

Capital Campaign Funds, Major Projects, and On-Going Maintenance Expenses

12/31/17

Page 1 of 2

Background Information:

The Capital Campaign, named "To Walk, To Build, To Profess" is a diocese-wide fundraising campaign to raise money to address the needs of individual parishes and to support certain diocese-wide programs. The Campaign began for most parishes in January of 2014, and covers a five year period. Our Lady of Guadalupe was one of the "pilot" parishes that started the Campaign a few months earlier.

Each parish was assigned a "Target" goal. Members of the parish were then asked to make a commitment that they would contribute a certain amount of money over a certain period of time. The total of the amount committed by all of the members of a parish is called the "Pledge" amount. Each parish is entitled to 35% of all money contributed by members of that parish up to the "Target" amount. The resulting funds allocated to the parish are split so that 25% of contributed funds (up to the "Target") are used for parish needs such as repairs to the church, technological modernization, special enhancements (in our case, the addition of the Prayer Garden), etc. and 10% of contributed funds (up to the "Target") are placed in an investment fund. Additionally, each parish is entitled to 50% of all money contributed by members of the parish over the "Targeted" amount.

At Our Lady of Guadalupe, our Capital Campaign "Target" amount is \$480,000 and we "Pledged" \$733,441.

All contributions are made directly to the diocese office. Twice a year the diocese office issues a check to the parish. The amount of the check is equal to 25% of the total donations made by members of the parish for the prior 6 months. The diocese office also deposits 10% of the total donations made by members of the parish for the prior 6 months into the investment account.

Results to Date

As of the end of this year, four years into the program with only one year remaining, we have received checks totaling \$113,522. We have invested \$107,140 in Capital Campaign projects, and a balance of \$6,382 available for new projects. For a list of completed projects please refer to the document "Capital Campaign Projects Completed".

Capital Campaign Funds Projects vs On-Going Maintenance Activities

Capital Campaign Funds are used in support of specific "onetime" activities such as installing a new internet system; undertaking a major landscape project to reduce water usage; or creating the Prayer Garden. Capital Campaign funds are not intended to be used to pay for normal maintenance activities such as painting the MAFC hall. Periodic special collections can be used for this purpose.

Process for Establishing a Project That Will Involve Capital Campaign Funds

The Finance Council maintains a list of projects that are to be funded out of Capital Campaign funds. Any member of the parish can suggest a possible project. All projects are evaluated by members of the Finance Council and must be approved by the Pastor. Many of the projects that have been undertaken in the last four years address a back-log of problems that originated during the time when the church had a significant shortage of capital due to the economy. The Finance Council works diligently to stretch the Capital Campaign dollars as far as possible by structuring projects to take advantage of our skilled volunteers and when possible, to include one-time contributions from some of our ministries and individual donors.

Capital Campaign Funds, Major Projects, and On-Going Maintenance Expenses

12/31/17

Page 2 of 2

Maintainability Policy Statement for Projects

Never install a system, or purchase equipment or fixtures, that the parish cannot afford to maintain. For a system to be maintainable, the on-going cost of supporting the system must be within the financial means of the operating budget of the parish. All systems, purchased equipment or fixtures must also comply with the requirements for Safety and Security. We must also, where appropriate, take into consideration the effect of any work that we do on the overall appearance of the entire property (both buildings and the surrounding area).

CAPITAL CAMPAIGN PROJECTS COMPLETED

PROJECT NAME	COST	DESCRIPTION OF PROJECT	COMMENTS
Prayer Garden Project Note: The total cost of the Prayer Garden Project was \$89,566. In addition to the \$47,227 in Capital Campaign funds, \$42,399 was paid out of the Prayer Garden fundraising/sponsorship project.	47,227	Paid for "use" permit	Purchased from Town of Windsor Planning Dept.
		Purchased Olive trees and benches. Purchased mulch	Purchase direct from vendor
		Removed existing trees, shrubs, and grass. Concrete "wheel chair" area. Plant olive trees. Mulch area. Build fence.	Paid contractor plus a great deal of skilled volunteer labor
		Purchase bronze statue of Our Lady of Guadalupe	Purchased direct from vendor
		Purchase sponsorship bricks, pavers, and bronze markers,	Purchased direct from vendor
		Build platform to hold statue	all material and labor in the construction of platform was paid for by donor
		Install sponsorship bricks,pavers and benches	Paid contractor.
		Install bronze markers	Skilled volunteers
		Rework irrigation system	Purchased parts. Skilled volunteer labor
		Install roses, manzanita, and cactus	Purchased roses & manzanita. Cactus provided by donor. Installed by skilled volunteers
		Seal platform, sponsorship bricks, and pavers	Paid contractor
Total Prayer Garden Project	\$47,227		

