

**From: The Cathedral of St. John the Baptist  
Parish Advisory Council**

**To: James Niehaus**

**Date: June 21, 2018**

**Subject: Plan for the 1900 Carlton Road Property, Parma**

Glory to Jesus Christ!

We, the members of Cathedral of St. John the Baptist Parish Advisory Council, appreciated the meeting with the Bishop in early May to discuss matters of mutual importance to the Eparchy and the Cathedral and to discuss how best to address them. The Bishop's views on the needs of the Eparchy were enlightening to us. Following that meeting, we analyzed the situation deeply, and developed the first stage of a plan for managing the Carlton Road property going forward.

The property has been a challenge for the Chancery and for the Cathedral for many years, but the Cathedral can agree to taking on the responsibility for managing the building and the expenses with a few stipulations. This is not a responsibility we sought out, nor is it one that we considered casually. While it would be easy for us to view the Carlton Road property as a no-win situation, that kind of thinking has limited the value received from the building and has put us collectively in this position.

In our approach, we will obtain more value from the building than has been done previously. This responsibility the Bishop wishes us to take on is a burden, but it can also be a blessing. Having only one group managing the building will increase the efficiency of managing it. And, delegating building management to the Cathedral will also free the Bishop and the Chancery from the worries of the building, so the Bishop can focus each day can be on serving the Byzantine Catholic faithful people.

The building expenses currently outweigh revenues even though active efforts have reduced expenses in recent years. Unless we take action to increase revenue, we will quickly drain our parish savings that are needed to provide financial stability. One way we will increase revenues is to make fuller use of the building which has significant under-utilized areas. We will also proceed with rental contract changes and pricing revisions that will match the market rental rates more closely.

We will continue to reduce building expenses, but we will also need to take on the full responsibility of the expenses when we previously only had half of the expense. This includes having the building manager and maintenance responsibility, caretaking of the grounds, and the real potential of large replacement expenses for the aging building.

We can accept this responsibility, but we need some flexibility to make our plans work. One example of this is the near term end date of December 31, 2018 for property rentals which will make it impossible to draw in the revenue needed to offset the large expenses of the building. To increase revenues, we need to be able to sign property rentals beyond December 31.

Some could get misled in thinking that preserving the building is our goal, when it is not. But, there is additional opportunity in preserving the building. For nearly fifty years (since June 12, 1969), the Carlton Road property has been a destination point for the people of the Eparchy to worship, to work together, to celebrate pilgrimages and festivals, and to collaborate. By taking on the responsibility for the property, the Cathedral will continue to make the property a central place of worship, pilgrimage and activity that the Chancery can depend on.

There are great needs across our Eparchy that must be addressed, but there has been one constant – the hardworking people of the Cathedral family who have contributed significantly to maintaining the Carlton Road property and reducing its expenses. As we take on this responsibility, it will be more than the Parish Advisory Council taking action. The Cathedral parish family will be in support, and actively working to maintain this centerpiece for the Eparchy. We will be working with the Chancery, in support of the Bishop's goals, and through our solidarity the Eparchy will blossom for many years.

As we worked on our planning, we noted several key items that we wanted to gain clarity or agreement on with you as this responsibility moves from the Chancery to the Cathedral. Here are the key items:

- We would prefer the timing of assuming the responsibility for the building expenses to be August 31, 2018. This gives us some time to prepare and attempt to minimize the new expenses in this transition.
- Since all church property is the property of the Bishop, the Cathedral will not own the building but will instead manage the Carlton Road property through a lease. To facilitate this, we would need a written lease agreement with a minimum date of Dec 31, 2028 with an option to renew at set terms. Verbal agreements in the past have only created more problems. By detailing our agreement, we can reach the goals that are most important.
- The Chancery will pay any outstanding bills until transition date.
- The Chancery will transition the account ownership on the bills effective August 31, 2018 (or the agreed upon date) so the Cathedral can assume this additional responsibility while freeing the Chancery from the operational concerns.
- We will need any Eparchial property, assets, materials removed by the agreed upon transition date so we can begin using the building to the fullest extent possible to offset the large increase in expenses. Space rentals will be assessed on a pro-rata basis per square foot for Eparchy

utilized areas monthly until the items have been removed. (The museum, Bryan Scotton's room, Vancik Memorial Library, closed church archives, Eparchial Choir Room)

- The Cathedral will assume expenses associated with the building manager, and as a result all services performed will be solely for the benefit of St. John's Cathedral.
- The Cathedral, as property manager, will be able to rent the property after December 31, 2018 to prospective renters.

Thank you again for considering this plan for the property. In this communication, we have not spelled out all the necessary details but we can review the plan more completely as needed. As specified in this proposal, we intend to reaffirm our commitment to help by taking on this responsibility which is in support of the Bishop's plans to address the highest priority needs of the faithful in our Eparchy. We hope that you can appreciate that we are trying to determine the best way forward for both the Eparchy and the Cathedral Parish of St. John the Baptist.

You were copied on the short letter stating we have a plan that was sent to Bishop Milan. We have spared him from this more detailed version. It is imperative that we allow the Bishop to do his work as a successor of the Apostles and not bog him down with details of the plan. We are, however, confident you will brief him on the details here, since we need his approval to move forward.

Yours in Christ,

The Pastoral Advisory Council for  
The Cathedral of St. John the Baptist

cc: Martin Kopmeyer, CFO Eparchy of Parma