



Living Laudato Si' Sustainability Pilot 2019

PARISH REPORTS



ARCHDIOCESE
OF INDIANAPOLIS
The Church in Central and Southern Indiana

**Archdiocese of Indianapolis Creation Care Commission
Living Laudato Si’ Sustainability Pilot Program
Our Lady of Lourdes Catholic Church
5333 East Washington Street, Indianapolis, Indiana, 46219**

Final Report

Introduction

The Creation Care Commission is a ministry of the Archdiocese of Indianapolis that is housed under Pastoral Ministries. The official mission of the Creation Care Commission is “to encourage and foster the care for God’s creation as a way of life and a core principle of our Catholic faith and to minimize the Archdiocese’ impact on the environment”. Its vision is this: that all parishioners will live environmentally-conscious lifestyles based on the values in Pope Francis’ encyclical *Laudato Si’* and, consequently, understand that creation care is a moral imperative. They are guided by the goals that everything the Archdiocese does is completed in an ethical and environmentally conscious manner, and that everything is done based on Catholic social teaching.

The inaugural sustainability program is comprised of a cohort of four parishes and one high school that are all in the same relative geographic area. These parishes and schools signed a covenant of commitment promising to cooperate with the Creation Care Commission over the ten-week pilot program and ensuing twelve-month implementation phase. Upon success of this pilot program, the Creation Care Commission will make recommendations for moving forward in expanding the sustainability program to other parishes and schools across the Archdiocese.

Facility Description

Our Lady of Lourdes Catholic Church, founded in 1910, is located on 5333 East Washington Street in downtown Irvington. Their mission statement is as follows: “We, the faith community of Our Lady of Lourdes Catholic Parish, strive to live, share, and be Christ in all we do”. There are four buildings on the property: the church building, the school building, the parish center (which also functions as the rectory), and Bernadette Hall (which currently houses the pre-school and other meeting rooms).

The HVAC system for the parish consists of a few parts. There is one boiler that is used to heat both the church and the school. Several classrooms and offices have window air conditioning units, but the rest of those spaces open windows for natural cooling. In general, the HVAC system is not efficient; it does not work well because it is approximately 60 years old.

Pilot Self-Evaluation

Our Lady of Lourdes Catholic Church completed self-assessments in the following areas of operation: energy/building operations, waste management, outdoor space, and transportation. Below are key findings from each assessment.

Energy and Building Operations (See Appendix I): Most of the classrooms have been LED-updated, but there are still portions of the school, church, and parish center that have not been updated to LED lighting. There are signs in the bathroom and lounge reminding users to turn off

the lights when they leave the room. The light fixtures in the gym are very old, and those bulbs consume a large portion of energy. The HVAC systems are also old and doesn't work well, making it very inefficient. The computers in the computer lab and classrooms run all summer long. However, all equipment such as fax machines and photocopiers are always kept on "energy saving" mode.

Waste Management (See Appendix III, IV): Kitchen wastes make up the largest portion of waste that is directed to a landfill. There are small recycling bins in every classroom and office space, along with two large bins in common areas of the school. There is no standardized signage for recycling bins, and students often do not know what can/can't be recycled. The parish recently started recycling at their annual fall festival, and they rent bins from the Indiana Recycling Coalition for that event. There is no recycling at other school/parish events.

Outdoor Space (See Appendix VI): Less than 25% of the property owned by the parish is green space, but there are many trees, flowers, and bushes on that space. In addition, there is native landscaping in a garden which was planted by Keep Indianapolis Beautiful. Organic-based treatment is used on the lawn twice a year, and pesticides are used sparingly. A minimum of 25 yards of mulch is purchased every year from Indiana Mulch and Stone LLC for the playground and other landscaping.

Transportation (See Appendix VI): Of the 500 families who regularly attend Mass, it is estimated that 85% of them drive to church while 15% walk or bike. Approximately 80% of the students are picked up and dropped off by their parents, and the remaining 20% bike or walk to school. Parents can wait up to half an hour to pick up their students, but a "no idling" policy has been discussed. There are two bike racks on the property. Many of the students live nearby, which makes walking and biking to school feasible.

Energy Audit Description

Indianapolis Power and Light offers several free programs for their customers. The program utilized for this pilot program was the Small Business Direct Install Program. With this program, an energy assessment was scheduled. Installers made a site visit and conducted a free assessment to check the status of lighting in the building and check for ballast compatibility. During the assessment, they also installed complimentary LED products to ensure that savings started immediately. After the assessment, the participating location was given a rebate card so that future purchases would come with a discount. In addition to this initial visit, the Direct Install Program also offers installation of occupancy sensors through Godby. These appointments are made around a month following the energy assessment, and installation of those sensors comes at no cost to the customer.

