTION 4 GROWTH

We are truly blessed to have a Parish that continues to grow. With this growth is a need to enhance and expand our services to keep pace with the growth and technology. Additions to the church are needed to accommodate the real and expected growth of our Church. Discussions were limited to the additions to the existing building and improvements to existing building systems until the Bishop's decision is finalized regarding the future of Saint Monica's parish.

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### REPLACE FOLDING TABLES AND CHAIRS

Additional seating is seen as a need in the near future for both the parishioners attending services, for our choir, as well as for our Religious Education Classes. This project is a medium priority as established by the Building Committee because they address the need to expand or enhance the Church to accommodate anticipated increases in organizations activity and or membership participation as well as Religious Education requirements.

**Priority:** This is considered a medium priority item.

**Status:** Researching pricing.

**Schedule:** The scheduled start date is summer of 2019

Estimated Costs of the replacement: \$3999.00 (refer to attachment #4)

**Note:** *Tables collapsing is considered a safety issue, those potential tables need to be removed from service immediately.*

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### INSTALL CHURCH SANCTUARY VIDEO SYSTEM (MULTIPLE MONITORS)

Presently, the Church is fortunate to have a state of the art audio sound amplification system installed in the Church Sanctuary. It is in relatively good shape and is of commercial quality. Microphones are installed or available for all critical locations. The master control point for this equipment is in the Sanctuary. The Sanctuary has four pillars that unfortunately block the view of the Mass for some parishioners depending upon where you are sitting. Periodically throughout the year there will be a video that needs to be viewed such as the Bishop's Appeal or a missionary video. The projector and screen are located on the far-right side of the Sanctuary next to the choir making it impossible for parishioners who are seated on the left front side of the Sanctuary to see.

The addition of three to five large monitors with video equipment installed would resolve the pillar issue and provide a clear view regardless of where you are seated. The addition and upgrading of these systems is just another way of appealing to younger folks in this age of multimedia. This is not a passing fad in our opinion and we recommend that Saint Monica's embrace this as another tool to reach others as we try to be more progressive and intentional about sharing God with others through our church.

**Priority:** This is considered a medium priority item.

**Status:** Request estimate in Spring of 2019 for work in Summer of 2019.

**Schedule:** TBD.

Budgetary Estimate Costs unknown at this time - TBD.

**Estimated Cost:** \$ \_\_\_\_\_

## SECTION 5 FINANCIAL RESPONSIBILITY

The Financial Committee of the Church of Saint Monica has a tradition of balanced spending to ensure the capacity for delivering services to a growing community of Parishioners. Historical balanced budgets derived from weekly offerings, pledges and purposeful fundraising from the annual carnival supported the day to day operations of the church, the utilities, and the maintenance of the church. The annual carnival no longer occurs hence that source of funding has dried up making it more difficult to balance the budget.

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### FINANCIAL SUMMARY

The annual operational costs of Saint Monica's in the fiscal year ending June 30, 2017 was \$296,515. Our total revenue in the same fiscal year was \$287,302 leaving a net income debt of - **\$9,213**. Annually a Treasurer's Report is presented to the parish which details the cash received from the parish minus the cash disbursements of the parish. It is not an annual budget, but merely a historical presentation of where the parish obtains its funds and how the parish spends its funds. The annual contributions to the Church have gone to church operations. As the report indicates, the church receives a majority of its funding from parishioner weekly offerings.

Accordingly, there is usually nothing remaining for major capital improvements. Previous committees have analyzed and discussed the various major improvements that must be accomplished in the upcoming years to maintain and preserve the church structure, however did not have the funds to proceed. The current Building Committee has now formulated a program to implement and fund these capital improvements. The two means of available funding are borrowed funds and major donations from the parishioners in the form of pledges and fundraisers. In the past, the donations were first requested, then the project completed. This method, however, can delay the improvements, which in turn make the improvements costlier due to rising costs of construction and further deterioration of the item or structure. This CIP weighs the physical needs with the reality of today's costs and tomorrow's inflations to strike a balance that meets the spiritual intent of the Parish.

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### PROPOSED PAYMENT OF IMPROVEMENT PROJECTS

Two options are available to fund required improvement projects: borrow the funding required; raise the funds through pledges and fundraisers. The Church's history of long-range planning, leadership and sound financial management has earned an excellent credit rating for the issuance of its debt. This is one option to consider with a pay back early mindset from pledges received from parishioners. Another option is a balanced budget approach of raising the funding through pledges and fundraisers and prioritizing projects on a timeline. This may be a more practical approach for this parish based on the pending Bishop's decision.

The other major objective is to pay the annual operating expenses through our stewardship program, this would allow funding of improvement projects through receipt of pledges and focused annual fundraising activities.

