

# CCFM Today

Conference for Catholic Facility Management

Fall 2012



## Welcome to Seattle

Dear Brothers and Sisters in Christ,

It is a joy and a privilege to welcome you to the Archdiocese of Seattle for the 2013 Conference for Catholic Facility Management, May 5-8. After all, you are very important people!

As every bishop can attest, rarely a day goes by that we are not presented with plans for renovations, upgrades, new builds, sales or purchases of the properties that define for Catholics and the greater community the physical presence of the Catholic Church in our dioceses. This physical presence—the brick and mortar that provide the meeting places for the celebration of the Eucharist, central to our lives as Catholics—would not be possible without the knowledge and skills you bring to the Church. For sharing these gifts, I thank you!

During your visit, I hope you will have the opportunity to do a little exploring and enjoy the beauty and hospitality of the Seattle area, including our wonderful churches with their diversity of designs. We look forward to having you with us.

With every best wish and prayer, I am

Sincerely in Christ,

Most Rev. J. Peter Sartain  
Archbishop of Seattle

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Go online to,  
**www.CCFM.NET**,  
to learn more.

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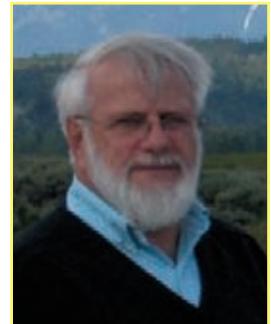
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# PRESIDENT'S Comments

We are well on our way to the Seattle conference preparations. Work efforts for the conference are in progress and several committees have already begun monthly conference calls to address specific aspects of the upcoming conference as well as working on ideas so that CCFM is more useful to our members. In the Summer issue I called for your thoughts and ideas of what we can do better, or what we can do that we have not thought of yet; or what type of tracks would be of interest to you; etc. The e-mail box has been empty-no ideas, thoughts, ----nothing. Many of our thoughts and ideas take time to formalize and develop in a manner that would be of quality for the conference so if there are any thoughts and ideas out there please get them to a board member as soon as possible. Our October meeting is coming up soon and that is the basic drop dead date to get moving on the conference details and finalizations-especially for the AIA Certified tracks.



**Peter Silva**  
*President, CCFM*  
Diocese of Boston

I hope you have all had the occasion to visit the ever growing website. One area of particular that is getting used more but not nearly enough is the resource section. If you log onto this section there will be requests for help and requests for various items. One diocese is looking for stained glass windows and a couple of lines beneath that request is another diocese offering numerous stained glass windows from closed parishes-There may be some great values there for something your diocese or individual parish needs so take a minute and "Check it out"!

It is that time of year to think about re-registering. I know how easy it is for that single registration paper to get lost in the piles on ones desk so take a few minutes to fill it out and register. It is quick and you will not get those annoying follow-up calls to remind you.

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As we try to continue to increase our numbers and enhance our value, you can be a great resource to CCFM. If you know of a neighboring diocese, religious institution or mission diocese, please give them a call and tell them about the value of CCFM membership. You already are one of our most valuable assets and by bringing more members to the conference or to CCFM in general you will be doing them a

great favor as well as enabling us to carry our resources further for more to enjoy and use. That is directly reflective of the reason for CCFM's being.

I would like to thank all of you who have taken the time to respond to my multiple of e-mails about when you became a member of CCFM. About 85% of you have responded and that has been very helpful as we attempt to update our data base with correct information. Those of you who have not responded have probably received at least 5 e-mails from me. I do not intend to

send any more so, if you haven't responded yet—please take the time to do so and enable us to have a better set of records.

Seattle looks to be shaping up for a fine conference so far and Ed Foster has assured us of good weather for the conference (although he did not explain what he meant by good weather in Seattle???). So do yourself and CCFM a favor—plan ahead and get active.

