

## FROM THE DESK OF THE Executive Director

One of my personal work goals for this summer is to reach out to all of the dioceses in the country that have never been members of CCFM. When I have gone through this exercise in the past, the most common reason/excuse that I heard for not joining, is that “we are just a small diocese, and we simply don’t have anyone dedicated to that work fulltime”. And I always tell them, “Well, that may actually be the best reason for you to join”. Because when you join CCFM, we can be a great resource for that person on your staff who has to deal with the issues when they do come up. And we all know that no matter how small your diocese is, that you will have to deal with facility and real estate issues at some point. And you might as well have a resource to turn to when you do.



Thomas Richter  
*Executive Director, CCFM*  
Archdiocese of St. Louis

And so that got me thinking about a challenge that we face as we develop not only the themes for our newsletters, but also for the topics of our conference educational tracks. Not only do we have to be mindful of the 3 areas that our members are involved in; construction, real estate, and facilities, but we also have to be cognizant of our member’s diverse level of experience.

And so I decided that this issue of our newsletter will be dedicated to that person who is relatively new to all that we do. And so I hope that you enjoy the two articles we have included this month: Masonry 101 and Real Estate 101. I hope that you find value in them no matter where you are on that experience scale.

On another note: when you get your membership renewal letter later this summer, you will notice that we have added a new parish level membership category that we are calling an E-Membership. Much more information about that is included in the announcement that you see following this article on the next page.

I hope that you continue to have a great summer, and I am looking forward to seeing you next April in Miami!

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To learn more, go online to:  
**WWW.CCFM.NET**

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# CCFM ANNOUNCES...

## A New E-Membership Category

The CCFM board of Directors is excited to announce a new parish level, **E-MEMBERSHIP** program for our diocesan members! This e-membership – Electronic membership – is strictly a voluntary program and does NOT require our diocesan members to participate.

The e-membership is not a full CCFM membership and does not allow these members to attend the conference or to participate in the business of CCFM. This special class of membership is limited to parishes, schools etc. located in and under the control of our CCFM diocesan members!

### **THESE E-MEMBERS WILL RECEIVE THE FOLLOWING BENEFITS:**

- Electronic copies of our tri-annual newsletter
- Access to our website home page with the CCFM News, etc.
- Access to our members only pages, including:
  - o The Resources Page
  - o Membership Directories
    - Diocesan and Religious orders
    - Business Members
  - o Past copies of the newsletter
- Monthly Minder emails
- Participation in our Webinars

By the way, the board has decided that there is **no additional cost** to a diocese if they choose to participate in this program

### **WHY MIGHT A DIOCESE NOT CHOOSE TO PARTICIPATE?**

You might feel that it provides access to “too much information” that might confuse the relationship between the diocesan staff and your parishes.

### **IF A DIOCESE CHOOSES TO PARTICIPATE, CCFM WILL PROVIDE:**

One unique website password (it will expire every 12 months) to our CCFM diocesan member. You can then issues these to every parish (not our preference) or issue them to only parishes and parish staff that you would trust to use the information appropriately (**our preference**).

### **IF A DIOCESE CHOOSES TO PARTICIPATE, THE DIOCESE WILL PROVIDE:**

Names and e-mail address of each person that you allow to participate, so that we can authorize their access to our website, and add them to our e-mail list. You can then issue these to parishes and parish staff that you would trust to use the information appropriately.

### **WHAT IS NEXT?**

Watch for our upcoming membership renewal mailing and complete the e-membership form along with the usual renewal forms.

Thanks and we hope that you find this new e-membership program a real value for your diocese!

Tom Richter  
CCFM Executive Director

Rob Bennett  
Board President

# PRESIDENT'S Comments

By all accounts, the CCFM Annual Conference, in late April, was a success. From the feedback, many enjoyed the location, tracts and the networking/fellowship with our members and business members. The focus of the conference was rolling out the ways to bring Pope Francis' encyclical *Laudato Si'* back with you to all of your locations. As you may recall, track 1 on the encyclical was taped and is available for you to share within your Diocese or religious community. Go to the website, click on Conferences and you will be directed to the video.



