

**Christ the King
CTK Pew Project
Project Management Plan**

Prepared by:

Leif Griffin, KOC Council 13022

Nathan Jangraw, CTK Carpenter

Reviewed by:

Father Kirby Longo, CTK Pastor

Sharon Douglass, CTK Operations Manager

Becky Cheff, CTK Development Coordinator

18 September 2023

Christ the King
Project Management Plan
CTK Pew Project

Pursuant to consultations with the Helena Catholic Diocese and as outlined in the Parish Strategic Plan for Christ the King (CTK) Church located in Missoula, MT. A Capital Campaign was started in 2023 to update the CTK facility with increased safety and protection. The needed improvements include a new steel roof, Glorification of the Sanctuary, relocation of the Altar of the Tabernacle and all Crucifixes/Icons to the sanctuary's south wall, the addition of a proper confessional booth in the chapel, refinished and relocated pews in a two-column placement, new sanctuary flooring, the addition of kneelers; as well as updates and maintenance of the offices/basement areas.

Of all the above planned CTK work, this Project Management Plan (PMP) is limited to only refinishing of the CTK Pews; herein referred to as the CTK Pew Project. Considerable effort was undertaken to plan and finance this project. The Knights of Columbus Council 13022 partnered with CTK to provide a financial donation to purchase the original Festool Sander in January 2023. Council 13022 committed to assist with the project planning and scheduling starting the conversation that the Pew sanding should be performed by the CTK Parishioners benefiting from the project. Also, during January 2023, the Men's Journey Movement provided financial assistance to the CTK Pew Project. This PMP acknowledges and thanks these organizations for their contributions.

Considerable research was performed to investigate sanding equipment that would allow continuation of daily Mass with limited disruption of the Sacred Space. After receiving the Festool Sander and Vacuum system, an initial Pew Sanding trial was performed on 15 March 2023 to evaluate planned sanding procedures in the SOP for identification of needed modifications. Considerable research was also performed to develop the ideal stain finish and the optimum sanding procedure to protect and refinish the existing pews for further use.

This PMP consists of the following Appendices:

- Standard Operating Procedure (SOP) for Pew sanding and refinishing is provided as Appendix (A).
- Appendix (B) contains the Calendar for sanding of the Pews. The emphasis is stressed that sanding should only be performed by volunteers with available time with no expectation or sanding obligation held by the CTK Pew Team. However, it is believed that the final product upon completion will become a source of service pride for each organization using CTK. All Parishioners will benefit from the refinished Pews with the labor provided by the Parishioners. The CTK Pew Project is a labor of love to Our Lord, Jesus Christ glorifying His Kingdom.

It should be noted that the specific assigned CTK group in Appendix (B) has priority to the sanding equipment during their assigned week. Additional sanding is encouraged and needed when the assigned CTK group is not using the sanding equipment. Please coordinate sanding operations with the listed CTK Group Contact to avoid potentially unnecessary travel to CTK for sanding. The contact list is also provided in Appendix (B).

COMMUNICATION and TRAINING

Success of the CTK Pew Project will require initial and on-going communication with the Parishioners through Mass and Bulletin announcements and Parishioner training. This PMP will be used in Parishioner Training and for reference during the CTK Pew Project, as needed.

An initial training of CTK Pew Volunteers were held on 1 April and 13 July 2023 but to avoid potential confusion and frustration of the CTK Pew Volunteers, the CTK Pew Project team determined that additional planning, SOP modifications, and sanding equipment relocation were deemed necessary prior to further coordinated sanding. As of 18 September 2023, the CTK Pew Project Team believes that sufficient progress has been made with two additional pew trainings to be held at CTK on [September 23 at 10:00 am](#) and on [September 25 at 5:30 pm](#).

A Festool RO-100 sander was purchased in May 2022 to supplement the Festool ETS 150/5 EQ Plus. Both Festool sanders can be operated using the same Festool Vacuum system with an additional hose to be used with the second sander. The second sander must be plugged into a separate duplex outlet to not overload the electrical circuit. Volunteers will be shown the outlets to use during the training sessions.

CELEBRATIONS

Two celebrations are planned to thank the volunteers performing the CTK Pew Project. A CTK Project kick-off celebration social is planned at CTK on [October 19th at 7:15pm](#).

In addition to the personal satisfaction of beautifying the Sacred Space at Christ the King, the CTK team with the most sanding sessions over one hour will be rewarded with a Pizza Party and ice cream from Big Dipper. Thank you for all your hard work to be enjoyed by all in glorifying and praising our Lord.

Appendix (A)

Christ the King – Pew Project Standard Operating Procedure

5 September 2023

Revisions

11 July 2023

Original

April 1, 2023

(Insert SOP)

Appendix (B)

CTK Sanding Group Contacts and

Calendar Schedules: October, November, December 2023

CTK Contacts

Group	Lead	Contact
Men's Wednesday Group	Al Gillfilan	406-544-0391
Wednesday Study and Prayer	Aldo Videa	406-595-6209
Griz Catholic	Becca DeMars	406-350-0564
Men's Journey Group	Al Gillfilan	506-544-0391
Women's Journey Group	Barb Honken	(needed)
Young Men's Group	Collin Stuebner	605-228-4980
Young Women's Group	Katie Foy	331-643-1190
Knights Of Columbus Council No. 13022	Leif Griffin	406-396-8335
Knights of Columbus Council No. 1021	Roy Gilmore	406-396-7637
Christ the King – Administration, Councils, Support Staff	Sharon Douglass	406-396-2483

**(INSERT Contacts and CALENDARS
(October, November, and December 2023.)**