# CCEM'S NEW DIRECTOR



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

Although I have written for this newsletter before, this is my first column as your new Executive Director. I am very pleased that the Board has given me this great opportunity and I am really looking forward to the challenges ahead.

Even though Roger Hughes will no longer be our Executive Director, he will always be a good friend of CCFM and even more importantly, a close personal friend to many of us. Roger, all of us in CCFM wish you the best and please let's stay in touch. I know I will miss all of those early morning phone calls.

I intend to give each of you a phone call sometime over the next few months. Of course, I want to say "Hi" to all of my old friends, but even more importantly I want to reintroduce myself to those of you that I don't know very well yet. As a part of that conversation I also plan to ask you what you think CCFM is doing well, as well as what you think we can do better.

Much of what CCFM accomplishes gets done thru our committee structure. Under Roger's leadership these committees have grown strong, and a number of you are already serving on one. Being involved in a committee is a great way for you to become more active in CCFM, without having to make a huge time commitment. I hope you will give joining a committee some thought.

Probably the most exciting new development that we are working on, is adding the capability for CCFM to host Webinars. Under Barry Koebel's (CCFM, Omaha) leadership, our communication committee has been working with Josh Ring our applications developer to make this happen. Over the last 8 months they have been configuring and customizing the software, and we are about ready to roll it out. I have seen several demonstrations, and I think this will be a great new tool that we can offer to our membership.

Once again, I just want to say thanks to the Board for this opportunity, and that I am looking forward to seeing all of you in Seattle.

# Article provided by archSCAN A CCFM Member Company

CCFM

## DIGITAL ARCHIVING for Construction Documents



**Let's face it: the construction industry generates reams of paper throughout the building process!** Legally, you need to keep as-builts, correspondence, inspection reports, purchase orders, RFIs, submittals, and thousands of other documents for the project close-out of each building you build. They fill up filing cabinets, cost a fortune to store off-site, and you need to keep it all for at least 10-15 years, or possibly indefinitely. Is there a better way to store this information than keeping the paper? Definitely! **Digital archiving is the least expensive and safest way to store your information for the future.**

**Save time, space, and money by digital archiving.** In every industry, the computer is one of our most valuable work tools because we create almost every document, drawing, or image on it. Those documents are easy to store in a digital format for the future. If a document is in a paper format, it can be scanned to create an electronic copy. This is useful in many ways because electronic documents take up **very little physical space**. Unlike paper documents, electronic files are **in-expensive to store** and are **easily shared and copied** amongst colleagues and clients. Organized digital **information can be found quickly and easily**, and may be accessed while traveling or away from the office. All of the paper documents generated from projects can now be stored on-site because hundreds of boxes of paper fit on a few CDs, DVDs, external hard drives, on the internet, or on a server. Keep all of your information at your fingertips.

**Are you prepared if there is a flood or a fire in your office?** Paper information is fragile in a physical sense because it could be destroyed in a fire, flood, or get misfiled or stolen and then the information is totally lost forever. From a disaster prevention point of view, it is much safer to protect your information in a digital format. Documents stored on a corporate server can be backed up on a daily basis and/or multiple copies of CDs or DVDs can easily be made.

The most important question to ask is: **what is more important, the paper the information is printed on, or the actual information itself?** Money is always an issue, but it is important to weigh the risk of losing all of the information versus the cost of scanning the information. If you adopt a scan-as-you-go policy, the scanning becomes a routine part of a construction project and the information can be filed electronically exactly as it would have been done in paper format. Even if you decide to outsource scanning all the paper construction information at the end of the project, the price is usually minimal compared to the cost of the building (0.008% or less of the total cost of construction).

Traditional paper archiving methods are now being surpassed by new digital technology and the time has arrived to accept this technology as a construction industry standard way of archiving your irreplaceable documentation. Old habits are die hard, but digital technology is here to stay. **Start archiving digitally today and save time, space, and money!**

If you would like more information about digital archiving, please contact Ginny Williams at archSCAN, LLC, [Ginny.Williams@archscan.com](mailto:Ginny.Williams@archscan.com), (410) 974-8183.