In the energy assessment at Our Lady of Lourdes Catholic Church (see Appendix II), 93 LED T8 replacement lamps were placed in the school hallways and several areas in the church. Another 57 LED lamps were installed in the church, school, parish center, and Bernadette Hall. One pre-rinse spray valve and one faucet aerator were placed in the school kitchen. For the future, IPL recommended 48 LED lamps for remaining areas in all four buildings. They also recommended occupancy sensors for bathrooms, hallways, classrooms and office spaces on the property.

Proposed 12-Month Sustainability Program

Below is the action plan which was created in conjunction with stakeholders in Our Lady of Lourdes Catholic Church. An initial meeting was held to discuss goals and priorities in each

area of assessment. In attendance for that discussion was the Pastor, the Principal of the school, and a member of the Maintenance staff.

In the energy category, stakeholders prioritized LED updates on the lighting. The gym lights currently consume the most energy, and they are due to be replaced within the next few months; those lights take priority. They would also like to update lighting in the kitchen and cafeteria area from T12 to T8 LED bulbs. They are interested in investing in the IPL Green Power Option.

In the waste management category, stakeholders would like to focus on recycling in the school. They want to create standardized signage for bins, and make the bins more visible in the cafeteria. They would like to start recycling at all events, and possibly invest in reusable dishes for the staff lounge.

In the outdoor space category, stakeholders want to find a process for maintaining the garden that was installed by Keep Indianapolis Beautiful. They would also like to invest in rain barrels to harvest rainwater for watering flowers on the property.

In the transportation category, stakeholders want to encourage group rides/walks to school. Many of the students who attend the school live nearby, making this a feasible and safe option. They would also like to start educating parishioners about IndyGo and encourage parishioners to use the public bus system.

In the education category, stakeholders want to educate students, staff, and parishioners about recycling. They want to educate staff at staff retreats and meetings in order to gain buy-in for the program. They hope to strengthen the Creation Care team at the parish to gain enthusiasm and momentum with the program.

Below is the complete 12-month Sustainability Program for Our Lady of Lourdes Catholic Church:

I. Energy

Project	Cost	Timeline	Leaders	Ranking
Install occupancy sensors	\$*			Good
Update gym lights to LED	\$\$\$			Best
Update lighting in cafeteria and kitchen to LED	\$\$			Better
Update refrigerator	\$\$\$			Best
Use smart power strips	\$\$			Better
Create standardized signage to	\$			Good

remind people of good practices				
IPL Green Power Option	\$			Better
Maintain Portfolio Manager account	\$			Good

*This installation is free through Godby as part of the IPL Small Business Direct Install Program

Occupancy Sensor Installment

This ensures that lights are only turned on when someone is occupying the space; eliminates need for someone to be responsible for turning off the lights.

Gym Lights

This involves replacing old lighting in the gym to LED bulbs. It will reduce the wattage of the bulbs. It will also increase efficiency of the bulbs since the lights won’t need to be turned on for as long before they fully function.

Cafeteria and Kitchen Lights

This involves replacing the old T12 fixtures in the cafeteria to T8 LED bulbs. This will greatly reduce the wattage of the bulbs and therefore reduce energy use in the cafeteria/kitchen area of the school.

Refrigerator

Replacing the refrigerator will decrease the amount of energy being used by that appliance.

Smart Power Strips

These reduce energy use by taking away “vampire energy” that often stems from appliances being plugged in even when not in use.

Standardized Signage

This will give people friendly reminders about good practices such as turning lights off when not in use and unplugging appliances when not in use. It successfully reinforces good behavior and reduces energy use from a behavior standpoint.

IPL Green Power Option

This allows the parish to specify that part of their electricity be generated by a renewable source. Currently it costs \$0.0025 per kWh (in addition to standard IPL rates), and the source is Midwestern wind farms.

Portfolio Manager

This is a free program through EPA’s Energy Star. It allows the parish to track their energy savings and compare themselves to other parishes with similar size/functions. It will allow them to track their progress in energy-reducing efforts.

II. Water

Project	Cost	Timeline	Leaders	Ranking
Save water in rain barrels	\$			Good
Use “green” cleaning products	\$			Better
Install low-flow faucet aerators and showerheads	\$\$			Best
Install faucets with sensors	\$\$			Best

Rain Barrel

This allows rainwater to be collected and used, rather than using city water or water from a well.