Rob Bennett  
*President, CCFM*  
Diocese of  
Pensacola - Tallahassee

Even before leaving Phoenix, you could see the ways that Diocese was already an example for the rest of us. The brief tour of their Pastoral Center and the Saturday tours of Brophy and Xavier College Prep schools and even the Old Adobe Mission had examples of energy and material conservation. They had solar panels, shared chilled water systems, geo-thermal mechanical equipment, recycled rubber artificial turf, LED lighting and automated controls. The most memorable for me was the stained glass windows at the mission. Discarded tin cans were used for patterns and then the glass was melded together with the tin from the cans.

Whether your Diocese or community has the funds to install the latest and greatest equipment for energy conservation or is struggling to keep the lights on at some locations; Jen Shankie and our Energy and Environment Committee are always exploring new products but also low or no cost areas to help our members save energy and money. The example of the Old Adobe Mission is that if you want it, you will find a way to make it happen.

The other news of this spring is the sudden loss of our Board Member and friend Felix Garth, Facilities Manager for the Diocese of Jackson, MS. If you didn't know Felix, you missed out on someone special. I had the chance to work with Felix on the board and other committees. He was always one of the people I looked forward to seeing every year. Please keep Felix's family in your prayers.

With the loss of Felix, there was a vacancy on the board and the office of treasurer. Jennifer Hunter, Adrian Dominican Sisters, was nominated and elected to the office of treasurer. The newly appointed board member is David Prada, Archdiocese of Miami. We thank Jennifer and David for stepping up when called upon.

As this summer turns into fall the Executive Board will be full speed towards selecting a new Executive Director as Tom Richter will retire following the 2017 conference in Miami. We'll keep you posted when the selection is made.

Carefully read this  
newsletter...you  
never know what  
you might find!

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# MASONRY 101

## Know Your Materials, Know Your Systems

In the United States and Canada the construction industry installs literally billions of clay masonry, or brick, and concrete masonry units annually. As with many materials we have assumptions that are correct, semi-correct, and simply incorrect. Through the International Masonry Institute, the masonry industry offers free technical support, detail, specification and drawing review to help masonry materials and systems stay in the category of “correct”, and keep buildings as easy to construct as possible, low cost as possible, and function at a high performing capacity.

Let’s take a look at some of the properties of masonry materials and systems that often confuse designers and builders and cause problems in performance – and do it right ourselves!

Clay masonry, or brick, one of the oldest building materials, is known for durability and aesthetic qualities. Remember that a brick wall is the face of a wonderful enclosure, and part of a system that resists air infiltration and exfiltration, moisture penetration, vapor flow, and thermal transfer. Brick needs to be detailed as part of an enclosure that performs these functions based on climate, usage, and any other factors important to the user.

One of the least known facts regarding clay masonry is the ability to act as a reservoir for moisture during rain. This minimizes moisture flow to the back of the brick into a cavity system, and the brick simply releases the moisture to the outside when relative humidity returns to equilibrium with the moisture content of the brick.

Compressive strength is a hallmark of clay masonry. In fact, you can build a tower of brick roughly 1,000 feet tall before crushing the bottom brick. Why, then, do we install shelf angles at floor levels? When building with a concrete masonry backup there is no code requirement for shelf angles. The only compelling reason is the movement of clay masonry due to thermal and moisture expansion relative to the concrete backup. The shelf angle essentially serves as an expansion joint to accommodate the vertical movement. For many structures you can leave the angle out entirely.

Another feature of clay masonry is durability. The American Society for Testing and Materials (ASTM) writes voluntary standards that designers can reference for most materials and their performance. Clay masonry is covered mainly by ASTM C 216. Be sure to check the reference year on the standard to get the latest updates in the standard. ASTM C 216 discusses many properties of brick, with two or three items perhaps being the most misunderstood. One is the Initial Rate of Absorption, or IRA. The IRA measures how quickly a brick absorbs water, which can be important in choosing a mortar type for compatibility with brick properties and weather. Unfortunately, it is often seen as a measure of brick walls taking on water that could be passed on to the cavity side of the wall system. As we noted before, clay masonry can act as a huge reservoir, storing the moisture in the material. Moisture penetration of a wall system occurs at cracks and interfaces with dissimilar materials, where separation can occur, not directly through the