# GUEST Column

**Article provided by Annabelle Ocanas, Diocese of Lubbock**

As a faithful steward to the Catholic faith and to my professional role in the Diocese of Lubbock, Texas, it's likely that we share some commonalities. I, like much of the CCFM Today readership, work in collaboration with our parish priests to orchestrate assessment and direction, offer solutions and options, and create opportunities for the safe, effective and cost-efficient management, renovation and construction of buildings and facilities within the diocese I serve.

For those of you whose professional backgrounds include a wealth of construction, design and architectural education, experience or resources, those duties are as familiar as the center aisle of your parish church. For individuals like me, whose academic background includes finance, business and law, talk of corner bead, toe boards, pitch and flashing are far cries from my areas of academic expertise. Nonetheless, I am responsible for facilitating the collaborative efforts that uphold those crucial facilities management mainstays.

As chief financial officer, I assist our 62 parishes with the myriad of daily administrative processes from audit controls to policy guidelines, from human resources to accounting safeguards. For this mission diocese, comprised of 243 buildings and facilities in a 23,000-square-mile, 25-county area, my goal

is to conduct a review of all parishes in a four-year rotation including a risk assessment of facilities to determine the low-, medium- and high-priority needs.

As a mission diocese, we have very limited resources. Thus, it is imperative that we use our talents, identify our resources and use both to capacity. I'd like to share a recent experience that illustrates the mission and goals of CCFM, sharing time, talent and a wealth of vital information with the Diocese of Lubbock.

**The Need:** With limited financial and professional resources within the diocese, the staffs of our 62 parishes needed basic facilities management training, information and action plans applicable to our area and circumstances.

**The Challenge(s):** Securing engaging presenters with relevant information and securing financial assistance to fund the overhead of a day-long workshop.

**The Opportunity:** Explore CCFM's resources and the prospect of securing professionals with experience and expertise in facilities management to address and educate our group.

Although a CCFM member for four years, I have not yet been fortunate enough to attend an annual conference. However, I am familiar with and have made great use of the wealth of information and resources available through the organization's website and newsletter. In an effort facilitated by CCFM Executive Director Roger Hughes, and Chicago's Catholic Extension Society Executive Director Joe Boland, we worked collaboratively to lay the ground

## A Partnership

• Conference for Catholic Facility Management

• Catholic Extension Society

• Diocese of Lubbock

*Continued on next page.*

work for the diocese of Lubbock's inaugural Facilities Management Workshop.

With the support of these two organizations, a great deal of foresight and extensive creative planning, the Lubbock Diocese presented a well-attended, highly relevant, real-world-experiences presentation that attracted nearly 120 parish secretaries, business managers, priests and other pertinent building and facility managers.

The bulk of the success, I attribute to the high caliber of our CCFM presenters, Peter Silva, senior technical advisor with the Archdiocese of Boston, and Greg Veith, facilities and construction manager for the Archdiocese of Chicago, both of whom bring extensive academic and practical knowledge about the issues our 62 parishes face each day. Peter's outstanding presentation, "Facilities Management 101," provided a basic, yet comprehensive overview of the steps and functions required to assess, maintain and preserve existing facilities. Greg's "Building Assessment Tools and Facilities Planning" presentation provided specific instances—illustrated by photos and supplemented with an entertaining dvd—of the types of damage and deterioration that occur with various facilities, why the events occurred, temporary fixes and how to avoid those events in the future. From each presentation, attendees came away with checklists, materials and heads filled with ideas they felt confident they could put into action.

For those of you whose daily professions revolve around these concepts, the topics may seem elementary and mundane. For Lubbock's stretched-thin parish priests who, of course, receive no building maintenance training in seminary—yet are required to manage the facilities in their parishes—it was information that fell on attentive ears.

