



**Northern Illinois Conference**  
The United Methodist Church

LAKE NORTH  
DISTRICT

# Caring for Our Buildings

3-Part Trustees Training Series for the Lake North District

**Lake North District Building and Location Committee**

March 30, 2023

June 1, 2023

**September 21, 2023**



# How to Share Space in Your Building

September 21, 2023

# Agenda

- Introduction to Northern Illinois Conference Net Zero Program
- Lake North District Space-Sharing Training
  - Sharing from District Churches
  - Important Considerations
  - Resources Available



# Introduction to NIC Net Zero Program

Dick Alton and Maureen Stillman

[richard.alton@gmail.com](mailto:richard.alton@gmail.com) | [maureen.stillman@gmail.com](mailto:maureen.stillman@gmail.com)

**Resources** (*click images below for links*)



*ComEd Energy Efficiency Program*



*NIC Net Zero Google Drive*



**SPACE SHARING TRAINING**

# Sharing from District Churches

# Grace United Methodist Church (Chicago) | Rev. Hope Chernich

The kinds of leases or space-sharing done at the church	How their space-sharing arrangement came to be and how it's maintained	Positives and challenges about the experience
<p><i>How did Grace UMC decide to share space and how did it find partners?</i></p> <ul style="list-style-type: none"> <li>• Grace was active and involved in the community</li> <li>• Surprised by the community</li> <li>• <b>Attend to where God is working and look for synergy</b></li> </ul> <p><i>How did it evaluate potential space-sharers?</i></p> <ul style="list-style-type: none"> <li>• Guest vs Airbnb vs roommate vs partner</li> <li>• Cultivating a sense of ownership</li> <li>• Identify common values</li> <li>• Agree to restorative conflict resolution</li> </ul>	<p><i>How did Grace UMC come up with space-sharing terms and conditions?</i></p> <ul style="list-style-type: none"> <li>• Identify the needs and goals of space sharing</li> <li>• Together develop a statement of purpose and values</li> <li>• Have lawyers review the terms</li> <li>• Outline a clear way for decisions to be made and a process of resolving conflict</li> </ul> <p><b><i>What does Grace UMC do to maintain the relationships?</i></b></p> <ul style="list-style-type: none"> <li>• Monthly meetings</li> <li>• Openly share opportunities, resources, needs and challenges</li> <li>• Worship and minister together</li> <li>• Partner with the community</li> <li>• Work to identify more partners</li> </ul>	<p>How has space-sharing affected Grace UMC spiritually and fiscally?</p> <ul style="list-style-type: none"> <li>• Enabled Grace to remain in the neighborhood</li> <li>• Strengthen connection in the neighborhood</li> <li>• Shared work and responsibility</li> <li>• Stabilized finances</li> </ul>

# Berry United Methodist Church | Karen Syverson, Trustee

The kinds of leases or space-sharing done at the church	How their space-sharing arrangement came to be and how it's maintained	Positives and challenges about the experience
<ul style="list-style-type: none"> <li>• Child Care/School: Hull House Day Care and Gifted Montessori Prep</li> <li>• Other congregations: African Community and an evangelical church</li> <li>• Arts Related: Theater groups including Lincoln Square Theater, concerts, Berry Jam</li> <li>• Sports: Table Tennis group, youth baseball league, exercise group</li> <li>• Mission based: Refugee One, Lincoln Square Ecumenical sponsored food pantry</li> <li>• Office and/or lesson space</li> <li>• Apartment rental</li> <li>• Incidental space to neighborhood organizations</li> </ul> <p><b>Key parts of space sharing/lease agreements</b></p> <ul style="list-style-type: none"> <li>• Space sharers must show proof of their insurance.</li> <li>• Agreements included an extensive Safe Sanctuaries clause.</li> <li>• Larger and/or longer term sharers had clauses in their contracts where they would help Berry out financially when there were big repairs that needed to be done.</li> </ul>	<ul style="list-style-type: none"> <li>• Most of our space sharing came through word of mouth.</li> <li>• Occasionally we would get random inquiries through the web site or via phone, but most came from people with some connection to the congregation.</li> </ul> <p><i>What did Berry do each year as a part of contract maintenance?</i></p> <ul style="list-style-type: none"> <li>• The office manager would prepare the renewals based on input from trustees and using a template we had.</li> <li>• The pastor would review them, and renewals would then be sent to the space sharer for signing.</li> <li>• The exceptions were Hull House and the Montessori school. A realtor was used to prepare these leases.</li> </ul>	<p><i>Good</i></p> <ul style="list-style-type: none"> <li>• <b>At points in time, space sharers made up ½ or even more of Berry's income</b></li> <li>• The building was being used; neighbors saw it being used</li> <li>• The community was able to benefit from use of the building</li> <li>• Congregational sharing when more than one church occupies the space</li> </ul> <p><i>Challenges</i></p> <ul style="list-style-type: none"> <li>• Not all space sharers had the same concern for the care of the building</li> <li>• Members of Berry who lived nearest to the building often found themselves in the position of needing to check the building after various usages</li> <li>• Higher heating/cooling, janitorial, and maintenance</li> </ul>

# Glenview United Methodist Church | Chris Ferrone, Trustee

## Shared Space Overview

- Good Contract with Shared Space Partner
- Request Proper Insurance Amounts
- Request Sexual Misconduct Rider with \$1M additional
- Consider Energy Costs (offset)
  - Snow Removal
  - Lawn Care
  - Other common area costs
- Child/Building Safety Items
  - Share costs with partners





**SPACE SHARING TRAINING**

# Important Considerations

C.C. Huang, LND BLS Chair

# Important Considerations

- Zoning restrictions
- Churches typically do not pay federal or state income taxes, but a professional tax advisor should be consulted if space-sharing will lead to unrelated business income
- Churches (and schools) are typically exempt from local property taxes as well, but use of their property with “a view to profit” may cause such property to be non-exempt
- Insurance coverage, Safe Sanctuaries/Safe Gatherings, Emergency Response, Risk Management generally

# Resources



## Resources

Click above to go to Google Drive

### *Contents:*

- GCFA Legal Manual on Leasing of Church Property
- GCFA Legal Manual on Property Taxes
- GCFA Legal Manual Checklist for Unincorporated Church
- GCFA Legal Manual Checklist for Incorporated Church
- Ten Steps for Being a Successful Church Landlord
- Kingswood UMC Space Sharing Partners Safety; Security Presentation Outline; Emergency Response Resource; Space Sharing Rates
- Space Sharing Agreement Documents

### *Links:*

- <https://www.loopnet.com/>
- <https://venuely.org/>