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brick itself. So remember when you see the IRA figure, it does not relate to moisture penetration. Second is the allowable chippage in a masonry unit. Reading the standard it may seem like a large amount of chips are allowed in a brick or brick wall. Go outside and look at a brick wall; walls that are aesthetically pleasing often show variations in color, texture, size, and yes, some imperfections or chips. This is part of the charm of masonry, it is a hand sized unit without a machine like finish. Great masonry architecture shows the human side of construction.

Finally, ASTM C216 includes requirements for viewing masonry walls for imperfections, involving standing a set distance from the wall in diffused lighting to see if imperfections are visible.

Switching to concrete masonry, or the work horse of the masonry family. Low cost and high strength are the attributes that make concrete masonry attractive. Structural masonry can be the structural system of the entire building, often saving considerable amounts of money from other types of structure. Speed of construction combines with economy to bring a very attractive solution to the building. The International Masonry Institute manages and works with structural masonry coalitions across the United States, providing free technical design support for engineering masonry structures, providing software and other tools along with personal engineering support. In addition to full masonry load bearing systems there are many cost saving options involving use of stairs and shaft as shear walls, combining masonry with steel or concrete frames in a hybrid system to save money and simplify systems and looking at foundation options to save time and money. A good suggestion is to require certified structural masonry installers for any structural masonry systems.

Concrete masonry can also be the finish of a building with some of the architectural concrete masonry units that are economical solutions.



*Photo:*  
CMU School

# MASONRY 101

## Know Your Materials, Know Your Systems

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The first concern of the wall system is to control air flow. Newer energy and building codes call for air infiltration and exfiltration to meet certain standards. An air barrier is relatively simple to install, and also should require certified installers. Keys in air barriers are to watch transition points at openings for doors, windows, and also where the walls meet the ceiling or roof. Air barriers need to be continuous at these points. There are many types of air barriers, and the important thing to remember is that you are looking for performance characteristics, not just an air barrier material. Finally, keep watch during construction for any penetrations. Studies on air barriers show that a remarkable amount of air can flow through a relatively small opening, hurting thermal performance and carrying large quantities of moisture in the form of vapor.

One of the benefits of using masonry wall and floor systems is the code recognized advantages of thermal mass. Do you notice how mass wall systems produce a more comfortable interior environment? This is due to the ability of the walls to store heat during the day, and release it during the night. Nothing to maintain, it is a property of the wall itself. Good design practices can maximize this benefit and help on comfort and cost of heating and cooling.

The International Masonry Institute is a labor / management cooperative operating in the United States and Canada, supporting masonry construction during concept, design, construction and maintenance.