**The Result:** As CFO responsible for providing information, support and usable tools for our parish staffs, I feel confident we achieved that goal with regard to working knowledge for facilities maintenance. With highly favorable remarks across the board on the workshop evaluation form, I am most proud of those for which the workshop received the highest marks: "I will be able to use what I learned at this workshop." In other words, we took steps toward addressing our identified, yet continuing **Need:** applicable basic facilities management training, information and action plans.

***I commend and thank CCFM for providing such engaging and informative speakers and Catholic Extension Society for its continuing support. In addition to the holistic support and annual grants Catholic Extension Society provides, the Diocese of Lubbock is grateful for Catholic Extension Society's support in making our Facilities Management Workshop a success. We couldn't have done it without you!***

# SUPPORT GROUP Committee

The Support Group Committee has had several conference calls already and are looking into some very promising issues to enhance the support provided to all our members. See the article from Annabelle of Lubbock Texas for an example of how we are reaching out to mission dioceses (and any others that could use the expertise).

The committee consists of: Peter Silva-Chairman, and the following members-Greg Veith, Les Macdonald, Noel Olson, Andre Villere, Tom Richter, Barry Koebel, Joshua Ring, Jen Shankie and Claudia Shabo. You can see that we have a great diversity in skills, knowledge and locations. Some of the things we are working on are:

- Provide on site no cost presentations to mission dioceses and others.
- Develop better procedures for member diocese to communicate directly with each other for sharing of resources, or obtaining goods and materials that one diocese has an excess of and another needs. In other words how do we market the website and resource page to meet more members.
- Developing webinar resources and presentations that can be in logged onto by all members, with some data on permanent storage for immediate reference at any time by members (i.e.-general roofing procedures; Inspection of stained glass: etc.).
- Developing a new tier of membership for local parishes of member dioceses and religious orders to have ready access to the website. This work is being headed up by Rob Bennett of our Diocesan Membership Committee

As you can see, we have carved out quite a piece of work to do in just a few short months. Whether or not we have chosen goals that are beyond this committees reach we do not know at this time but these are very important goals so the sooner we start to look into them the better we will serve all our members. We will keep you advised in the next newsletter if not before by alert messages to the website.



Peter Silva  
*President, CCFM  
Support Group Chair  
Diocese of Boston*

THE SUPPORT GROUP COMMITTEE  
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# FACILITATING ORGANIZATIONAL AND PROFESSIONAL SUSTAINABILITY THROUGH Education Excellence

## Sustainability.

Hardly a day goes by that we don't hear or use the term in conversation, read about it when conducting research or hear it heralded in an evening news story. By definition, sustainability is the capacity to endure, involving the means by which systems remain diverse, productive and continue to grow.

**Although many consider it a buzzword with regard to the environment, the economy and responsible management of natural resources, sustainability has an important social and professional dimension toward which the Conference for Catholic Facility Management has been working diligently to establish a benchmark in its continuing education for registered professionals. And, if you haven't noticed at the last few annual conferences, CCFM has done just that.**

Setting that standard and facilitating the journey is a trio of dedicated, hard-working CCFM members who, in a professional quest for academic excellence in education as it relates to facilities management, have not only set the standard and raised the bar, but created an exemplary model of continuing education befitting of the caliber of its organization's members and finely tuned to their professional needs.

According to Bill Kramer, who has headed up CCFM's continuing education committee since, 2005, the big push toward more highly regulated and strictly accredited education components started with CCFM Executive Director Roger Hughes who was hired as executive director while Kramer was CCFM President. He says Hughes approached him about adding the dimension of accreditation to the mix that he describes as a "discipline within a discipline. We were discussing the preparations for the annual conference and the need to distribute the emphasis more equally among construction, real estate and facilities management. We didn't want to exclude any of our members," Kramer says.

Andy Guljas and Eric Atkins, CCFM members from Indiana who round out the continuing education committee, readily credit Kramer with the bulk of the work and for spending years establishing the process and credibility of CCFM's continuing education. "Bill needed help...he was handling this on his own. He realized he needed someone else on board to maintain and grow what he'd achieved," Guljas says.

