

Facilities Management Training

Program Overview and Guidelines

Partner: Conference for Catholic Facility Management

Summary: The purpose of this initiative is to give parish leaders the basic and practical skills they need to manage and preserve their facilities.

Catholic Extension has partnered with the Conference for Catholic Facility Management (CCFM) to offer a one-day facilities management workshop for pastors, parish business managers, and other parish leaders. Experts from the CCFM network who possess in-depth knowledge of Catholic facilities will travel to your diocese to offer this workshop.

The curriculum can be tailored to the particular audience, but generally will include presentations on “Facilities Management 101” and cover the basics of assessing, maintaining, and preserving existing facilities. It will also discuss “Building Assessments,” which gives participants the ability to recognize signs of deterioration that occur with various facilities and take simple preventative steps to avoid larger problems in the future; and “Facilities Master Planning for Capital Projects”, to understand the process for renovation or new construction.

Whenever possible, the workshops may be customized to address specific areas of concern, such as the particular climate in which your diocese is located.

Expected Outcomes: Participants will come away with a basic understanding of facility management fundamentals, and gain practical skills in planning and prevention techniques.

Duration: 1 day

Value to Participating Diocese: \$5,000 (per workshop)

Partner Contributions

1. *Conference for Catholic Facility Management (CCFM)*
 - Donates a skilled team (2 presenters) for a one-day Facilities Management Training workshop in mission dioceses.
 - Provides construction, facility management, and/or real estate expertise to workshop participants, including parish leaders and other individuals responsible for church owned buildings and/or property.
 - In partnership with diocese, helps develop the content for the presentations and leads one-day Facilities Management Training.
2. *Catholic Extension*
 - Communicates this opportunity and explains program details to mission dioceses.

- Provides 100% of costs for CCFM presenters, including round-trip airfare, meals, and hotel accommodations while in mission diocese.

3. *Mission Diocese*

- Coordinates all logistics of event, including promotion and recruitment of participants within the diocese.
- In partnership with CCFM team, helps tailor the content of the presentation to create an individualized training program for the diocese:
 - ❖ Pre-conference planning should involve a minimum of 2 conference calls with CCFM to coordinate details. The recommended time frame for conference calls is 6 and 3 weeks prior to the training.
 - ❖ Dioceses are encouraged to contribute to the program schedule (ex. invite local diocesan personnel, supply additional learning materials, etc).
- Provides logistical and administrative support to CCFM presenters.
- Provides the physical space for the one-day workshop, equipped with the AV needs of CCFM presenters (i.e. projector, speaker system, and microphone). This includes all costs for the day, including any refreshment costs, costs of renting the space, and copying material that will be distributed.

Appendix: Conference for Catholic Facility Management Mission Statement

The Conference for Catholic Facility Management (CCFM) provides a forum for professionals working for our church in matters of real estate, construction, and facility management. The conference promotes professional development while nurturing the spiritual growth of its members responsible for Catholic owned buildings and properties through sharing the knowledge and experience of all members. CCFM seeks to contribute to the effectiveness and strength of our Church by providing professional training, continuing education, networking, and advocating the highest standards of work and professionalism for all members.

Our purpose is;

- To provide a forum and a network for persons having responsibility for diocesan or religious-owned buildings and/or properties,
- To promote the spiritual and personal growth of its member representatives in their special ministry of serving the Church,
- To foster the professional development of each member representative through the sharing of the knowledge and experience of all, and,
- To contribute to the effectiveness and growth of the Church

For more information, CCFM Website: <http://ccfm.net/>