



# Things to Consider – Collaborative Pastoral Plan

## Property Management

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### PROCESS

#### Establish a Properties Committee with equal representation from each parish:

- Recommend members with real estate or facilities background, i.e., architects, contractors, real estate agents
- Walk through each building and determine advantages/disadvantages to properties. For example, handicap accessibility, bathrooms, overall general condition, immediate repairs needed, sufficient parking, location to all parishes
- Identify all ministries current and potential; if new ministries will be considered, identify their potential space needs
  - Consider is any ministries need “dedicated space” e.g. Youth Ministry
- Develop an initial plan for the potential current and future use of all collaborative property based on the meetings and walk through
- Consider a presence on every campus so that no one parish feels left out
- Within the Pastoral Plan determine how all collaborative real estate is best utilized to enhance the priorities, goals, objectives and mission:
  - Daily mass
  - Rectory living
  - Office space
  - Meeting space
  - Gathering space
  - Religious education
  - Other parish ministries
    - Consider the costs involved with any potential changes, keeping in mind flexibility of the space.
    - Consider the ministries when determining the potential use of space

### TOOLS

#### Contact Property Management Department for assistance

Oftentimes changing the use of a building can trigger certain code requirements. Use caution when making major changes to the use of any parish buildings. Property Management can recommend outside vendors to assist the collaborative in making informed decisions regarding the use of property including:

- Architects /space planners
- Engineers
- Real estate agents
- Appraisers
- Contractors
- Environmental implications e.g. asbestos, lead paint

## REPAIRS/RENOVATIONS

**After determining an overall plan for collaborative ministries, if repairs or renovations are needed, the following considerations should be focused on:**

- Location
- Handicap accessibility including restrooms
- Code compliance/potential change of use
- Costs of potential renovation and financial resources available
- Functionality – keep space flexible/adaptable to be used for more than one ministry.

## SURPLUS PROPERTY

**If the Properties Committee determines that a property is not needed now nor in the future, a parish may consider a lease or sale:**

- Whenever possible, a lease should be considered to provide rental income while maintaining ownership
  - Shared use of a building (between a tenant and the parish) can be considered, depending on needs
  - Careful consideration needs to be made regarding the type of tenant contemplated. A tenant should “complement” the mission of the collaborative and not be contrary to the teachings of the Catholic Church
- With considering a sale, careful consideration should be made regarding the long term effects of such a permanent decision. The Properties Committee should consider
  - Location of building to be sold - buildings located in the midst of a campus should not be sold
  - Future parking – will the potential sale have an impact on parish parking
  - Use of proceeds – properties should not be sold as a means to address operating losses
  - Parishioner support & effect on parish life