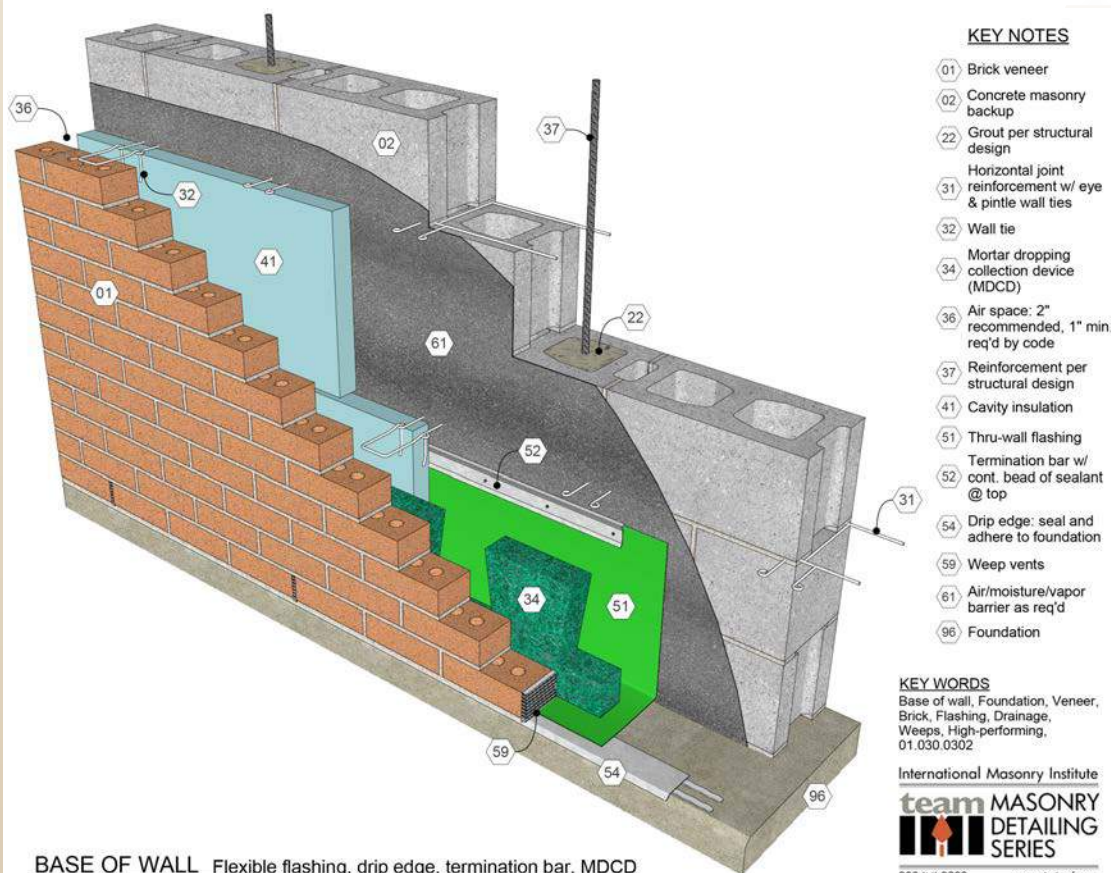
Please call us at 800 IMI-0988 with any questions or requests. Or check our website at [www.imiweb.org](http://www.imiweb.org)

**David Sovinski** is the National Director of Engineering, Research and Industry Development at the International Masonry Institute where he works with a group of over 20 architects, engineers and construction professionals who love to work with masonry design, details and construction!

\*The first two people who e-mail the word 'cognisant' to Tom Richter will get a \$25.00 gift card! [ccfm@archstl.org](mailto:ccfm@archstl.org)

*Photo:*

A common, high performing masonry wall system is a cavity wall made of a brick exterior, control layers and a concrete masonry backup.



**BASE OF WALL** Flexible flashing, drip edge, termination bar, MDCC  
Detail 01.030.0302 Rev. 11/28/15



# Someone You Should Know

## The Art of Doing What You Love and Loving What You Do

by Jane Palisch

*The ideal man bears the accidents of life with dignity and grace, making the best of circumstances.*

*Pleasure in the job puts perfection in the work.*

—Aristotle

The Greek philosopher and scientist Aristotle had a brilliant and lasting impact on the ancient and modern world. These quotations seem to serve as both standards and hallmarks for the life of someone you should know...

A couple of Ron Bovard's greatest success stories began with accidents. Perhaps, because Ron was accustomed to making the best of a situation — a lemonade-out-of-lemons kind of guy. Growing up, he definitely was familiar with creating happiness and finding comfort wherever he landed. "My childhood taught me I'm at home wherever my feet are," Ron says.

By eighth grade, Ron had lived in 13 cities, moving throughout the U.S. from San Francisco to Worcester, Massachusetts. His father, a corporate troubleshooter, worked hard to ensure that Ron and his three younger brothers had a full-time mom to care for them and, from the many moves the family weathered over the years, Ron says he learned to adapt and make the best of the circumstances before him.

When the family settled in Altoona, Pennsylvania, Ron's dad started his own company, and the family settled into the routine of a long-term community and learned, for a change, what it felt like to develop roots in their hometown, school system and everyday life. Shortly after settling in Altoona, Ron experienced an accident that, although serious, eventually resulted in an enormously favorable outcome.