“Green” Cleaning Products

Many modern cleaning products contain chemicals like phosphorus, which can harm water quality. Green cleaning products do not contain these chemicals.

Low-Flow Aerators/Showerheads

This reduces the amount of water that is used when a sink or shower is being used.

Faucets with Sensors

These faucets detect motion so that water is only used when needed.

III. Waste Management

Project	Cost	Timeline	Leaders	Ranking
Invest in reusable dishes for the staff lounge	\$\$			Best
Streamline process in Bernadette Hall	\$			Better
Create standardized bin signage for gym and events	\$			Good
Start recycling at all events	\$\$			Better
Make bins more visible in the cafeteria	\$			Good
Invest in reusable dishes	\$\$			Best

for Bernadette Hall				
Eliminate Styrofoam	\$			Better

Reusable Dishes

This involves using reusable dishes in the student lounge and taking dirty dishes to the kitchen to be washed on a daily basis. It reduces the amount of waste generated by the school.

Streamline Process

Streamlining the process for using Bernadette Hall includes creating guidelines that would be communicated to anyone using the space. It would ensure that materials are being purchased only when necessary, eliminating unnecessary waste.

Standardized Signage

This gives visual reminders of what should be recycled, which will drive behavior towards good recycling habits.

Bin Visibility

This means putting recycling bins at more prominent, visible locations of the school, especially the cafeteria. This would make it easier for students to recycle during lunch.

Reusable Dishes

This would involve replacing disposable products with reusable dishes for bereavement meals and other events that take place in Bernadette Hall. It reduces the amount of overall waste generated by the parish.

Eliminate Styrofoam

Styrofoam cannot be recycled, so eliminating its use reduces the amount of waste heading directly into a landfill or to be burned in the city incinerator. This is also a problem because these products include toxins that are released when burned.

IV. Outdoor Space

Project	Cost	Timeline	Leaders	Ranking
Maintain KIB garden	\$\$			Better
Buy a rain barrel for watering flowers	\$			Good
Reuse flowers if possible	\$			Better

KIB Garden

The garden often goes unmanaged because there isn't a designated leader for that space. Maintaining the garden would keep the garden beautiful and would help those native plants thrive.

Rain Barrel

This allows rainwater to be collected and used, rather than using city water or water from a well.

Reuse Flowers

This involves finding ways to reuse flowers that are used for weddings and other events in the church. This could include taking them to nursing homes, hospitals, or other areas that would enjoy their presence.

V. Transportation

Project	Cost	Timeline	Leaders	Ranking
Start a “no idling” policy	\$			Good
Encourage carpooling	\$			Better
Encourage group rides/walks	\$			Best
Encourage using IndyGo and educate about its use	\$			Best

“No Idling” Policy

This involves parents shutting off their car while waiting in line to pick up their students from school. It cuts down on vehicle-related emissions.

Encourage Carpooling

This involves staff members who live relatively close to each other carpooling to work. It also includes students carpooling to school. This cuts down on vehicle-associated emissions.

Encourage Group Rides/Walks

Encouraging students to ride their bikes or walk to school together is a safe way to decrease vehicle-associated emissions while also strengthening the sense of community at the school.

IndyGo

The goal for this is to educate parishioners about the new bus system that is being constructed by IndyGo. It would encourage parishioners to take the bus instead of driving their single-occupant vehicle.

VI. Purchasing

Project	Cost	Timeline	Leaders	Ranking
Take inventory of all products purchased within the parish	\$			Good
Create a green purchasing policy and implement it	\$\$			Best

Buy local goods/services	\$			Best
--------------------------	----	--	--	------

Inventory

This involves taking an inventory of all goods and services that the parish purchases, as well as the source of those goods and services. This will allow the parish to see what they could potentially switch.

Green Purchasing Policy

A green purchasing policy states that products purchased will be less damaging to human health and the environment than competitors’ products.

Buy Local

This means resourcing goods and services to buy from local sources. It will cut down on vehicle-associated emissions and also help support the local economy.

VII. Education

Project	Cost	Timeline	Leaders	Ranking
Host recycling workshops for parishioners, staff, students	\$\$			Better
Educate at staff retreats	\$			Better
Educate parishioners about smart ways to repurpose items	\$			Better
Monarch butterflies in the classroom	\$			Good
Host Laudato Si’ workshops	\$\$			Good
Strengthen and expand Creation Care team	\$			Best
Calculate carbon footprint before and after program	\$			Best

Recycling Workshops

This will educate parishioners on issues such as what can/can’t be recycled, where to take recycling, etc. It will increase recycling and decrease amount of waste being dumped into a landfill.