"Bill Kramer has led this charge from the beginning and was instrumental in getting many of these workshop topics accredited. He got it rolling, and we've stepped in to help Bill lighten the load," Atkins adds.

Although Kramer initially served for years as the point of contact for the subcommittee, he is quick to credit Guljas' efforts as the "most advanced as far as discovery" and has relegated the current point-of-contact responsibility

to him. Guljas and Atkins have fine-tuned and stepped up the accreditation process by formally affiliating with the American Institute of Architects (AIA) to

# MEET THE CCFM CONTINUING EDUCATION COMMITTEE: PEOPLE YOU SHOULD KNOW!

ensure the credibility and academic validity of the annual conference education tracks. "We make sure that as many as we can get assembled are reviewed and approved by professional licensing agencies like AIA so our members are benefitting," Atkins says.

When the trio began its mission to diversify the topics and upgrade the accreditation, the goal was to make the education beneficial for other groups beyond architects. "We knew that if we were to make these beneficial and high quality, we'd have to take this to the next level. It helps out everybody," Guljas says.

The committee meets several times throughout the year prior to CCFM's annual conference. "It helps all of us be better at the jobs we're doing, and truly get to the meat of what we do on a day-to-day basis," Atkins adds. "It's beneficial that we're from different regions—Bill from Florida, and Andy and I from the Midwest—it brings different viewpoints as far as what's important from the differences in climate, natural disasters, building code changes...all affect what members need," Atkins continues.

Although none of the three is willing to take sole credit for the improvements in the timeliness and pertinence of the education topics as well as the professional accreditation, all three committee members acknowledge the consistent upward trend in the quality of the presentations as well as the potential for credit in disciplines beyond architects and engineers. Guljas summarizes the trio's attitude about the volunteer work they provide as committee members saying, "I feel fortunate to have this group of people around me. We're all in it together. It's as if we're all branch offices of the same company. By helping CCFM, we're helping other dioceses to streamline and help on a day-to-day basis. It's all for the greater good."

Meet the CCFM Continuing Education Committee:  
People You Should Know!

**William G. (Bill) Kramer**, AIA, PEP, PA, is an independent architectural consultant in Orlando, Fla., who served as CCFM president in 2008 and has been a member for more than 20 years. Prior to his consulting work, Bill served the Diocese of Orlando for 24 years, initially as building coordinator, and then for 18 years as director for the Office of Building, Planning and Construction. Before joining the diocese, Bill worked in the Orlando area for a private architectural firm and later as an independent architect/planning consultant.



Bill Kramer  
*Independent Architectural  
Consultant  
Orlando, FL*

CCFM  
Plan to Attend:  
CCFM  
Annual  
Conference  
Seattle, 2013  
Washington  
May 5-8

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# UPCOMING Events

## Canon Law Society of America (CLSA) Convention

October 08 - 11, 2012  
Hyatt Regency O'Hare  
Rosemont, Illinois

## National Association of Church Personnel Administrators (NACPA) Convocation

Spring, 2013  
TBA

## National Federation of Priests' Councils (NFPC) Conference

April 22 - 25, 2013  
Reno, Nevada

## Conference for Catholic Facility Management (CCFM)

May 5-8, 2013  
Seattle, Washington

## Diocesan Information Systems Conference (DISC)

June 19 - 21, 2013  
Dallas, Texas

## Diocesan Fiscal Management Conference (DFMC)

September 8 - 11, 2013  
Boston Marriott Copley  
Boston, Massachusetts

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Born and raised in Lorain, Ohio, Bill attended Kent State University, earning his bachelor of architecture degree and achieving his registration in the state of Florida where he began his career. He and wife Dianne, a city planner, have four adult children and four grandchildren.