*Ron Bovard of Bovard Studio, Inc. holds US Patent #7,607,267 B2 on 20 aspects of venting exterior glazing designed for the conservation of stained glass windows. Ron serves as co-chairman of the CCFM vendor's committee.*



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# Someone You Should Know

## The Art of Doing What You Love and Loving What You Do

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A fall from a tree, when perched at a decent height, can do quite a lot of damage to a growing teenage boy's body. Broken bones, including ribs and several vertebrae in his spine warranted months of recovery time, six weeks of that in bed. Instead of lamenting the woes of his predicament, Ron spent the time in rehab working very hard — not only building strength and regaining use in the injured areas — but throughout his upper body. "I was average weight in junior high, but during the few months I was in rehab, I built a lot of muscle, and I became very strong," he says. That self-improvement initiative carried over into his academic life as well. "All that time, moving around in my early life, I was an average student. After I broke my back, I really applied myself and became an excellent student," Ron says.

Recognizing the remarkable strength Ron developed during this time, particularly in his upper body and core, his eighth grade gym teacher recommended he give the still rings — an apparatus on which male gymnasts perform — a try. Over a period of years, that "try," along with innumerable hours of training and practice, Ron developed into an elite, all-around gymnast who found himself "paid to go to college" at Slippery Rock University of Pennsylvania, known for its premiere athletics program, including a top-level gymnastics team.

Truth be told, Ron is no stranger to the life skills and accomplishments that require drive and determination. Throughout high school he earned his Eagle Scout award which, as most everyone knows, requires a lot of persistence and dedication on the part of an otherwise-occupied teenage boy. So, when you take the resolve it takes to turn an accident into national athletic recognition (Ron finished 9th in U.S. National College Championships and 14th in NCAA competition), combine it with the dedication required to become an Eagle Scout, and top that off with an unusually keen level of interest and participation in his college classes, you find a man who, when his art teacher would show the class a photo of a particular work of art, Ron would take the weekend to drive to the city, museum or other location to see it in person and experience it for himself.

Ron explored a variety of majors — history, engineering, sociology and anthropology — but it wasn't until his junior year that he started to foster not only a love for art, but the recognition that he was a wonderful artist himself. "I started out painting — in acrylics, oil, watercolor — and my instructors really liked my paintings. They'd give my portfolio an A++," Ron says. It was yet another accident that spurred his interest in a new medium that would eventually become the heart and soul of his livelihood: stained glass. "I began to experiment with glass art beginning in 1970. It started out of necessity when I accidentally broke the glass vestibule doors in my house," he continues. And in a lemonade-out-of-lemons endeavor, "I made new art glass to replace the plain glass in the doors."

After college, Ron started out as an independent artist, experiencing great success exhibiting his works in museums and galleries across the U.S. and in Europe. The favorable reviews and publication of his work in art books provided a great ego boost, but out of financial necessity, he worked an additional government job as a caseworker to support his wife, Francis, and the family they were beginning to build.

