

Mission and Ministry Plan

Part 1

St Marks
155 Memorial Drive
Brantford, Ontario

Creating a Mission and Ministry Plan

The Bishop of Huron has asked that every parish/regional ministry in the Diocese create a Mission and Ministry Plan for the 5-year period 2018-2022, to be submitted to Annual Vestry 2018 and to the Diocese (1 copy to the Territorial Archdeacon and 1 copy to the Executive Archdeacon) by March, 2018. The intention is to identify a way forward for every part of the Diocese, with clearly identified mission purpose and concrete goals to support that purpose.

We have provided a template (attached) that all parishes/regional ministries are expected use, along with some advice on process (attached). This booklet contains basic goals that must be met by all parishes. If your parish cannot meet them by the specified date, please indicate in the appropriate column the date by which you expect to reach the goal. There is a column for “Proposed Action.” Here is where you enter your plan for fulfilling the goal.

The template is divided into sections: five based on the Five Marks of Mission and others on Ministry and Leadership, Congregational Health, Long-term Future, Buildings, and Finances. Each section includes an explanation and room for goal-setting.

If your parish has goals beyond those named in this booklet, please use the “Mission and Ministry Plan, Part 2 (Optional)” to enter your other priorities. That booklet also contains numerous suggestions for parish goals which are worth considering.

Suggested Process

In order to simplify the task of creating a plan, we've identified a process that we think will be helpful. Your parish/regional ministry may have its own way of moving forward and that's fine. Steps 6 and 7 are not optional, however. The Mission and Ministry Plan must be passed by Vestry, the latest acceptable date being Annual Vestry 2018, and submitted to Church House and the Territorial Archdeacon.

1. Create a task force to response to the challenges of the five marks of mission as identified within the mission plan. It is suggested that this visioning not be made another task of the council or wardens, but that a separate task force be created that will involve fresh and experienced eyes. The task force must include the Rector/Priest-in-Charge.
2. Terms of reference should be prepared by council to ensure that the committee has a clear focus of what their tasks and deadlines are. This will include the requirement that monthly reports be provided to the Parish/Regional Council as well as special reports in June and November. The task force should consider the results of the Self-Assessment, the phased goal benchmarks in the diocesan mission plan and other available resources.
3. Concurrently the council should complete the Parish Self-Assessment. Knowing where you are can help you to know where you can go. The questions asked in the Self-Assessment are intentionally arranged to prepare you for answers that you can enter into your Mission Plan. It will be an essential resource for the work of the Task Force. However completing it should not become one of its tasks.
4. Separately the Clergy/Council/Wardens/Finance/Building Committee should respond to the goals set in sections 6 – 10 of the mission plan.
5. Distribute the draft to the congregation(s) and invite amendments and other responses; a Town Hall meeting or some similar form of engagement is a good idea within the month of June. The findings of the task force should be shared with wardens and council before any vestry submission or presentation.
6. The final plan must be accepted by motion of Vestry. A Special Vestry for the purpose, by the end of November 2017, is advisable, so that planning can be undertaken for Annual Vestry 2018. Otherwise, the Mission Plan may be accepted at Annual Vestry 2018.
7. Submit final copies to: 1) the Executive Archdeacon of the Diocese of Huron, the Ven. Tanya Phibbs, and 2) the Territorial Archdeacon. Together the archdeacons will review and respond to each submission.
8. Timeline:
 - a. May 2017 Creating a task force within the parish
 - b. June 2017 Evaluating the current mission statement and discussing the needs to be addressed
 - c. September 2017 Formulation of the Mission plan in two months
 - d. November 2017 Parish consultation and draft approval via presentation to council or a special vestry meeting
 - e. January 2018 Vestry approval

Mission and Ministry Plan

Sections

1. Evangelism: The First Mark of Mission
2. Discipling: The Second Mark of Mission
3. Service: The Third Mark of Mission
4. Transforming Society: The Fourth Mark of Mission
5. Safeguarding and Renewing the Earth: The Fifth Mark of Mission
6. Ministry and Leadership
7. Congregational Health
8. Long-term Future
9. Buildings
10. Finances

1. Evangelism: The First Mark of Mission

“To proclaim the Good News of the Kingdom” is to share the news that in Christ God is reconciling to world to himself (2 Cor. 5:19), in words. How can you speak the Good News to the world around you?