**Andrew A. (Andy) Guljas, AIA**, is facilities management coordinator for the Diocese of Lafayette-in-Indiana where he has served the 62 parishes and 21 schools since 2005. Before joining the diocese, Andy was an architect in a private architectural, engineering and interiors firm in Indianapolis for nearly eight years. Prior to moving to Indiana, Andy resided and worked as an architect for 13 years in Baltimore, Md.

Andy spent his early childhood in Michigan, moving to southern Indiana for his junior high and high school years. He earned his bachelor of architecture degree at University of Notre Dame, during which he completed one year of study at University of Notre Dame in Rome.

He and wife Diane (also an architect) have two adult daughters, one earning a graduate degree in nursing and another completing undergraduate work in graphic design.

**Eric L. Atkins, AIA**, is director of management services for the Archdiocese of Indianapolis in Indiana. He has served in that role for eight years and for three years prior, was facilities management coordinator for the Diocese of Lafayette. Before his work for the Church, Eric was an architect for a private architectural, engineering and interiors firm for 20 years.

Eric was born in Bloomington, Ind., and lived in various cities in central Indiana throughout his childhood. He attended Ball State University in Muncie, Ind., where he earned his bachelor of architecture degree and met his wife, Liz.

He and Liz, who teaches special education in the Indianapolis Catholic school system, have lived in Indianapolis for 30 years where they raised their three children.



Andy Guljas  
*Facilities Management Coordinator*  
Diocese of Lafayette  
in Indiana

Eric Atkins  
*Director of Management Services*  
Archdiocese of Indianapolis

# MAKING CENTS OF FINANCING AND BUILDING IN THIS ECONOMY Bowling Green, Kentucky

Holy Spirit Catholic Church in Bowling Green, Kentucky began the long, spiritual journey of evaluating their current and future ministry needs and the impact on their facilities in 2003. Years of effort culminated in the Parish relocating to a new 53,000 square foot Parish Home at a cost of \$12.2 million in 2010 – featuring a worship center with seating for 850 and associated Narthex (Gathering Space), a music ministry area as well as a parish center for 400, religious education classrooms and parish administrative offices.

The Parish first formed a leadership Team named TORCH (Transforming Our Church). The Team's first action was to contract with Liturgical Consultant Michael DeSanctis of Erie, Pennsylvania, who assisted in the development of a "Parish Inventory Tool" that defined the ritual and practical needs of the parish – all in keeping with the tenets of "Built of Living Stones." Only after the parish was appropriately focused on how the Parish wished to grow as a Catholic Community did the focus shift to the physical facility needs. At that time, the TORCH Committee selected BCDM Architects of Omaha, Nebraska to



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develop a master plan for future facility needs that was responsive to the long-term growth of the Parish. The initial planning efforts identified space shortages in many areas – including the need to expand the worship area to accommodate 850 worshippers – nearly double the capacity of the existing facility.

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Through careful planning, BCDM Architects was able to develop a master planning solution that would allow the parish to remain on its current site,

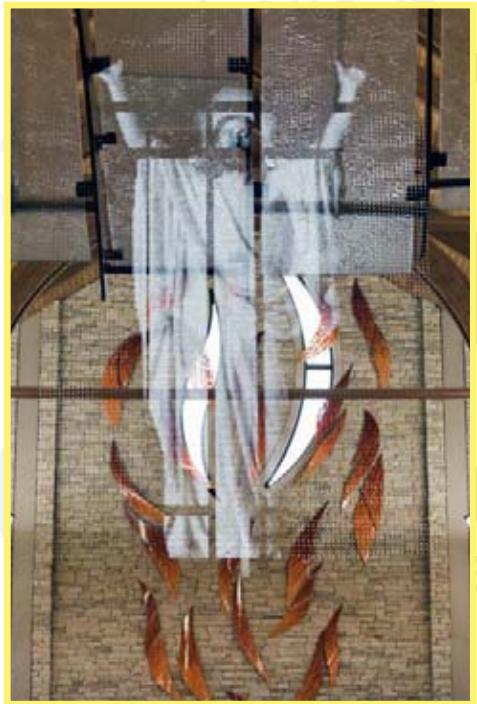
provide a new worship center and renovate the former worship space for use by other Parish programs. As cost estimates were developed for the renovation/addition project, it became apparent the total cost would be at or near those of all new facilities – all while making functional concessions that are inherent in renovation projects. The TORCH Committee then elected to investigate an alternative design for a new building on a hypothetical site to provide a more direct cost comparison. The results provided adequate information to allow the TORCH Committee to make an informed decision – building on a new site would indeed provide a more stable long-term future for the Parish. The search for a suitable site began, along with the initiation of a capital campaign to fund the proposed facilities.