About 10 years into his art career — and two kids into his eventual five — Ron

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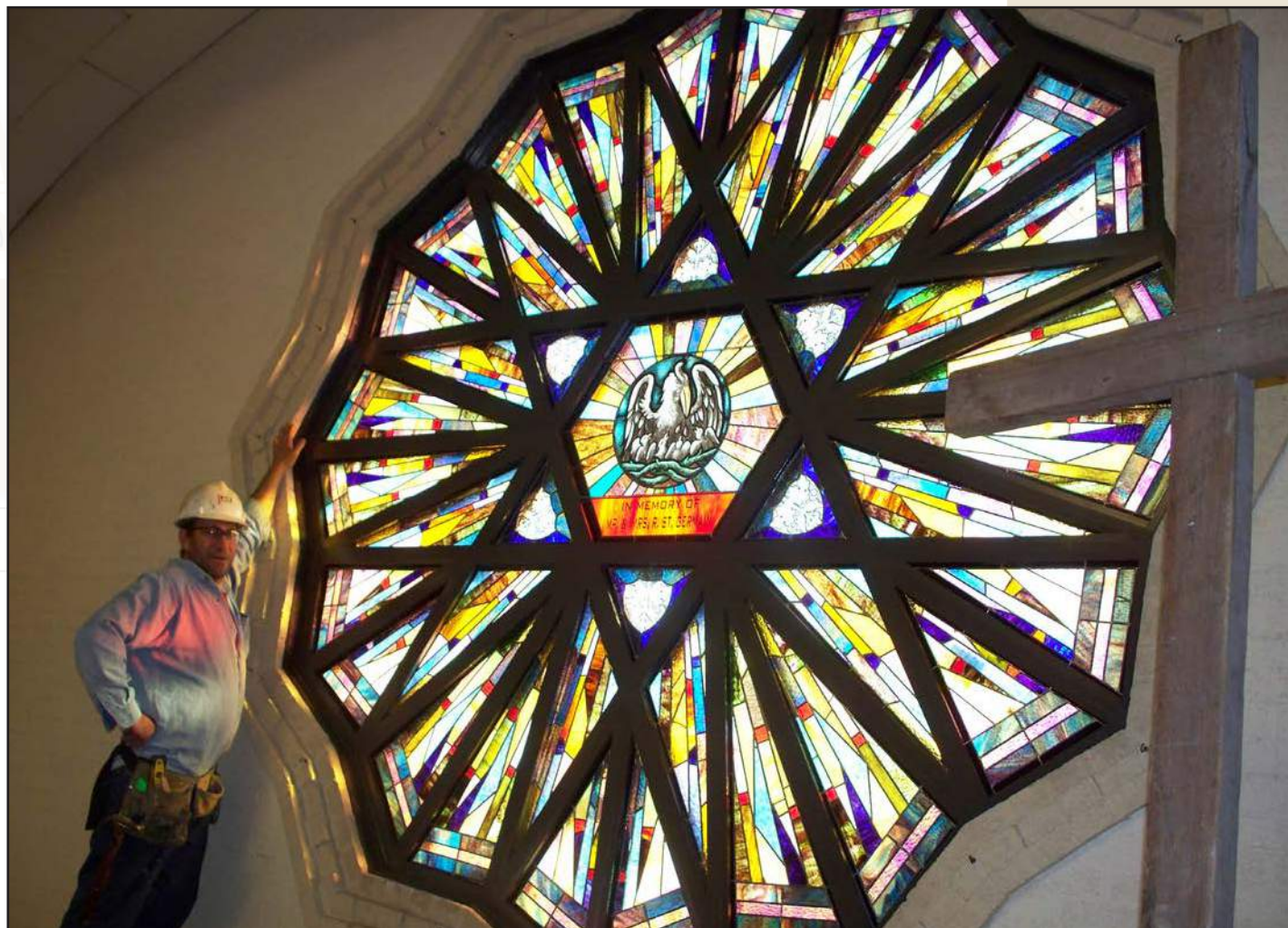
was selling plenty of art, but without the needed profit margin (after promoting the work) to sustain the growing family. The Bovards moved to Fairfield, Iowa, “a creative little town that happens to be rated (by Smithsonian and Mother Earth magazines) among the top 10 small towns in the nation,” he says. In addition to the opportunity of becoming the art director at Creative Glass Works, the appeal included “a big arts community, like an art center,” Ron adds.

Creative Glass Works had developed a process to laser-cut glass, and Ron’s job was to develop products for this new technology to produce. With his natural enthusiasm and diligence, it wasn’t long before Ron became quite a successful salesman for the company — so successful, he became sales manager. Great for the entrepreneur in his genetic make-up, but the artist suffered. “I wasn’t doing what I loved,” Ron says.

He left the company, sold his stock and vowed to start over as a painter who also worked in stained glass. When he hit what he calls “financial rock bottom,” Ron gave in to a repeated offer to create stained-glass window and door inserts for lumber yards and home supply stores. “That’s when Bovard Art Glass Studios was born.”

Within the year, he had expanded the studio’s scope beyond the production business and began to develop a custom art division that completed the company’s first church window commission — “a big, new window in Branson Hills” — that paved the way and clarified to Ron that the future of Bovard Studio was in the artistic realm of architectural and ecclesiastic windows.

