

Business Manager Decision Guide

General Questions

What areas of the church and school will this impact? (Teachers, students, parishioners, staff, groups, events)

What outside parties are involved? (Methodist church, city, fire department, security monitoring, nightly lock up, Si Digman, Hickman's Barber Shop, etc.)

Who should be notified? When should they be notified? (immediately, when beginning/in progress, once complete) How should they be notified? (Flocknotes, bulletin, email, phone call, in person, pulpit announcement, posters, etc.)

What logistics need to be considered? (parking, PGC, school pick up/drop off, gates, scheduled doors, keycards, supervision, check/credit card needed, etc.)

Does this affect security or safety? How? (Do we need to cancel school? Mass? Should the police be present?) Who will need access?

Does this need to be cleared through the Diocese?

Does this need approved by Father Dave?

Should this be approved or debated through the leadership team?

Does this need to be brought to parish council, finance council, school advisory board, maintenance committee?

How will this affect the parish/school for the next 5 years? 10 years? 20 years?

Is this the best timing to make this decision?

Contracts or Vendor Selection

Is there a prior contract to be dealt with?

Do we need perpetual/annual maintenance?

Why did we initially contract with the prior vendor?

How long ago was previous work completed? Is it still under warranty?

Do we have a parishioner who could do the work?

Have you requested and received 3 quotes? Is this the best deal in price and quality?

Where is the funding coming from? What additional costs will/might result?

Does the diocese know them and have a reason to/not to use them? Maintenance committee?

Do I have a worker's compensation certificate or a certificate of liability insurance?

Do they need an asbestos letter?

Do they need a tax exemption certificate?

Who will sign the contract? (Business Manager, Pastor, Diocesan Director of Finance, The Bishop)

Do I need to notify or get approval from the finance council?

Do we need a permit or a license?

Should this be updated on inspection sheets, logs, asbestos letters (AHERA), procedures, policies?

Does their scope of work include things like cleanup, testing, training and instructions, etc.?

Does their contract include liability for damages, the words "guaranteed maximum price," a warranty or guarantee, penalties for breach/early termination, liens, etc.?

Questions for Vendors (prior to scheduling)

Who will be responsible for damages?

Who will be responsible for any cost overages?

Will any mess associated be cleaned by you?

Do you have instructions for care/routine maintenance once complete?

Is there a warranty on the installation (labor) and/or parts?

Is there a replacement cost?

Will you offer training on the new materials/system, etc.?

Are there any health or safety concerns to consider? (air quality, fire hazard, noise considerations, falling

Who needs to request the necessary licenses, permits, civil engineers, etc.?

What additional costs should we consider as a result of the work being done/new equipment?

Is there any reason the work might get rescheduled/require more time?

What is the life expectancy of the work/product?

What annual inspections/maintenance should be considered?

Are there any problem warning signs we should look out for?