Educate Staff

This involves educating staff at the beginning of the school year about the goals for the parish, as well as the projects that the parish wants to complete. It helps achieve buy-in from the school.

Educate Parishioners

Educating parishioners about recycling, as well as unique ways to reuse and repurpose things, helps parishioners start these practices in their own homes. It extends creation care beyond the parish and into individual homes.

Monarch Butterflies

This is a good opportunity to teach students about not only the life cycle of butterflies, but also about the importance of pollinators for our ecosystems.

Laudato Si’ Workshops

This will provide an opportunity for parishioners to understand the importance of creation care, and will help gain buy-in for the program.

Expand Creation Care Team

Gaining more membership in the Creation Care team and increasing their scope by giving them charge of more projects will help support these projects and future endeavors in sustainability.

Carbon Footprint

This involves the parish looking at all their emission-generating activities and calculating a “footprint” for their operations. This is another way for them to get a baseline so that they can track their progress and compare their footprint at the beginning and end of the program.

Conclusions

Overall, Our Lady of Lourdes Catholic Church is currently at a moderate status. They have already started updating lights to LED bulbs. They have a recycling program in the school and recently started recycling at their annual fall festival. They have some native landscaping on their property, and have many trees located on the property as well. A portion of their students walk or ride their bike to school, and many parishioners do the same for Mass.

Key elements of their action plan include LED updates, recycling at the school, and streamlining the process for Bernadette Hall. The gym lights will be prioritized first, followed by the kitchen and cafeteria; remaining areas of the school will follow. Educating students about recycling, along with creating standardized signage for recycling bins and starting recycling at all events, will greatly increase the recycling rates in both the school and the parish. Streamlining the process for Bernadette Hall will greatly reduce the amount of waste generated by activities in the space. Educating staff at the beginning of the school year will be crucial to increasing buy-in from the school. Education parishioners and actively partaking in the Season of Creation activities will help engage the parish at large.

Attachments:

Appendix I	Energy Assessment
Appendix II	IPL Report
Appendix III	Waste Management Assessment
Appendix IV	Outdoor Space Assessment
Appendix V	Transportation Assessment

Appendix I

Energy Assessment

Date: 05/28/19

Lighting

Are lights turned off when daylight is bright enough?	Sometimes
Has there been an effort to use energy-efficient light bulbs when incandescent bulbs burn out?	LED in classrooms, incandescent in hallways, incandescent in church (but working on LED); T12 in Parish Center
Are lights/lamps/fixtures clean?	Yes
Are blinds/curtains used to shade the building(s)? Are they closed at night?	
Are external lights kept on in the daytime?	No
Are the lights turned off at night?	Mostly; all classrooms have motion sensors
Are gym lights turned off when not in use?	No (mercury, takes a long time to get on)
How do you adjust classroom/hallway/kitchen spaces for breaks/holidays?	All lights remain off, lights only come on in the spaces that are being used
Is there signage reminding staff to turn off lights when not in use?	Bathrooms, lounge

Heating/Cooling

Do off-hour activities extend operating hours for energy-using systems?	
Is natural cooling (outside air) utilized?	5 classrooms and offices have window AC units, rest use windows
Are there any guidelines on indoor temperature use? How do you handle the thermostats on a day-to-day basis? Where are they located? Are they vulnerable to occupant adjustment? What are the settings for heating and cooling season? Is it adjusted for unoccupied periods?	Temp "is what it is" Machines don't get fixed properly, they get fixed easily
What's the maintenance schedule for the HVAC systems?	Checked regularly
Is heating/AC used in unoccupied spaces?	
Are radiators blocked by furniture or other things which can restrict circulation?	No
Are electric space heaters used anywhere?	
Is the exhaust system operation programmed?	No
Is there any sort of maintenance routine for checking leaks/cracks in pipes?	
Are boilers maintained on a scheduled basis?	Yes; one in school for both church and school
Is there insulation on the roof space?	
Are there any cracked windows?	
Is there evidence of issues with double glazing in windows (moisture between panes)?	

Do the windows/doors stay closed when heat/AC is on?	
Could the building reduce heat by closing blinds or using reflective film in windows?	
Is AC run at the same time as heating?	
Does the chiller operate during cold weather to provide AC?	
Do multiple AC compressors start simultaneously?	
Do multiple boilers/heaters fire simultaneously?	