Evangelism: Minimum Goals	Goals Met?	Proposed Action
<p>Participate in one evangelism training event</p> <ul style="list-style-type: none"> • <i>may be a shared event, a workshop, book study, series of educational events</i> • <i>the Director for Mission and Ministry leads these</i> • <i>you can use the “Thy Kingdom Come” video series:</i> https://www.thykingdomcome.global/faith • <i>Wycliffe College’s Institute of Evangelism can provide people and resources</i> 	<p>Initial discussions fall of 2017</p> <p>Due date: by Dec. 2018</p>	<p>Host an evangelism workshop in 2018 to help us redefine evangelism to make it meaningful and personal</p>
<p>Identify the group of people whom your parish/regional ministry hopes to reach</p> <p>Young families and newcomers have been identified</p> <ul style="list-style-type: none"> • <i>may be defined by age, socio/economic class, or geographic location - must be specific enough that you can reach them with particular activities</i> • <i>should be feasible for you to reach</i> 	<p>Ongoing</p>	<p>Since 2015: Messy Church is a time of creative stories, songs, worship and eating a meal together, created for those for those who cannot make a regular Sunday service. It provides an opportunity for people of all ages to worship together, to feel they belong in church, to help them have fun and be creative together and to introduce Jesus through hospitality, friendship, stories and worship. Messy Church is on the second Friday of each month from 5:00 until 7:00 from September until June. We currently average 80 in attendance, Bench Mark: 44 families have registered with Messy church. Of those families 19 are on the parish list. We will continue with this ministry in 2018 and beyond through paid staff and volunteers who meet to plan beforehand.</p>
<p>Undertake two evangelism activities designed to reach the identified group</p> <ul style="list-style-type: none"> • <i>these activities must include explicit proclamation of the Good News, in words</i> • <i>social events, such as dinners and concerts, may count but only if a significant component of the event is explicit proclamation</i> 	<p>Ongoing</p>	<p>Messy Church (see above).</p> <p>St Marks will host Turning to Christ a 7-week study program from Oct 11 through Nov 17, 2017. The purpose of the study is to invite newcomers and help us all better articulate our faith.</p>

2. *Discipling: The Second Mark of Mission*

“To teach, baptize and nurture new believers” and, indeed, all believers, is the work of discipling. How can your congregation(s) foster the Christian development of new participants, long-time members, and everyone in between?

Discipling: Minimum Goals	Goal Met?	Proposed Actions
<p>Host, or participate in, a Lenten formation series, such as “The Five Marks of Love”</p> <ul style="list-style-type: none"> • <i>“The Five Marks of Love” engages the Five Marks of Mission and is available from Church House</i> 	<p>Yes Conducted in 2017 with Brant Anglicans</p>	<p>Turning to Christ a 7-week study program (see above). Lenten studies will continue to be planned in 2018-2022.</p>
<p>Regular small groups for prayer, Bible study, and other Christian formation</p>	<p>Yes Ongoing</p>	<p>A prayer chain exists to help rally support for those in of need and to provide a means whereby members can help hold up the hands of others. At St. Mark’s, the priest and deacon and others pray regularly for those needing healing, for those in trouble, and for families-in-need.</p> <p>Prayer cards are available in the pews and can be completed with the first name of the person members would like included in prayers. Lists are distributed on a weekly basis to the intercessors and read aloud at each service.</p> <p>Morning Prayer is offered Tues through Fri at 9:15am.</p> <p>The Woman’s Afternoon Book Study meet on Wednesdays.</p> <p>Life in the Eucharist classes are conducted every year and Confirmation classes every other year (next in 2018).</p>
<p>Require substantial baptismal preparation, including church attendance and explanation of baptismal meanings and promises</p>	<p>Yes Ongoing</p>	<p>Father Tim conducts three baptismal preparatory classes with candidates scheduled in response to requests.</p>

3. Service: The Third Mark of Mission

“To respond to human need by loving service” is a central aspect of Christ’s call. The challenge for us is to remember that loving service engages us personally with those in need, so that we are changed by the encounter. Simply providing a building or sending a cheque misses the heart of what Christ asks of us, indeed, offers us. How can your congregation(s) find real needs and offer service that is truly loving?