WE WELCOME THE  
OPPORTUNITY  
TO DISCUSS ANY  
SOUND ISSUES, IT  
IS OUR PASSION.



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# Someone You Should Know

## The Art of Doing What You Love and Loving What You Do

*Continued from page 9.*

“About 85 percent (of Bovard Studio’s business) is religious-oriented,” he says. Hence, his interest in and affiliation with CCFM: “I was introduced to CCFM in the late ’90s when we were replicating windows in St. Peter’s Church in San Francisco. The facilities manager was one of the founders of CCFM, and I’ve been involved ever since,” Ron says.

What Ron enjoys most about CCFM is the friendly, family-like atmosphere, evident at the annual conference and at committee meetings where he is a familiar face. “I have a 16-year history with CCFM. It’s small and intimate, so you get to know everybody. It’s like a family,” he says. As a long-term vendor committee member (and current co-chair), Ron says his involvement in the organization is not about securing business — “I don’t get work from it, I get to learn about projects across the country” — it’s about the opportunity to share his love for glass art and his expertise. “I’ve given AIA learning units a couple of times. I love educating the members on the value of the technology in this art and about national preservation of some beautiful works.”

These days, Ron says that it’s work, golf and fishing that make him happy, but is quick to emphasize that his wife and family come first. With five adult children and five grandchildren, Ron and Frances are both busy with full-time careers.

Ever the entrepreneurial-driven artist, Ron often allows himself an afternoon round of golf, “but only if I get my work done for the day.” The beauty of that, he says is making your hobby (and, perhaps a living) doing what you love. And that’s no accident.



A banner for Bovard Studio. At the top left is a circular logo featuring a white dove with its wings spread, surrounded by a rainbow of rays. To the right of the logo, the text 'BOVARD STUDIO' is written in a large, white, serif font. Below this, the text 'Supporting the CCFM for 16 consecutive years.' is written in a smaller, white, sans-serif font. Below the text are three images: a photograph of the Cathedral Basilica of St. Francis, a stained glass window featuring a dove, and a large, circular, white, ornate glass piece. At the bottom of the banner, the text 'Cathedral Basilica of St. Francis. Restoration and new stained glass.' is written in a white, sans-serif font.



# REAL ESTATE 101

## Religious and Educational Real Estate PART ONE - PURCHASING

Selling and purchasing religious property is much different than selling a house or a commercial office building. Although we often describe the church as the people and not the building, we still attach a significant amount of meaning to the structures where our children are baptized, where we get married, have our first communion or hold services for those that have left this earth and are now on the other side of glory. In addition, it doesn't happen very often in the life of a congregation which heightens the importance of the event and the need to steward the entire process. Our group has been working exclusively with churches and schools for 48 years and learned a lot along the way. During this timeframe, we had the opportunity to work with thousands of congregations with the purchase or sale of property in 30 different states in the country. Our team believes our work is our ministry and use their talents to help organizations best steward their real estate.

During the nearly 50 years of working alongside churches, we have learned a lot along the way. In this article we hope to share the top five fundamental concepts to explore as you contemplate a purchase. Real estate can be very complex and while there is much longer list, we will stay with basics to ensure you and your team learn from the bumps and bruises we have seen from other organizations that did not have a strategic plan.

### TOP 5 THINGS TO CONSIDER WHEN PURCHASING:

**Use/Zoning** - One of the first items you will want to investigate is the current zoning classification for the property. The local municipality will likely have a zoning code that classifies each parcel within its jurisdiction and outlines what is legally permissible to do on the subject property. For example, if a church is located in a residential area and contains a low density residential zoning such as R-1, a church may not be a permissible use. If a church was built before the zoning code was formed the use could be "grand-fathered" which means the church could continue to be used as a church. Be sure to understand if the church is (1) a permissible use, (2) a special exception or (3) prohibited. If the property falls within the "special exception" category, the municipality will allow you to use the property as a church but will add some restrictions which could be impactful. One group we are aware of received a special exception for their use but part of the agreement was they could never have a school on the site. They came to regret that decision because it negatively affected some of the things they wanted to do later on.