Additional Comments: Most HVAC systems don't work very well (they are around 60 years old); boiler isn't usually turned on until November

Water

Are there evident water leaks/drips?	
Are water temperatures reduced during unoccupied periods?	
What is the hot water temperature set at?	130 (guess); 120 for school
Are water fountains on a timer?	No
Are there devices in place to conserve heated water?	No; 3 water heaters (kitchen, school, PC) +2 (rectory, church)

Equipment

Is equipment kept on "energy saving" mode during the day?	All machines have energy saving mode, and that mode is always on
Can computers be switched off during the day?	Yes, but they aren't
Are the computer, fax machines, photocopiers, etc turned off at night?	Teacher discretion
Can a 7-day timer be put on some of the equipment (water coolers, vending machines, photocopiers)?	n/a
Do vending machines remain energized during unoccupied periods?	n/a
Are fridges placed next to heat sources?	
Is the fridge thermostat working properly and set to the right temp?	Yes
Are icemakers turned off?	
Are microwaves, coffee machines, etc. unplugged after use?	No
Are any of the appliances upgraded to energy-efficient models?	No (most appliances upgraded in 2007); last year bought a new ice machine and warming oven
Is there signage informing staff of these energy-saving strategies?	No

Additional Comments: computers run all summer (one computer lab with around 30 computers, every teacher has one in their classroom); new voltage is needed for cooling (trying to get away from boiler)

Appendix II

IPL Report

Our Lady Lourdes
5333 E WASHINGTON ST
INDIANAPOLIS, IN, 46219

IPL - SMALL BUSINESS DIRECT INSTALL



Our Lady Lourdes
5333 E WASHINGTON ST
INDIANAPOLIS, IN, 46219

ENERGY ASSESSMENT REPORT FOR YOUR BUSINESS

Our Lady Lourdes

PREPARED FOR
Alicia Nygra Our Lady Lourdes 5333 E WASHINGTON ST INDIANAPOLIS, IN, 46219

PREPARED BY
Charles Byres IPL Small Business Direct Install Program 888.982.7071

Congratulations! By requesting this Energy Assessment, you've taken an important step towards improving your building's energy efficiency and managing your energy use. Effective energy management can result in lower electricity consumption, reduced operating costs, and increased reliability of building systems.

Our Lady Lourdes
5333 E WASHINGTON ST
INDIANAPOLIS, IN, 46219

DIRECT INSTALL PROJECT SAVINGS SUMMARY

During your assessment, energy efficient products were installed to help you start saving energy today. The table below summarizes your efficiency project including efficient equipment, estimated energy savings, and energy cost savings.

Equipment Installed	Quantity	Installed Product Value (\$)	Estimated Energy Savings (kWh)*
Pre-Rinse Spray Valves	1	\$75	7629
Faucet Aerators	1	\$8	141
LED T8 Replacement Lamps	93	\$1395	7340
LED Lamps	57	\$810	12246

These savings are just the start of your potential energy management opportunities.

NEXT STEPS

In the following report, you will find a summary of additional energy saving recommended for your business. For each recommendation, we provide estimates for potential energy savings, energy cost savings, and incentives available through the IPL Small Business Direct Install Program.

Moving forward with these recommendations can save additional energy and improve your business's bottom line. With project incentives and program support, starting your next energy saving project is easy.

Ready to start saving? Work with your contractor to find the project mix that works best for you and find out how the IPL Business Energy Incentives Program can help.

Please visit IPLpower.com/business_energy_incentives/ or contact us at 888.982.7071 with any questions.

Our Lady Lourdes
5333 E WASHINGTON ST
INDIANAPOLIS, IN, 46219

IPL - SMALL BUSINESS DIRECT INSTALL

Energy Efficiency Opportunity Assessment Report

Based on an analysis of your building's existing equipment we recommend completing the following energy efficiency projects. For each recommendation, we've estimated the cost after incentives, energy savings, and simple payback after program incentives. These estimates will help you plan for and complete your next efficiency project.