Service: Minimum Goals	Goal Met?	Proposed Actions
<p>Participate in at least one ongoing community-oriented charitable service activity</p> <ul style="list-style-type: none"> • <i>this requires the active involvement of parishioners (not just clergy) in outreach for others</i> • <i>may be in cooperation with non-parishioners</i> • <i>simply providing space in the church building does not qualify</i> 	<p>Yes Ongoing</p>	<p><u>Daily Bread:</u> At St. Mark’s, several of our members volunteer their time on Wednesdays to assist with preparing and serving a full-course meal to approximately 150-200 people every week at Grace Anglican Church, Brantford. In addition, our members donate money over the course of the year to provide \$20 gift cards for those in attendance at the Christmas Dinner. Over the past few years, we have provided about 250 cards per year.</p> <p><u>Food Bank:</u> At St. Mark’s, we donate food and add it to our permanent collection containers at the back door of the church. Every two weeks, several hundred pounds are delivered to the Brantford Food Bank.</p> <p><u>Meaningful Giving Program:</u> through our Sunday school. Various projects including ongoing support of a child through World Vision</p> <p><u>Greeting Card Ministry:</u> Members of our congregation receive cards or notes when celebrating special anniversaries. Cards are also sent to let members know they are remembered in times of sickness, need or sorrow.</p> <p><u>Parish Visitor Team:</u> This group is part of the Pastoral Team who ensure that shut-ins, newcomers and those who want to stay connected with St. Mark’s receive a visit. Members of this group visit people who are unable to attend church on a regular basis and those that are ill or experiencing difficulties. Visitors offer friendship letting people know that God cares about them and that they are loved and valued as a member of the congregation.</p> <p><u>Seniors Communion and Luncheon:</u> Four times per year, St. Mark’s offers a Wednesday midday communion service and luncheon for seniors, many of whom are not able to attend on Sunday mornings. Parishioners offer to pick up those who cannot get to the church and others prepare a meal and cleanup afterwards.</p> <p><u>Samaritan’s Purse shoeboxes:</u> St. Mark’s is the ongoing regional centre for this ministry annually Sept-Nov.</p> <p>Explore further ministry opportunities at Northland Gardens community centre.</p>

4. Transforming Society: The Fourth Mark of Mission

“To seek to transform unjust structures of society, to challenge violence of every kind, and to pursue peace and reconciliation” is a call to go beyond charitable giving and help to change the world that creates human needs. How can your congregation(s) join in God’s work of building the Kingdom by participating in the transformation of society?

Transforming Society: Minimum Goals	Goal Met?	Proposed Actions
Host/participate in an educational event on the UN Declaration on the Rights of Indigenous Peoples and participate in the Blanket Exercise	Yes Nov 9/16 Ongoing	<p>The <u>Blanket Exercise</u> was performed at St Marks November 9, 2016</p> <p><u>Reconciling Circle:</u> St Marks convened a Reconciling Circle in October 2015. The Brantford Anglican Reconciling Circle continues to meet several times a year. We welcome anyone who is interested in better understanding our Indigenous sisters and brothers.</p> <p>Spring 2017: 5 or 6 members St. Marks’ attended “Colonization Road” and our Sunday school sent money for cistern tanks to an Indigenous community.</p> <p>Next event: Public forum with two speakers at Woodland Cultural Centre during Treaties Recognition Week November 5-12, 2017. St Mark’s will also host a film night during this week.</p> <p>Planning group continues in 2018 and Sunday school will continue to raise awareness of indigenous issues.</p> <p><u>Refugee sponsorship</u> St. Mark’s hosted a welcome event for our co-sponsored Syrian refugee family. We plan to co-sponsor a second family in 2018.</p> <p><u>Daily Bread</u> Investigate opportunities to expand the Daily Bread program with housing and healthcare resource personnel (due date 2019).</p>
Appoint a contact person for the Primate’s World Relief and Development Fund.	Yes	Jim Kelso a former chair of the PWRDF for Huron continues to represent St Marks.