The Holy Spirit was truly at work in helping the Parish continue down the path of building a new home for its ministry programs. As the first capital campaign progressed, the TORCH Committee located a former horse farm, a 30-acre site only 3.5 miles from the existing parish, and negotiated its purchase. At nearly the same time, a neighboring Baptist church agreed to purchase Holy Spirit's existing site and buildings. The funds generated through the capital campaign and the sale of the existing location was enough to fund the new site purchase as well as pay for approximately half of the master planned facilities. A phased building approach seemed the only possible solution. However,

the TORCH Committee did not want to lose sight of the importance of the new facilities on the ability to deliver the necessary ministry programs. They initiated a financial feasibility study that explored the impacts of economy of scale, inflation and construction efficiencies associated with building the entire project simultaneously versus a phased approach. The study results showed projected cost reductions of approximately \$2.4 million for simultaneous construction of Phase I and II. Securing a loan for the necessary funds could be achieved with the costs of principal and interest over time being the same or less. However, as is customary in Dioceses across the United States, the Owensboro Diocese requires a Parish to have 50% of the construction costs in-hand prior to initiating final design and construction. Holy Spirit had received 42% at the time. Given the due diligence and accompanying facts presented to the Diocese by the TORCH Committee, an exception was granted and Holy Spirit secured a construction loan for approximately \$5.5 million that required interest only payments for the first three to five years before converting to a more standardized principal/interest schedule for the remaining 15 years.

### **Capital Plan Comparison**

The design and construction was initiated and there were many steps taken that ensured the \$2.4 million in saving and the ministry objectives were achieved. Holy Spirit was able to capitalize on the economic times

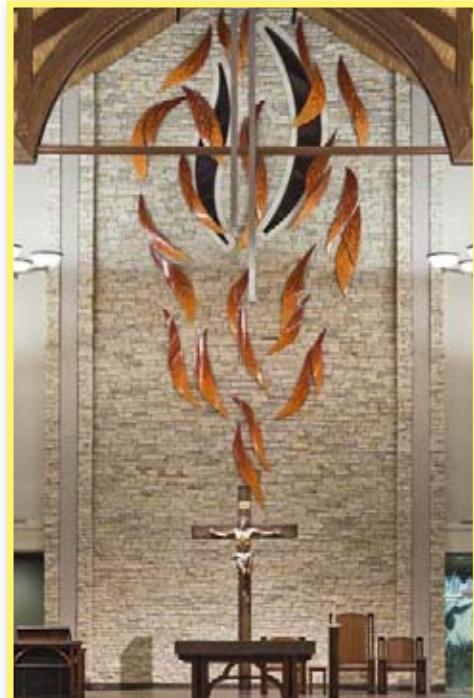
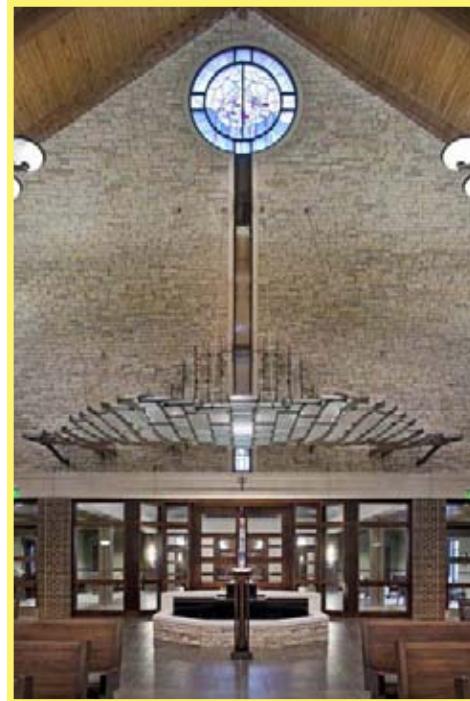