MAFC Improvements	6,149	Installed new overhead lights in the hall	Paid contractor. Donor paid for part of expense.
	13,265	Installed new high speed internet system with high capacity, wireless connectivity. Replaced obsolete cable.	Paid contractor and skilled volunteers.
		Installed new telephone system	

CAPITAL CAMPAIGN PROJECTS COMPLETED

PROJECT NAME	COST	DESCRIPTION OF PROJECT	COMMENTS
		Upgraded computer system	Purchased parts. Skilled volunteers
	14,536	Replaced flooring in the fr. Angelito rm, classroom "C" and classroom "Y"	Paid Contractor.
Total MAFC Improvements	\$33,950		
Rectory Security and Maintenance	1,125	Installed components for a monitored security system, installed motion sensor security lights on exterior of building, installed a lockable mailbox.	Purchased parts for monitored security system, motion sensor lights and the mail box. No Paid Contractors. All installation work performed by "skilled" volunteers.
	3,225	Repaired siding, painted exterior of building, installed new garage door opener, repaired and rebuilt fences around back yard and side yard, removed shrubbery and modified irrigation system, repaired wooden deck.	Purchased materials. No Paid Contractors. All work performed by skilled volunteers (Knights of Columbus men painted the exterior of building).
Total Rectory Security and Maintenance	\$4,350		
Annex Building Security & Maintenance	525	Installed new garage door and opener	
	0	Installed smoke alarms, repaired wiring, and installed motion sensor security light.	No cost for parts. All work performed by skilled volunteers
Total Annex Bldg Security & Maint.	\$525		
Improve Security for Church Bldg and MAFC	7,105	Installed motion sensor security lights on exterior of church building and on exterior of MAFC complex buildings	Paid Contractor
		Installed motion sensor security lights on dumpster located in parting lot	Purchased lights. Installed by skilled volunteers.
		Replaced the control unit for lights in the parking lot	Paid Contractor.
Total Improved Security for Church Bldg and MAFC	\$7,105		

CAPITAL CAMPAIGN PROJECTS COMPLETED

PROJECT NAME	COST	DESCRIPTION OF PROJECT	COMMENTS
Major Landscaping Project	6,238	Landscaped entire area within and around the parking lot, around the outside perimeter of the rectory fence, and around the back wall of the church building. This included the removal of over 250 high water usage shrubs and reworked the irrigation system.	Some work was done by a Paid Contractor but the majority of the labor was provided by volunteers. This project resulted in reducing the cost of water for irrigation by over 50%. There was a story published in the Windsor Times about this project.
		Replaced major components of the irrigation system including a new control unit.	Purchased parts. Skill contractor involved in installation of new irrigation control unit. Majority of all work on the irrigation system has been performed by skilled volunteers.
		Applied mulch to the entire landscaped area of the property (church, MAFC, rectory, and parking lots).	No Paid Contractor. Most of the mulch was created from the tree limbs when the pine trees on the Alden Ln parking strip were cut down.
Total Major Landscaping Project	\$6,238		
Alden Lane Project	7,745	Cut down 8 large pine trees and convert limbs to mulch.	Paid for by Donor.
		Removed stumps and roots, leveled ground, planted 5 olive trees and misc. drought-resistant shrubs, ran new irrigation lines, built low retaining walls around utility outlets, and mulched entire area.	Purchased olive trees, shrubs, lumber to build retaining walls, and materials for irrigation system. Contractor removed stumps and roots, leveled ground and planted olive trees. All other labor was provided by skilled volunteers.
Total Alden Lane Project	\$7,745		
TOTAL COST OF PROJECTS	\$107,140		