5. Safeguarding and Renewing the Earth: The Fifth Mark of Mission

As Christians, we are called to “safeguard the integrity of creation.” Our world is a gift from God. We bear responsibility for it. How can your congregation contribute to the work of caring for the Earth?

The Earth: Minimum Goals	Goal Met?	Proposed Actions
Do a green assessment of your parish buildings.	Yes	<p>Green Team: The St. Mark’s Environment Committee looks for ways to develop our stewardship of creation at a personal, church, and diocesan level. They are consolidating the implementation of the Green Audit of St. Mark's conducted in 2016. We have achieved “Deep Green” status. The audit will be reviewed to set goals for 2018.</p> <p>Environmental initiatives have included:</p> <ul style="list-style-type: none"> • Kitchen waste is recycled and composted • Gardens are pollinator and wildlife friendly spaces, and we are registered with the Canadian Wildlife Federation as having a wildlife friendly property • We use cleaning chemicals that are friendly to the environment and to the staff using them • We are using Ice Melt rather than salt to try and reduce the amount of salt going into the environment • We promote digital communications to reduce paper usage. <p>We raise awareness of caring for creation by including the environment in our intercessions during worship. We celebrate Creation Sunday in September.</p> <p>The children’s program and Messy church focuses on raising environmental awareness at various times though out the year.</p>
Decrease use of electricity and water.	Yes	<ul style="list-style-type: none"> • Light fixtures have been upgraded from incandescent to more energy efficient designs • Toilets are low flush

6. Ministry and Leadership

Ministry and Leadership: Minimum Goals	Goal Met?	Proposed Actions
<p>Parish Council meetings</p> <ul style="list-style-type: none"> • <i>Parish Council meetings must occur at least four times a year</i> • <i>at least a three-day notice should be given for all meetings of Parish Council</i> 	<p>Yes ongoing</p>	<p>Parish Council meetings are held monthly excepting July. Meeting dates are published in the weekly bulletin, at the St Marks website calendar and in the St Marks Weekly Office Update distributed to parish email subscribers.</p> <p>Parish Council Minutes are kept in a public place and are accessible to parishioners.</p>
<p>Teaching element in every Parish Council meeting</p> <ul style="list-style-type: none"> • <i>Parish Council should be about more than business; include some element of learning about God and our Diocese of Huron</i> 	<p>Yes</p>	<p>Each month, excluding July, our Parish Council meets to discuss the care and maintenance of the church and its contents, congregational life, the financial affairs of the church and explore new opportunities to fulfill our mission.</p> <p>Members of the Parish Council are appointed to represent and report on the six focus portfolios: Welcoming Others, Celebrating God, Growing Spiritually, Caring for Each Other, Engaging the Community and Cherishing Our Resources.</p>
<p>Nominating Committee for officers</p> <ul style="list-style-type: none"> • <i>nominations should be recommended by parishioners, so that the community owns its life</i> 	<p>Yes</p>	<p>The Nominating Committee is comprised of the Rector, one Warden, a former Warden and a member of the Parish Council. In November we advertise the names of committee members so any parishioner can make a recommendation to the Nominating Committee.</p>