RECOMMENDED ENERGY EFFICIENCY PROJECTS

Recommended Equipment	Efficient Equipment Type	Quantity	Estimated Cost After Incentives (\$)	Estimated Energy Savings (kWh)	Simple Payback After Incentives (Years)
Lighting Replacements	Lighting	48.00	6356	116148	4.1
LED Lighting Controls	Lighting	20.00	1433	1776	8.1
Refrigerator Freezer	Refrigeration	4.00	8610	5455	2.8

Lighting

LEDs are a highly efficient lighting technology that can significantly reduce your energy costs. LEDs are long lasting, which can help reduce maintenance costs compared to traditional lighting systems with lamps and ballasts. Additionally, LEDs are typically compatible with lighting controls, such as Occupancy Sensors and Daylighting Controls. Adding lighting controls to your LED project will help further reduce energy use and operating costs.

To qualify for rebates, LED screw-in lamps need to be ENERGY STAR listed, and LED tubes and fixtures need to be listed on the DesignLights Consortium's Qualified Product List. Please confirm the current program guidelines for complete eligibility requirements before purchasing your LEDs.

Refrigeration

Commercial refrigeration systems are often overlooked as a source of energy savings and operations cost reductions. Upgrading your refrigeration system with efficient components such as high-efficiency motors, anti-sweat heat controls, open case covers, and LED case lights will significantly reduce the amount of energy used by this system.

PROGRAM RESOURCES AND DISCLAIMER

Contact Information:

IPL - SMALL BUSINESS DIRECT INSTALL

Phone: 888.982.7071

Email: info@IPLrebates.com

Please visit IPLpower.com/business_energy_incentives/ for current rebate offerings or additional information on project requirements and terms of program participation.

The report recommendations provided are based on responses to a survey on building systems, equipment, and occupancy completed by a site representative. Estimated energy savings, energy costs savings, and recommended project costs are based on average program values. Project costs, savings, rebates, and paybacks are not guaranteed. Program offerings, availability, and rebate levels are subject to change at any time.

IPL reserves the right to change elements of the program without notice.

Appendix III

Waste Management Assessment

Date: 06/17/19

General Questions

Check major waste generating activities. Make a star next to the ones that generate the most waste.	<input type="checkbox"/> Office supplies <input checked="" type="checkbox"/> Kitchen wastes (school lunches, Sunday mass, special events) <input type="checkbox"/> Landscaping (yard clippings) <input type="checkbox"/> Shipping containers (cardboard) <input type="checkbox"/> Others (please explain):
How many times does waste get collected each week?	Twice a week
How much waste do you generate each week that is placed in a dumpster? (How many dumpsters are full?)	One dumpster of waste, one dumpster of recycling
Have you mapped where bins and dumpsters are located?	
What is the current waste handling cost?	\$4,700/year
How is waste handled that's generated by the rectory?	
What do employees typically do for lunch?	Rectory – bring lunch from home
Are there vending/soda machines anywhere? How many?	No
Is e-mail encouraged (rather than printing out paper)?	Yes
Do printers have double-sided capabilities? If so, do you encourage double-sided copies?	Yes, yes.
Do you buy paper/office supplies made from recycled content?	Yes
What's the process for determining the need for office supplies?	
How much of the waste generated in a week would you estimate is compostable? How much is actually composted?	
Does leftover food get donated to charities?	
Do you have composting capability on-site?	Rectory collects compost material and it is picked up
Do you reuse or repurpose anything? Explain.	
Are there any unused items (furniture, equipment, etc) being stored in the building that could be reused?	Yes
How much recycled material do you estimate is generated each week? How much is actually recycled?	

Is there a recycling program in place? If yes, how often does recycling get collected?	Yes, once a week
How many recycling bins are there? Where are they located?	Parish office-each office has a paper recycling bin, plus 2 other bins in common spaces. Rectory has recycling bins located in kitchen.
Please provide details of any waste reduction/recycling efforts (including special events, festivals, sporting events, etc).	Recycling containers used for festival
What percentage of your parishioners (or students, faculty, staff) do you estimate recycles their waste at home?	
Are there dedicated recycling bins for batteries and toner cartridges?	No
Is there standardized bin signage for recycling/trash bins?	No
Are there posters/other materials reminding users of good recycling practices?	Yes
What materials would you prioritize if a recycling program was in place?	Paper, plastic, aluminum in the school (cafeteria)

Waste Audit

Recyclable items	Is this in your trash?	What Percentage?
Paper (e.g., office paper, mail, magazines, shredded paper, file folders, packing paper)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	100%
Paper boxes (e.g. cereal, cookie and cracker boxes, supplies and electronics boxes)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	100%
Cardboard	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	100%
Plastic bottles, jugs, cups, food containers (clean), packaging	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	90%
Metal cans and pans (rinsed) from food and beverages	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	90%
Cartons (milk and broth cartons, juice boxes)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	90%
Glass bottles and jars from food and beverages	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	90%
Organic material (food scraps, napkins)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Appendix IV