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### PLEDGES AND STEWARDSHIP

The Vision 2020 Workgroup will develop ways to increase receipt from pledges. The goal of the pledges is for 200 or more parishioners to contribute \$100 a year for the next three years. This will generate \$60,000 earmarked for capital improvements identified in this plan. The Vision 2020 Workgroup will also develop a stewardship plan that will communicate the benefits and responsibilities of being a good steward of the Church. The goal of the stewardship plan is raise

the weekly offerings to a point to pay all of the Church's operating expenses and begin to build a "sinking fund" to provide for future capital needs (this is named the "Capital Fund") that occur beyond the three-year plan presented in this plan.

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## FUND RAISING

Focused Fund Raising for Building Improvements – The Vision 2020 Working Group is considering focused fundraising activities to assist in raising the needed funds for building improvements. Each fundraising activity will have a set goals that will coincide with some key CIP expenditures.

Fund raising activities being considered in this category include:

- Annual Saint Monica Gift Auction - the goal of this activity is to raise \$15,000 by the fall of each of the next three years starting in 2018
- Annual Community Yard Sale - the goal of this activity is to raise \$1,000 by the fall of each of the next three years starting in 2018
- Car Washes - the goal of this activity is to raise \$500 by the summer & an additional \$500 in the fall of each of the next three years starting in 2018

Three Year Estimated Total Pledges and Fund Raising

- \$111,000

Additionally, the Stewardship Program would raise an additional \$20,000 annually to balance the budget and begin saving in the Capital Fund for improvements beyond this first three years. An increase of \$0.79 per 500 parishioners per week for a year would provide \$20,540.

## SECTION 6 INTEGRATED TIMELINE

Listed below are the projects listed by category and timeline.

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### SAFETY:

- Replace Sanctuary and Parish Hall Flooring – Summer 2018
- Repair Church Front Plaza (Parish Hall Entrance) Steps – Spring 2018
- Install Stove Exhaust Fan in Father's Apartment – Summer 2018
- Install Permanent Rear Parking Lot Lights – Summer 2019

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### EFFICIENCY:

- Replace Sanctuary Air Condition Cooling System (Sanyo Units) – Spring 2019
- Church Sanctuary Video System (Multiple Monitors) – Summer 2019

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### REHABILITATION:

- Replace Church Shingle Roof – Summer 2019
- Parking Lot Surfaced and Striped – Summer 2020

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### GROWTH:

- Replace Folding Table and Chairs – Fall 2018

## FISCAL YEAR 2018/2019 ATTACHMENTS

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***ATTACHMENT 1 - SANCTUARY AND PARISH HALL FLOORING***

***ATTACHMENT 2 - CHURCH ROOF ESTIMATE***

***ATTACHMENT 3 – CHURCH FRONT PLAZA STEP***

***ATTACHMENT 4 – REPLACE FOLDING TABLES AND CHAIRS***



**ATTACHMENT #2**



*ESTABLISHING AND MAINTAINING PROFESSIONAL  
STANDARDS AND PRACTICES IN THE ROOFING INDUSTRY*

**QUOTATION / PROPOSAL**

TO: ST. MONICA CATHOLIC CHURCH

PROJECT ADDRESS:

**SHINGLE ROOF REPLACEMENT**

1. REMOVAL OF EXISTING ROOF'S DOWN TO DECK, INSPECTING THE DECK PRIOR TO INSTALLATION.
2. INSTALLATION OF 50 YEAR ARCHITECTURAL, 130 MPH WIND RESISTANT ROOF SHINGLE.  
COLOR \_\_\_\_\_
3. INSTALLATION OF ICE AND WATER SHIELD ALONG ALL EAVES, RAKE ENDS, AND VALLEYS.
4. INSTALLATION OF SYNTHETIC FELT UNDERLAMENT.
5. INSTALLATION OF NEW VENT PIPE FLASHINGS AND ROOF VENTS.
6. INSTALLATION OF METAL DRIP EDGE AS NEEDED.
7. INSTALLATION OF NEW RIDGE VENT AS NEEDED.
8. INSTALL PROPER FLASHINGS FOR COMPLETE WATER TIGHT SYSTEM.
9. REMOVAL OF ALL DEBRIS ACCUMULATED FROM PROJECT.
10. WORKMANSHIP WILL BE PERFORMED IN A PROFESSIONAL MANNER.

TOTAL AMOUNT OF THIS PROJECT:

\$ 16,700.00

PAYMENT SCHEDULE AS FOLLOWS: A DEPOSIT OF ONE THIRD

\$ 5,500.00

BALANCE DUE UPON COMPLETION:

\$ 11,200.00

- REMOVE OLD GUTTER AND INSTALL 6" GUTTER AND 4X3 LEADERS: \$ 4,300.00
- REPLACE SKYLIGHTS WITH NEW VELUX SKYLIGHTS WITH FLASHING KITS: \$1,600.00

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**AUTHORIZATION SIGNATURE**

**DATE**

**NAME**

**NOTE: AUTHORIZATION IS REQUIRED TWENTY WORKING DAYS PRIOR TO START. ADDITIONAL LABOR IS BASED @ \$60.00 PER MAN HOUR. PERMITS TO BE BILLED SEPARATE @ COSTS. QUOTATION IS VALID FOR THIRTY DAYS. *WORKMANSHIP WILL BE PERFORMED IN A PROFESSIONAL MANNER AS PER NRCA & NERCA AS WELL AS BE OSHA COMPLIANT.***



