**CATHEDRAL PROPERTY GUIDELINES**

1. **Mission - The mission of the Property Committee of St. Mark’s Episcopal Cathedral is to advise the Executive Committee and Clergy of the Cathedral on the best possible stewardship of the Cathedral and the 425 house, including planning for maintenance, specification and decision making support for capital and maintenance projects, prudent improvement of the buildings and grounds, and participation on the Gift Acceptance Committee.**
2. General House Keeping - To establish some criteria to keep the entire Cathedral an inviting and attractive looking place as part of St. Mark’s passionate hospitality – the following guidelines are established.
3. Major alterations, painting, equipment replacement – The property committee review and recommendation to the vestry or its designee is required.
4. Minor room configurations (wall hangings, furniture) – unless listed below must be reviewed by the Cathedral Administrator.
5. Storage – The Cathedral Administrator will make arrangements, if possible, for storage.
6. Cleanliness and Clutter – All users of public spaces will maintain a clean and uncluttered environment when not in use. Users are expected to do so with limited sexton assistance. Any sexton assistance must be scheduled through the Cathedral Administrator.
7. Avoid taping information on walls, doors, and windows in public areas. There are easels available to use to promote events.
8. System Responsibilities
9. General – Password access available to Administrator, Sextons, Clergy, Wardens, and the Chair of Property Committee.
10. HVAC – Property committee for physical asset; Dean for temperature set points. Staff and Chair of Property Committee to have access to system control for temporary override.
11. Lighting – Property committee for physical asset; Dean for color selection and operation. LED lighting to be used where ever possible to facilitate long term cost savings.
12. Security - Property committee for physical asset; Administrator for operation and access control. Administrator is the only person with a master key. Key access limited as follows:
	1. Parameter Doors – Clergy and Staff only
	2. Altar Guild Sacristy – Clergy, Altar Guild chairs, and current Altar Guild team only
	3. Priest Sacristy - Clergy, Altar Guild chairs and Verger only
	4. Book Store – Book store volunteers (4 max.)
	5. Undercroft – Clergy and Staff, Treasure sale chair, Sunday night supper leader
	6. Third Floor Youth Room - Clergy and Staff
13. Sound – Property committee for physical asset; Dean for operation
14. Information Technology (computer and related equipment, ACS) – Task force reporting to the Finance Committee
15. After Hours Contact List - Senior Warden, Junior Warden, Cathedral Administrator
16. Specific Area Responsibilities

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| Area | Primary Function (1) | Responsible Entity (2) | Notes(3) |
| Reception Entry | Controlled building accessCommunity bulletin board | Cathedral Administrator,Communications staff | * The Bulletin board on the wall is for neighborhood information and St Mark’s program announcements. Please submit information to the Communications staff.
* Any information should be dated for removal.
* The radiator cover under the triptych should remain clear of paper and pamphlets.
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| Parlor | Gathering place for socialization and relaxation | Welcoming Commission | * The Bulletin Board on the wall is for St. Mark’s information only and should be dated for removal. Please submit information to the Communications staff.
* Signup sheets may be placed on the small table against the stairway wall
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| Fireplace Room | Meetings, gathering place for socialization | Welcoming Commission | * All literature should be removed from tables and sideboard following any events.
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| Small Dining Room | Meetings, gathering place for socialization and relaxation | Welcoming Commission | * The table should not be moved due to its fragile condition,
* Coasters and placemats are in the center drawer of the sideboard to use on the table with drinks, food, and flower arrangements.
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| Narthex | Worship entry | Ushers | * The table to the left of the door going into the Cathedral is for the use of the Ushers only.
* Information or brochures not pertaining to the ushers should be put in the sectional slots of the podium to the right of the door or in the Bishop’s Hall wall rack or Parlor wall bulletin board.
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| Bell Tower Room | Worship entry | Ushers, Vergers | * Banners should be mounted when not in use
* Coat racks should be removed when not supporting a special function
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| Sanctuary | Worship | Dean | * Pew configuration is the responsibility of the Dean.
* Pew cards are the responsibility of the communications staff.
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| Whipple Chapel | Worship, Music, Education | Dean |  |
| Bishops Hall (Sanctuary Entryway) | Worship entry, arts display, gathering | Ushers, Art Committee | * Card holder is the responsibility of the communications function.
* Radiator covers and window sills should not be used for material display.
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| Coat Room | Coat hanging, limited storage for the Book Store | Cathedral Administrator | * Available for coats and limited book store storage.
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| Undercroft | Storage | Cathedral Administrator |  |
| Library | Christian Formation, receptions, funerals, weddings, meetings | Library Committee |  |
| Kitchen | Food processing and storage | Cathedral Administrator |  |
| Education Wing | Education, rental, and meeting space | Cathedral Administrator |  |
| Fontaine Auditorium | Education and meeting space | Adult Formation |  |
| Building Exterior & Grounds |  | Cathedral Administrator |  |

Notes:

1. Primary Function – Not intended to limit space usage.
2. Responsible Entity – Responsible for normal configuration. Not intended to be responsible for activities.

Property Committee 12/2013