Waste Management Assessment: Festivals and Ministries

Fall Festival

What festival are you in charge of?	OLL Fall Festival
Describe the activities at your event.	Carnival rides, Silent Auction, Major Raffle, food, beer, Texas Poker, Rummage Sale, kids' games, entertainment
What materials are you responsible for purchasing?	Table coverings, kids' prizes, plates, silverware, napkins, soda, water, fliers, banner & more that I can't think of at the moment
What kind of materials do you buy? (what they are made of, reusable/disposable, etc)	Almost all are one-time use; prizes go home with kids
Is there any sort of recycling present at the event? Please explain.	Yes. Last year cans and signs were received from an organization so cans and plastic bottles could be recycled. Cardboard is recycled.
Describe how waste is handled at the event.	We get an extra dumpster for trash for the event. We rent two port-a-pots for human waste (probably not what you meant by waste).

Irvington Brewfest

What festival are you in charge of?	Irvington BrewFest
Describe the activities at your event.	Beer Sampling / drinking Food Trucks Music
What materials are you responsible for purchasing?	Table coverings Decor (fabric, candles, centerpieces, lights)
What kind of materials do you buy? (what they are made of, reusable/disposable, etc)	plastic table covering (disposable) All kinds of materials for decor (mostly reused from year-to-year) In the past, breweries have brought their own plastic tasting cups.
Is there any sort of recycling present at the event? Please explain.	No
Describe how waste is handled at the event.	Trash cans

Additional Comments:

I have considered doing something else besides plastic tasting cups for beer sampling. There are advantages and disadvantages to having the samples poured directly into the pint glass that every participant receives. Haven't decided what I'll be doing this year yet.

Family Promise

How often does your parish host families for Family Promise?	OLL partners with six other churches to host families one week each quarter. OLL's commitment is to care for the families one day each quarter.
Please describe the facility that family members are housed in.	Up to four families are hosted at Irvington Presbyterian Church (IPC). The beds are transported with the families.
What materials are you responsible for purchasing for Family Promise?	The host churches are responsible for providing linens (twin XL) for the beds (except pillows/pillow cases), towels/washcloths, backup toiletries, dinner, breakfast and bagged lunch provisions.
How is waste handled while family members are present?	All linens are washed and reused. The toiletries are sent with families to the next host group. Unused dinner food is used for lunches. Other unused food is used for the many other ministries that meet at IPC.
How much waste is generated during a typical time period that the families are hosted?	Regular dishes are used for meals and are washed. The main waste generated with this ministry would be food containers, like milk/juice jugs and cardboard boxes.
Is there recycling at the facility? Is it encouraged?	Food waste containers are currently thrown in the regular trash. I did not see a recycling container in the kitchen area but will check with the church to see if it's in a different location.

Bereavement Meals Ministry and Hospitality Ministry (Interview Notes)

- Fewer meals this year than in the past
 - 9 this fiscal year (last meal was in March), 13 previous year, 12 year before that
- Amount of people served varies on the family
 - Smallest was 12 people; some families hit 75-100
- Parish provides dishes, drinks, entrées
- Donations are from a call list, most of the stuff is homemade
- Asked that dishes are donated in disposable aluminum pans
 - Will sometimes wash and reuse aluminum pans
 - Occasionally, people will bring their own instead of using aluminum
- Volunteers help set up and prepare food
- All paper products or plastic, disposable
 - Cash and Carry is the supplier

- No longer use Styrofoam cups
- Compostable plates for dinner, thinner plates for dessert
- Try to be smart with cutting desserts (let people self-serve so that they aren't wasting plates cutting the desserts up-front)
- Leftover food is donated to Wheeler Mission (women and children's center as well as main facility)
- People would probably be willing to help wash dishes
 - At other events, dishes are washed by volunteers; sometimes there are too many people trying to wash dishes
 - Biggest problem would be when there are large families or more people present at the funeral meal
 - Time is an issue
- Wouldn't want to do glassware for dishes (cups)
- No dishwasher – might consider investing in one?
- Share supplies with other ministries
 - Coffee and donuts ministry (contact Sally Bennett)
 - Open for rental (graduation parties and other events)
 - Staff meetings, professional development days
 - RCIA (contact Rachael Vroom)
 - Spiritual Journey Committee (Feast and Faith events)
 - Men's prayer group
 - Ash Wednesday meal
 - Ceramic bowls
 - People wash dishes afterwards
 - Lenten soup dines (rotate around Irvington community churches, OLL hosts once or twice per year)
 - Ceramic bowls
 - People wash dishes afterwards
 - Christmas dinner
 - May use kitchen in cafeteria, then transport food
 - Halloween spooky organ/music concert (offer fellowship afterwards)
 - Serve around 70 people
- *****Purchasing isn't streamlined ***** **(biggest issue)**
 - No accountability with supplies in the space
 - No communication about use of space
- Plastic tablecloths, get thrown away
- 1 or 2 full bags of trash after each meal
- No recycling for meals
 - Not much is produced
 - Anything that is recyclable is taken home by coordinator of meals to recycle
- Supplies are shared, but each ministry has their own budget – as a result, stuff expires and has to be thrown out (coffee canisters, condiments)