and received the best in terms of construction costs and interest rates as well as eliminated inflation.

- Selection of the Construction Management delivery method to lean the process through involving the constructor in the design process at the onset of design to strategize on constructability, cost control, construction sequencing, and final completion scheduling. This method also avoided costly duplication of services from the architect and constructor to maximize the value to the Parish..
- Focus on sustainable design principles that gave careful consideration to initial cost versus long-term operational costs – being “good stewards” of God’s resources, both financial and material. The design resulted in Holy Spirit being One of the First Catholic Churches in the Nation Registered with the U.S. Green Building Council pursuing LEED Certification, incorporating these elements: geothermal water-to-water heat pump HVAC System, enhanced building commissioning, reduced light pollution, water efficient landscaping, minimized water usage.

- Incorporation into the design, symbols of the Holy Spirit:

- Works of the Holy Spirit Court
- Descending dove baptismal canopy
- Prism of light of the cross
- Torches of fire on the Pentecostal wall
- Ascending winds of the reservation chapel



**For additional information on this project,  
including how savings were accomplished, please  
call Mike Benck, Business Development BCDM at  
402-384-3428 or e-mail [mbenck@BCDM.net](mailto:mbenck@BCDM.net)**

Plan to Attend:  
CCFM  
Annual  
Conference  
Seattle, 2013  
Washington  
May 5-8



# MEMBERSHIP Committee

Some of you may know me, my name is Rob Bennett and I am the Director of Construction and Properties for the Diocese of Pensacola-Tallahassee. As a newly elected member of the CCFM Board of Directors, I have volunteered to head Arch/Diocesan Membership Committee.

This committee will continue to facilitate, market and promote the value of participating with CCFM to our member base. We will accomplish this through:

- Annual Renewal Letters
- Development of a Scholarship Program
- Regional Assignment of Member Prospects to Committee Members
- Encourage participation at The Annual Conference
- Development of Print and Online Marketing Promotion
- Calls and Visits to lapsed members

We also hope to develop a plan for a new class of membership. **This class of members will include Pastors, School Principals and Business Managers from Parishes and Schools of Member Dioceses. This member class will be web members. As web members they will benefit from CCFM web resources such as the Forum Page, Annual Conference Educational Tracks available on the website and soon to be webinars provided by our Business Partners, Members and other potential service providers.** We believe this feature will benefit both small and large Arch/Dioceses as well as Religious Orders/Religious Institutions by building a broad knowledge base for those web members.

The members of the committee and I look forward to continue to grow CCFM without sacrificing the quality of our current offerings and the value for our membership.



Rob Bennett  
Chair, CCFM Diocesan  
Membership Committee  
Diocese of  
Pensacola-Tallahassee



Standing:  
Members of the Continuing  
Education Committee,  
Andy Guljas  
Eric Atkins  
Bill Kramer

## The Annual Conference Covington, Kentucky, Spring 2012

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## ADDRESS UPDATE

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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Position \_\_\_\_\_ Arch/Diocese \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Deletion     Addition     Correction

## What would you like to see in CCFM Today?

Members are encouraged to submit items as well as articles for consideration in **CCFM Today**. 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 **CCFM Today**.



We would appreciate your comments & input on items for future issues. Please mail to:  
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