Ministry and Leadership: Minimum Goals	Goal Met?	Proposed Actions
<p>Effective communications</p> <ul style="list-style-type: none"> <i>ensure that the congregation knows about the possibilities and challenges that are being faced, and about events to attend</i> 	<p>Yes ongoing</p>	<p>Bulletin Preparation: Our bulletins provide a way for our congregation to follow our Sunday worship services and to highlight activities within the church. Each Friday, volunteers duplicate, fold and staple the weekly bulletins and place them at the back of the church for distribution by the greeters.</p> <p>Newsletter: At various times throughout the year a Newsletter, <i>Spirit of St Mark's</i>, describing upcoming events and activities is distributed from the back of the church.</p> <p>Delivery Team: Members of our parish deliver mailings that have not been picked up on Sunday mornings to defray postage costs</p> <p>Website: http://stmarks.on.ca is a comprehensive site providing a host of information including, a calendar of events, staff introductions, history of the church and photos.</p> <p>St Mark's Weekly Office Update: is emailed to all parishioners by the Parish Co-ordinator (PC)</p> <p>Facebook and Twitter: posts are regularly made by the PC & a warden respectively</p> <p>2018: advertise and educate congregation about Liaison members of Parish Council</p>
<p>Participation in life of the Deanery and Diocese</p> <ul style="list-style-type: none"> <i>active and regular involvement</i> 	<p>Yes ongoing</p>	<p>2016 Greening Sacred Spaces Workshop and Clergy Days focusing on indigenous issues.</p> <p>Deanery events planned by St. Mark's include: Children's Holy Days twice yearly.</p> <p>St Marks hosted a Stewardship Training Workshop for the Deanery in October 2017</p> <p>Brant Anglican Study Group meets for various studies during the year on Wednesdays.</p>
<p>Warden and Treasurer training</p> <ul style="list-style-type: none"> <i>the Diocese offers training for wardens and treasurers</i> 	<p>Yes</p>	<p>Wardens will attend training when next offered (2018) and give feedback to diocese regarding previous training before that time.</p>

7. Congregational Health from Oct 11 through Nov 17, 2017.

Congregational Health: Minimum Goals	Goal Met?	Proposed Actions
Safe Church Compliance	Yes ongoing	All individuals working with the vulnerable have current, acceptable Expresschecks completed. A confidential listing is maintained by a Warden and Office Administrative for referral and to ensure updating is completed on a timely basis. Accurate Job Descriptions for current staff and volunteers are maintained on church site for referral and updating as necessary.
Safe Church policies and procedures on bullying and harassment are normal aspects of parish life.	Yes	St. Mark’s has a current policy and program in place. This was approved by the Diocese and will be reviewed and updated on an annual basis as required. This policy and program was introduced to all staff and the congregation in September 2017.
Ensure broadly-based decision-making <ul style="list-style-type: none"> • <i>avoid concentrating decision-making authority among few parishioners</i> 	Yes	Individual Committees and groups make their own planning decisions. Decisions involving or effecting the whole parish are reported to parish council by wardens or committee liaisons for feedback or approval
Regular opportunities for fellowship and community building <ul style="list-style-type: none"> • <i>fellowship after worship is a common example</i> 	Yes Ongoing	<p><u>Newcomers’ Ministry:</u> The Newcomers Ministry Team is a small group focussed on inviting newcomers to events, connecting them with others and communicating information about St. Mark’s via phone calls, visits and published material.</p> <p><u>Greeters:</u> Greeters welcome and assist at church services throughout the year. Currently there are over 60 members of the congregation who greet at the door, distribute bulletins and books, assist anyone in need or ill during the service, assist with the hearing assistance devices,</p> <p><u>Active fellowship groups:</u> Ladies Guild, Women’s fellowship, Men’s Group, Coffee Hour following each worship, Toddler Parties, Kids Club, Youth Group.</p>
Conversations are done in person, on the phone, and/or video chat. No conversations via email. <ul style="list-style-type: none"> • <i>email should be used only for general sharing of information; talking about issues and decision-making should not occur over email because email</i> 	Yes ongoing	Review and/or reinforce this policy as needed.

