

CATHEDRAL PROPERTY GUIDELINES

- A. 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.**
- B. 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.
1. Major alterations, painting, equipment replacement – The property committee review and recommendation to the vestry or its designee is required.
 2. Minor room configurations (wall hangings, furniture) – unless listed below must be reviewed by the Cathedral Administrator.
 3. Storage – The Cathedral Administrator will make arrangements, if possible, for storage.
 4. 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.
 5. Avoid taping information on walls, doors, and windows in public areas. There are easels available to use to promote events.
- C. System Responsibilities
1. General – Password access available to Administrator, Sextons, Clergy, Wardens, and the Chair of Property Committee.
 2. 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.
 3. 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.
 4. 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:
 - a. Parameter Doors – Clergy and Staff only
 - b. Altar Guild Sacristy – Clergy, Altar Guild chairs, and current Altar Guild team only
 - c. Priest Sacristy - Clergy, Altar Guild chairs and Verger only
 - d. Book Store – Book store volunteers (4 max.)
 - e. Undercroft – Clergy and Staff, Treasure sale chair, Sunday night supper leader
 - f. Third Floor Youth Room - Clergy and Staff
 5. Sound – Property committee for physical asset; Dean for operation
 6. Information Technology (computer and related equipment, ACS) – Task force reporting to the Finance Committee
- D. After Hours Contact List - Senior Warden, Junior Warden, Cathedral Administrator

E. Specific Area Responsibilities

Area	Primary Function (1)	Responsible Entity (2)	Notes(3)
Reception Entry	Controlled building access Community bulletin board	Cathedral Administrator, Communications staff	<ul style="list-style-type: none"> • 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.
Parlor	Gathering place for socialization and relaxation	Welcoming Commission	<ul style="list-style-type: none"> • 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
Fireplace Room	Meetings, gathering place for socialization	Welcoming Commission	<ul style="list-style-type: none"> • All literature should be removed from tables and sideboard following any events.
Small Dining Room	Meetings, gathering place for socialization and relaxation	Welcoming Commission	<ul style="list-style-type: none"> • 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.
Narthex	Worship entry	Ushers	<ul style="list-style-type: none"> • 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.
Bell Tower Room	Worship entry	Ushers, Vergers	<ul style="list-style-type: none"> • Banners should be mounted when not in use • Coat racks should be removed when not supporting a special function
Sanctuary	Worship	Dean	<ul style="list-style-type: none"> • Pew configuration is the responsibility of the Dean. • Pew cards are the responsibility of the communications staff.
Whipple Chapel	Worship, Music, Education	Dean	
Bishops Hall (Sanctuary Entryway)	Worship entry, arts display, gathering	Ushers, Art Committee	<ul style="list-style-type: none"> • Card holder is the responsibility of the communications function. • Radiator covers and window sills should not be used for material display.
Coat Room	Coat hanging, limited storage for the Book Store	Cathedral Administrator	<ul style="list-style-type: none"> • Available for coats and limited book store storage.

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