**Property Condition Assessment** - Once you know the property can be used for its intended purposes, you will want to make sure and obtain a thorough assessment of the property. A commercial inspection will focus on major items such as roof structure, mechanical, plumbing, electrical, major appliances, air quality, etc. The reason for obtaining a commercial inspection is to make sure that the property is functioning properly and if it is not, you have an understanding of the investment that would need to rectify the issues. Bottom line, you want to have a really good idea of what you are buying and ensure you are not acquiring a big headache. Ultimately, the real price of a property is not the price paid for it but the total cost to occupy it.

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# REAL ESTATE 101

## Religious and Educational Real Estate PART ONE - PURCHASING

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**Survey and Title** - As part of your due diligence period, make sure that you run a title search and order a survey. Who pays for these items differ where you are located in the country but nonetheless they need to be completed. If you are obtaining third-party financing the lender will also likely require these as part of the loan documents. The title search will discover if there are any encumbrances on the property such as liens, mortgages, assessments, etc. It will also make sure that the entity that is selling you the property has the proper authority to do so. Also, it's important to determine if there are any deed restrictions that would affect your use of the property in regards to size, hours of operations, outside lighting, ingress/egress, etc. In addition to running the title search, you will also want to obtain title insurance.

**Code** - This is extremely important, especially if you are purchasing a property which is not currently a church or one that has been vacant for a period of time. Most municipalities will require that a building be brought up to code if the use is being changed. Thus, if the property had been used for a warehouse or office as an example, changing the use to religious purposes would require that the entire property be brought up to current code standards. This can be extremely expensive and sometimes impossible. Having to fire sprinkle a building, add retention/detention, increase hallway widths, hook up to sewer, etc can turn a great deal in regards to initial purchase price into a money pit. Secondly, if the property being purchased had been used as a church but has been vacant for a period of time (6-12 months in many areas), the purchaser may also be required to bring the property up to current code standards or at minimum variances required which will affect use or future salability in some way.

**Representation** - A broker recommending that a seller or purchaser always use a broker is probably not the most shocking thing you ever heard. However, in the world of special use properties, we recommend always having a team of experts who can assist you thru the process including a good real estate attorney, title company, surveyor, and inspector. A broker who understands these kind of properties and the intricacies involved can be a tremendous asset in helping steer the buyer thru the process and in the long run, save the buyer time, money and resources.

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# IN MEMORIAM

## **Felix Yohance Garth, III**

Born June 27, 1974, in University City, Missouri to Felix A. & Alberta Garth. Felix passed away May 24th suddenly. Felix was a long time member of CCFM and served the last 3 years on the board. He recently stepped up to serve as Treasurer.

Felix made Jackson his home and was an active member of the community for the past 23 years. He was a member of St. Therese Catholic Church in Jackson and worked extensively with the youth of the parish. Felix was a member of the Knights of Columbus and once served as Grand Knight of the council at St. Therese.

After helping to successfully complete the renovation of St. Peter Cathedral, Felix was hired as facilities manager for the Diocese of Jackson. He took up the challenge of making this newly created position a great success. The position included all aspects of our facilities throughout the diocese, including overseeing projects, securing bids, reviewing and drafting contracts, as well as handling repairs himself.

No request was left unanswered, and Felix always tried to come up with a reasonable and acceptable solution for diocesan locations. His dedication and enthusiasm were enormous.

Felix was always ready with a great story and a smile. He was a “do-er” and will be greatly missed by all who knew him.



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If you wish to update our mailing address information or if you wish to add other names to our list please complete the information below or visit [www.ccfm.net](http://www.ccfm.net)

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## What would you like to see in CCFMToday?

Members are encouraged to submit items as well as articles for consideration in **CCFMToday**. Notices of Employment Opportunities are published on the web site as they are received in the National Office, as well as in the upcoming edition of **CCFMToday**.



We would appreciate your comments & input on items for future issues. Please mail to:  
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# MIAMI, FLORIDA!

April 24-26, 2017



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## UPCOMING Events

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**National Association of Church Personnel Administrators  
(NACPA) Convocation**  
April 30–May 2, 2017  
TBD

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