Congregational Health: Minimum Goals	Goal Met?	Proposed Actions
<i>does not aid in resolution</i>		

8. Long-term Future

Long-term Future: Minimum Goals	Goal Met?	Proposed Actions
Complete Mission and Ministry Plan	Yes Annually done each November since 2014 Due date: Annual Vestry 2018	2015-2017 three ministry priorities are: <ol style="list-style-type: none"> 1) Children, youth and young families 2) Connecting with others - inside and out 3) Sharing God’s Gifts Following acceptance at the 2018 Vestry, the plan will be submitted.

9. Buildings

Buildings: Minimum Goals	Goal Met?	Proposed Actions
<p>Fill out the attached Property Condition Matrix for all buildings in the parish’s care</p> <ul style="list-style-type: none"> <i>this is the Property Condition Matrix from the Parish Self-Assessment Booklet (available on the diocesan website under Resources/Parish Toolbox/Congregational Development)</i> 	<p>Yes</p>	<p>Matrix has been completed and appears at the end of this document.</p>
<p>Identify lists of building condition issues that will need:</p> <ol style="list-style-type: none"> to be addressed within the next five years, and in the next five to ten years. <ul style="list-style-type: none"> <i>the Property Condition Matrix will help</i> 		
<p>Identify significant building elements that because of condition or age will likely need to be addressed.</p> <ul style="list-style-type: none"> <i>the Property Condition Matrix will help</i> 		
<p>Establish budget costs and timelines.</p> <ul style="list-style-type: none"> <i>With trade or professional help, establish budget costs that include a 20% contingency allowance. Provide this to the finance committee</i> 		<p>Balanced budget in 2017. Full apportionment paid. All financial commitments met.</p>

10. Finances

Finances: Minimum Goals	Will meet goal by due date (Yes/No)	Proposed Actions
<p>Balanced budget</p> <ul style="list-style-type: none"> • <i>a balanced budget may include the use of interest from endowed funds, but must not include the use of capital</i> • <i>a balanced budget must list all expenses including apportionment & clergy costs</i> 	<p>Yes</p> <p>ongoing</p> <p>Due date: Annual Vestry 2018 and continuing thereafter</p>	<p>2018 Vestry will approve a balanced budget.</p> <p>Finance Committee and Endowment committees meet regularly though out the year.</p>
<p>Full apportionment and clergy costs paid monthly (or as indicated – <i>explain in “Proposed Action” box</i>)</p> <ul style="list-style-type: none"> • <i>diocesan and national expenses are ongoing, so apportionment is best paid on a monthly basis or earlier</i> 	<p>Yes</p> <p>Due date: ongoing</p>	<p>Ongoing</p>
<p>Parish conversation about finances</p> <ul style="list-style-type: none"> • <i>may follow a town hall format or may be by written document distributed to the whole parish/regional ministry</i> • <i>a full presentation to the parish/regional ministry of the financial situation and prospects of the parish/regional ministry</i> • <i>includes data about projected givings and expenses over the next five years</i> 	<p>Yes</p> <p>ongoing</p>	<p>Part of the work of the Christian Generosity Team is education and communication of financial needs.</p> <p>Regular written communication in Bulletin re: financial status</p> <p>Since 2015: all parishioners invited to a pre-Vestry financial meeting held for budget discussion</p>

PROPERTY CONDITION MATRIX

SITE

NAME OF PARISH: St. Mark’s Anglican Church

STREET ADDRESS: 155 Memorial Drive, Brantford, Ontario

Do you have a survey of the property?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no			
	If yes please include a copy	If no would you provide a sketch with approximate dimensions			
Do you have a septic bed or are you connected to municipal services?	<input type="checkbox"/> septic bed	<input checked="" type="checkbox"/> municipal services			
If you have a tile bed when was the last time it was looked at?	<input type="checkbox"/> within the last 5 years	<input type="checkbox"/> 5 – 20 years	<input type="checkbox"/> longer	<input type="checkbox"/> do not know	
If you have a well when was the last time it was reviewed or updated?	<input type="checkbox"/> within the last 5 years	<input type="checkbox"/> 5 – 20 years	<input type="checkbox"/> longer	<input type="checkbox"/> do not know	
Is there a cemetery on the property?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no			
Does the parish have a separate cemetery elsewhere?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no			
Do you have a propane or oil tank on site?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no			
If you have an oil tank where is it located?	<input type="checkbox"/> underground	<input type="checkbox"/> inside the building	<input type="checkbox"/> do not know		
How many parking spaces do you have on the property?	<input type="checkbox"/> 68) spaces on pavement	<input type="checkbox"/> spaces on gravel			