Appendix V

Outdoor Space Assessment

Date: 06/25/19

How many acres does the parish own?	Unsure
Estimate the percentage of that land that is non-hard surface (no parking lots or buildings).	Less than 25%
Describe the landscaping on the property.	Grass, flowers, small garden (KIB, received a grant about 15 years ago)
How many trees are planted on the property? What types of trees are they?	At least 30-40; some are original (1909) including oak tree in front of church
Are there flowers planted on the property?	yes
Are there any ponds, lakes, or natural springs on the property?	no
How often is grass typically mowed?	Once/week
How are grass clippings handled?	Left on grass
How is other outdoor waste (leaves, sticks, etc) handled?	Bagged and disposed of
Is the lawn treated? How often and with what kind of materials?	Yes. Fall & Spring. Organic based treatment.
Are pesticides/fertilizers used anywhere? If yes, please explain the kind of chemical used and how it is used on the property.	Fertilizer used on grass Sparingly use pesticides (hire a company to spray in the kitchen for Board of Health purposes)
Are there any native plants on the property? If so, describe the type of plant and where they are located.	KIB garden
Is the lawn watered? If so, how often?	No
Are the athletic fields watered? How often?	N/A
What is the source of water used for irrigation?	Hose
Is rainwater harvested and used for irrigation?	No
How is roof water directed?	Storm drains
How is runoff handled from the property? (drainage to stormsewers, retention/detention ponds, raingardens, etc)	Stormdrains
Are there sump pumps from the basements to discharge water, keeping the basement dry?	No; drains in most of the basements
What time of day is the property watered?	N/A
Is there a sprinkler system in place? If so, is there a timer or quick shut-off valves on the system?	No
Is there a vegetable garden on the property?	No
Is mulch used on the property? How much is purchased and how often is it purchased? What is the source of the mulch?	Yes. Purchased annually (at least 25 yards a year); used for playground and landscaping; Indiana Mulch and Stone LLC
Are the athletic fields grass or turf?	N/A

Appendix VI

Transportation Assessment

Date: 06/25/19

Parish

How many families attend your parish?	700 registered, about 500 show up to Mass
What percentage of parishioners do you estimate drive to Mass and other church events?	85%
How many do you estimate carpool?	1%
What percentage of parishioners do you estimate walk/bike to Mass and other church events?	15%
Are there public bus stations near your parish? How many?	Yes, but people typically don't ride the bus
Are there bike racks around the church building? How many?	Yes; 2
What's the farthest distance anyone has to travel to church?	20 miles (guess)
Is there a vehicle for the parish priest?	He has his own
Are any of the church vehicles hybrid/electric?	No
How many miles do priest/church vehicles drive in a week? In a year?	

School

How many employees and students drive to work/school on a daily basis?	30 teachers/staff, 230 students (190 families)
What's the longest distance a student/family drives to school?	20 miles
What percentage of students get picked-up/dropped-off at school by their parents?	80%
What time is pick-up for students? How long do parents typically wait in line to pick up their kids?	Pick-up at 3:05; start arriving at 2:45 and are usually gone by 3:15; "no idling" encouraged
What percentage of students walk/ride their bike to school?	20%
Do you have school buses? How many? What percentage of students are eligible for bus services?	No
What percentage of students take the bus to school?	0
How many days in a week are the school buses used? How many days in a year?	0
Are there bike racks on your property? How many?	2
How many students drive to school?	0

Do students carpool? Is there an incentive to carpool?	N/A
Do students pay for parking passes?	N/A
Are there any other vehicles owned by the parish/school? Please list them and explain what their use(s) is/are.	No