*ESTABLISHING AND  
MAINTAINING PROFESSIONAL*

*STANDARDS AND PRACTICES IN THE ROOFING INDUSTRY*

## SHINGLE/FLAT ROOF REPLACEMENT

11. REMOVAL OF EXISTING ROOF'S DOWN TO DECK, INSPECTING THE DECK PRIOR TO INSTALLATION.
12. INSTALLATION OF 50 YEAR ARCHITECTURAL, 130 MPH WIND RESISTANT ROOF SHINGLE.  
COLOR \_\_\_\_\_
13. INSTALLATION OF ICE AND WATER SHIELD ALONG ALL EAVES, RAKE ENDS, AND VALLEYS.
14. INSTALLATION OF SYNTHETIC FELT UNDERLAMENT.
15. INSTALLATION OF NEW VENT PIPE FLASHINGS AND ROOF VENTS.
16. INSTALLATION OF METAL DRIP EDGE AS NEEDED.
17. INSTALLATION OF NEW RIDGE VENT AS NEEDED.
18. INSTALL PROPER FLASHINGS FOR COMPLETE WATER TIGHT SYSTEM.
19. REMOVE EXISTING EPDM ROOF AND INSTALL NEW .60 MIL EPDM ROOF WITH PROPPER FLASHINGS AND METAL EDGING THROUGHOUT.
20. REMOVAL OF ALL DEBRIS ACCUMULATED FROM PROJECT.
21. WORKMANSHIP WILL BE PERFORMED IN A PROFESSIONAL MANNER.

**TOTAL AMOUNT OF THIS PROJECT:**

\$ 51,627.00

**PAYMENT SCHEDULE AS FOLLOWS:** A DEPOSIT OF ONE THIRD

\$ 17,200.00

**BALANCE DUE UPON COMPLETION:**

\$ 34,427.00

- REMOVE OLD GUTTER AND INSTALL 6" GUTTER AND 4X3 LEADERS: \$ 4,300.00
- REPLACE SKYLIGHTS WITH NEW VELUX SKYLIGHTS WITH FLASHING KITS: \$1,600.00

**AUTHORIZATION SIGNATURE**

**DATE**

**NAME**

1520 ROUTE 37 WEST SUITE 4 TOMS RIVER NEW JERSEY 08755  
732-244-8588 OFFICE WWW.ROOF-SERVICES.COM 732-608-9248 FAX  
HOME IMPROVEMENT LICENSE #13VH06840400

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**ATTACHMENT #3**



Date: 03/09/2018  
Estimate / Contract #03092018\_01  
Contact: John White (848) 992-1652  
Email Address: JIwhite@optonline.net  
Address: Saint Monica's Church, 679 W Veterans Hwy, Jackson

**Scope of Work:**

1. Repairing all steps to include repairing any broken or missing mortar in between all brick. Resurfacing all stair risers throughout property to include parge coat with sponge finish. Resurfacing rear steps with sponge coat finish on risers and sides of steps. Replacing broken concrete to include removal of approximately 4' x 10' section to be removed and replaced with new concrete. Concrete to have wire mesh throughout with picture frame edging and broom finish. Resurfacing two steps in entirety on side entrance.

**Price = \$750**

**Payment Terms:**

35% deposit due at time of contract approval and start of work onsite.

Progress payments to be invoiced and paid on a bi-weekly basis.

Final payment due within one (1) week of completion of the work onsite.

Schedule: This scope of work will be completed in approximately 1 day after start date.

Once this proposal is signed, a certificate of insurance will be issued showing Worker's Comp and General Liability insurance coverages.

NOTICE: YOU MAY CANCEL THIS CONTRACT AT ANY TIME BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER RECEIVING A COPY OF THIS CONTRACT. IF YOU WISH TO CANCEL THIS CONTRACT, YOU MUST EITHER:

1. SEND A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION BY REGISTERED OR CERTIFIED MAIL, RETURN RECEIPT REQUESTED; OR

2. PERSONALLY DELIVER A SIGNED AND DATED WRITTEN NOTICE OF CANCELLATION TO: Premier Landscape & Masonry, 4213 Belmar Blvd, Wall Township, NJ 07753. (Phone: (732) 610-5747)

If you cancel this contract within the three-day period, you are entitled to a full refund of your money. Refunds must be made within 30 days of the contractor's receipt of the cancellation notice.

**ATTACHMENT #4**



This Lifetime Super Combo comes with 12 commercial-grade tables matched to 96 comfortable folding chairs.

**About this item - \$3,999.00 Price include shipping**

- Includes (3) 4-packs of 96" x 30" commercial stacking tables (80344)
- Includes (3) 32-packs of commercial folding chairs
- 10-year limited warranty

