



Holy Trinity Pastoral Council St Edmond Catholic School Board Facilities Charter

Holy Trinity Parish of Webster County proclaims the Good News of Jesus Christ by promoting spiritual enrichment for all Catholics thru our discipleship, worship, stewardship, and living Christ's Love

St. Edmond Catholic School partners with families in providing their children an excellent Catholic education, holistic formation, and a community in which Christian discipleship is our goal

Committee Name: Facility Committee

Current Committee Chair: Kristen McCarville

Committee Mission

Committee Mission: The Committee is to provide oversight, direction, and guidance for all of the named properties of Holy Trinity and St Edmond. It is to maintain the properties in an efficient and reliable manor, as well as to determine the long-term physical needs at each location. It is also to consult and make recommendations for renovation and improvement projects, all for the purpose of providing safe, clean and useful facilities for advancing Catholicism in Webster County.

The Role: The committee will serve as an advisory committee and in conjunction with the Holy Trinity / St. Edmond Facilities Manager, to prepare for and execute an annual review of the properties and recommend a capital plan for the fiscal year. The facilities consist of all the property whether developed or undeveloped excluding cemeteries in which Holy Trinity Parish or St. Edmond Catholic School is named as the owner. As deemed necessary, this body will suggest projects that are broader in scope than one (1) year. Long-range planning, preventative maintenance, efficiency, safety, security and handicap accessibility are to be factored into the realm of responsibility.

The Authority: This committee operates as a standing committee on the Holy Trinity Parish Council and is governed by its charter.

Holy Trinity Parish Pastoral Council and Saint Edmond Catholic School Board Responsibilities

- Provide specific objectives as identified in the Strategic Plan (to be determined with input from the committee chair and committee members) that are to be achieved by the committee annually.
- Monitoring and oversight of the committee's activities.
- Serve as a liaison between Administration and the Committee
- Offer a direction on any issue or activity considered
- Provide needed support and necessary resources to meet the committee objectives

Committee Member Roles & Responsibilities

Committee members have the following major roles within the committee.

1. Attend meetings- The Facilities Committee will meet on the 2nd Wednesday of each month at 5:15 at the Holy Trinity Church Conference Room.
2. Attendance and participation should be active to remain on the committee.
3. Provide suggestions for agenda items
4. Provide information and resources
5. Participate in committee's discussion, analysis, and deliberation of issues, including specific assigned tasks.
6. Provide recommendations for improvement
7. Represent the committee at official functions and meetings
8. Accept committee appointments
9. Read and acceptance of committee appointment of roles and responsibilities
10. Annually evaluate and update the committee's achievements based upon the Strategic Plan.
11. Committed to advancing the facility standards of the parish, cemeteries and school as a whole.

Structure of the Committee

Representative from the following areas:

- Holy Trinity Parish Pastoral Council Representative
- St Edmond School Board Representative
- Holy Trinity / St Edmond Staff
- Stakeholders
- Parents

The committee is to consist of individuals with expertise in the disciplines of the arts, architecture, contracting, design, project management, mechanical systems, landscaping, carpentry, finance, contract law and engineering are desired. Anyone who is a member of the parish and actively practicing the Catholic faith is eligible for consideration

Composition: The committee shall be composed of more than 9 but no more than 21 members who satisfy the fundamental needs of facility and landscape analysis. Where deficiencies occur, they will rely on outside expertise deemed necessary for the current needs of the committee. Liturgical, maintenance, art and environment representation will be appropriately considered for membership on the committee or as a resource for input.

Nominations and Appointment of Committee Members

Nominations can come from any source and will come to the Committee for consideration. When changes in membership are necessary, recommendations for replacement members should be solicited from the committee, Saint Edmond Catholic School Board, and School Administration.

The appointment of members (new or replacement) should be made by written notification of their appointment to the (appointed St Edmond Staff Member). A person can choose to exit a committee by turning in a resignation notice to the committee chair.

Committee Officer and Members

Chairperson

The primary function of the Chair is to provide leadership at all meetings. Responsibilities of the Chair will vary depending on the needs of the committee

1. Cooperate with the St Edmond Catholic School Board and Committee members in choosing meeting dates and securing needed information and following up on activities.
2. Timely prepare and distribute an agenda and minutes for each meeting.
3. Preside at committee meetings.
4. Develop a desirable working relationship among committee members.
5. Give and encourage committee members an opportunity to express their opinions.
6. Obtain general agreement of members and relay recommendations back to the QIT and Catholic School Board.
7. Verify that committee recommendations appear correctly in the minutes.
8. Represent the committee at official functions and meetings including the monthly school board meeting.
9. Organize and appoint work groups within the committee.
10. Assist in identifying new committee members.
11. Assist in identifying the committee goals, objectives, agendas, calendar and dates in conjunction with committee members.
12. Submit electronically to the appointed St. Edmond Staff member copies of agenda, minutes and attendance records after each meeting.

Committee Minutes

Committee minutes shall be taken at all meetings, be representative and produce high quality and accurate recording of the required action steps, timetables for action, decision-making and intended results. Committee minutes should also include:

1. Saint Edmond Catholic School Mission Statement
2. Use of the standard Strategic Planning reporting template for minutes
3. Record and track attendance

St Edmond Staff Liaison

Person responsible to represent and communicate between the committee and the St Edmond Administration

1. Represent St Edmond Administration at committee meetings
2. Communicate between St Edmond Administration and the Committee and share feedback from each organization
3. Provide staff support to the committee.
4. Assist with the direction of the committee.

St Edmond Catholic School Board Facilities Committee Roster

Committee Role	Name	Email	Phone	Address	City, St, Zip
Chair/School Board Rep	Kristen McCarville	kristenmccarville@gmail.com	515-571-8503	3042 12 th Ave N	Fort Dodge, IA 50501
School Board Rep	Mitch Lunn	Mitch.lunn.twz@statefarm.com	515-571-2263		
Pastoral Council Rep	Beth Lawler	balawler@frontier.com	515-570-0906		
Members	Nate Galles	nateg@jensenbuilders.com	515-570-4161		
	Chad Schaeffer	cschaeffer@fortdodgeiowa.org	515-570-4364		
	Wally Schlien	schlienwally@gmail.com	515-571-1725		
	Randy Steinkamp	randysteinkamp@yahoo.com			
	Andy Tews	Andytews62@gmail.com			
	Rob Ehn	rob@dalespetroleum.com	515-570-7555		
Staff	Msgr. Kevin McCoy	frkevin@fdcatholic.com	515-955-6077		
	Kate Stucky	stuckyk@st-edmond.com	515-955-6077		
	Jason Slinker	slinkerj@st-edmond.com	515-570-8790		
	Jon Koenig	duhawks53@yahoo.com			
Secretary	Rhonda Guldenpfennig	rhondag@fdcatholic.com	515-955-6077		

**St Edmond Catholic School Board
Strategic Plan Monthly Reporting**

Committee:

Chairperson:

Staff Liaison:

Strategic Action Item/Discussion	Responsible Party	Timeframe	Resources Needed

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