BUILDINGS

Which of the following buildings does the parish have?	<input checked="" type="checkbox"/> church	<input type="checkbox"/> separate parish hall	<input type="checkbox"/> rectory	<input type="checkbox"/> the # of other buildings	PLEASE complete a separate check list for each building
Approximate age of oldest part of the building?	(50)				
Approximate size of the main floor?	10,336 sq feet	OR <input type="checkbox"/> square metres			
Number of storeys (including basement level) for each building?	One storey only	OR <input type="checkbox"/> square metres			
Size of the entire building including useable basement, upper floors and balconies?	(10,336) sq feet	OR <input type="checkbox"/> square metres			
Do you have drawings for any of the buildings, floor plans etc.?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no			
Type of Construction: check one of the following for each building or insert a description	<input type="checkbox"/> yes Wood structure with sloped roof and siding on the walls	<input checked="" type="checkbox"/> yes Wood roof structure and floors with masonry	<input type="checkbox"/> yes Steel and masonry construction	<input type="checkbox"/> yes Other Please describe	

ROOFS

Type of roof (check one for each) If a building has more than one type insert approx. % or area of each		LIFE CYCLE			
	Slate	100 years	() %		
	Cedar shakes or shingles	50 – 75 years	() %		
X	Asphalt Singles	20 – 30 years	(60) %		
	Metal roof	30 years	() %		
X	Flat roof membrane	25 years	(40) %		
When was the last time major work or replacement of these roofs was done?	(✓) Within the last 5 years	() 5 – 20 years	() longer	() do not know	
Indicate which section of the roof was addressed?	MAIN CHURCH BODY				
Do you know the approximate cost of the work completed?	\$ 14,000				
Have you had roof leaks since the last major work?	() yes	(✓) no			

EXTERIOR WALLS

Type of walls (check one for each). If a building has more than one type insert approx. % or area of each		LIFE CYCLE			
X	Masonry	100 years	(100) %		
	Metal or plastic siding	50 years	() %		
	Wood siding	40 – 80 years	() %		
	Other (please describe)		() %		
When was the last time major work was done to the walls?	() Within the last 5 years	(✓) 5 – 20 years	() longer	() do not know	
Do you know the approx. cost of this work?	\$ 180,000	ADDITION TO THE BACK OF THE CHURCH			
Do you have a bell tower and/or a spire?		70 years	() yes	(X) no	
If yes what is approx. height from ground level to top?			() feet OR () metres		
How many stained glass windows do you have?	8	60 years	() windows		
Do they have storm windows?	() yes	(✓) no			
When was the last time major work was done to the windows?	(✓) Within the last 5 years	PARISH HALL WINDOWS REPLACED			

INTERIOR

Type of heating system (indicate approx. age)		LIFE CYCLE			
	Steam or hot water boiler with radiators	25 – 35 years	() years old		
	Forced air system	25 years	(20) years old		
Does your system cool as well?	(✓) yes	() no			
Has there been a major upgrade to any of the systems since it has been installed (indicate the year)?	() within the last 5 years	(✓) 5 – 20 years	() longer	() do not know	
When was the last time the following other interior items were upgraded?					
	Lighting	50 years	(✓) within the last 5 years	() 5 – 10 years	() longer () do not know
	Electrical work other than lighting	50 years	() within the last 5 years	() 5 – 10 years	(✓) longer () do not know
	Floor finishes	25 years	(✓) within the last 5 years	() 5 – 10 years	() longer () do not know
	Wall and ceiling finishes	50 years	() within the last 5 years	() 5 – 10 years	(✓) longer () do not know

