

FirstCoast MCC
Relocation Plan

	Task	Lead	Status	Notes
1	Prayers		Ongoing	
2	Clean Out: Inventory / Donate / Keep			
3	Pavilion Shed	Mari	Complete	3/7 Cleaned & Inventory Dump/Donation Run 3/21 Items to storage on 4/20
4	Learning Center	Mari	Complete	2/15 50% done 2/26 590#s food to dump 3/7 Inventory Donation Run 3/21 Items to storage on 4/20
5	Pump House	Mari	Complete	Clean/Dump Run 3/21
6	Shed Behind Church		Complete	Moved 12/31/19
7	Pavilion	Mari		3/7 Inventory Dump/Donation Run 3/21 Items to storage on 4/20
8	Remove 2 paddle boats	Nyk	Complete	2/29 taken to dump
9	Remove boat on trailer (Karen H)	Kathy W	Complete	4/24
10	Attic	Mari	Complete	2/8 & 2/15 cleaned 2/22 & 2/29 inventory 3/8 Banners Sorted/Tagged Items moved to storage 4/18
11	Audio / Video Equipment	Mari	Complete	2/15 Dawn began inventory 4/17 Inventory Items to storage on 4/18
12	Band Equipment	Mari		Packing up 4/19 Items to storage on 4/20
13	Return Temper Glass to Mobile MCC	Elizabeth	Complete	Will deliver end of March
14	Remove Band items from Sanctuary	Elizabeth	Complete	
15	JAM Supplies	Mari	Complete	3/7 Lydia clean / donate clean/donate/inventory 3/21 Items to storage on 4/18
16	Breakroom Supplies	Ruthie	Complete	2/7 cleaned 4/16 take storage bins to Ruthie's Will pack up final communion items on 4/20
17	Copy Room	Mari	Complete	3/8 Clean Clean/Donate/Inventory 3/21 Items to storage on 4/18
18	Administrator's Office	Elizabeth	Complete	4/26
19	Pastor's Office	Ruthie	Complete	2/22 Inventory 4/18 Packed

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20	Worship Supplies	Kathy W	Complete	2/15 Sacristy Packed
21	Bathrooms (3)	Sandy	Complete	2/15 Inventory Items to storage on 4/18
22	Sanctuary		Complete	
23	Chairs / dolly	Lydia & Mary P	Complete	2/15 Inventory Chairs Moved to storage on 4/18
24	Pulpit / Banners / Alter / Cross	Julie	Complete	2/15 Inventory Items to storage on 4/18
25	Counting Room	Mari	Complete	Clean/Inventory 3/28 Items to storage on 4/18
	Bookcase / Books	Julie	Complete	2/5 all donated
27	Outdoor Items	Mari	Complete	Fianl items were moved to Nyk's on 4/26
28	Tables / Chairs / Peace Pole / Swing / Signs	Tommy	Complete	2/8 Inventory 3/21 Pole to Nyk's
29	Hallway	Mari	Complete	3/8 Inventory 3/21 Items packed
30	Recycle Paper Dumpster	Jackie	Complete	Dumped on 3/22 Final pickup before 4/30 Removed on 5/5
31	Recycle Can Container	Jane & Judy	Complete	2/15 Removed
32	WELCOME Sign & Large TV Screen	Mari	Complete	Kim/Nyk/Brenda: Ladders Sue/Pete: Store Sign 4/19, TV 4/30
33	Time Capsule	Melissa	Complete	Dig up at 4/26 service Ground Breaking Shovel
34	Change in Service			
35	Insurance (remove property)	Mari	Complete	Notified 4/16
36	FPL (electricity at church and pavilion)	Mari	Complete	Notified 4/14
37	St Johns Utility (water / sewer)	Mari	Complete	Notified 4/14
38	Guardian Alarm Monitoring	Mari	Complete	Notified 4/14
39	Landline Phone (AT&T)	Mari	Complete	Notified 4/17
32	Internet (AT&T)	Mari	Complete	Notified 4/17
33	Cross in front of Church	Nyk	Complete	2/15 Removed Lights 3/21 Moved to Nyk's
34	Jesus Statue / Lamb	Nyk	Complete	3/21 Nyk moved Lamb 4/12 Nyk moved Jesus
35	Final Service at this Location (4/26/20)	Melissa	Complete	4/7 Planning Meeting 4/21 Rehearsal
36	Research: Dispose of liquids, PC, printers, etc	Carol & Shirley	Complete	2/17 Printers Delivered 2/19 Liquids to Dump 2/29 PC to Dump
37	Research: Advertise items for donations	Nyk & Lydia	Ongoing	

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38	Post Items on SwipSwap or Marketplace	Lydia	Ongoing	Music Books, Flood Lights, Coffee Pots, Projectors, Ladders, Lg Print Hymnals, Wedding Items, Tools,
39	Who has trucks we can use?		Complete	Elizabeth, Mary P, Nyk, Judy, Jane
40	Who has trailers we can use?		Complete	Jane, Nyk, Judy, Sue/Pete
41	Change of Address			
42	Rent PO Box	Elizabeth	Complete	\$1.05 to forward mail piece
43	Notification	Elizabeth	Complete	Dex Imaging: C 4/13 State Office: C 4/5
	Notification	Mari	Complete	FPL St Johns Utility AT&T Guardian Protection Insurance
44	Copier (Leased one: can we move?)	Elizabeth	Complete	Can move and let them know final location
45	Work Parties	Mari	Complete	2/8 4 2/15 11 2/22 6 2/29 9 3/7 10 3/21 9 4/4 4 3/18 8
46	New Location Team	Mari	Complete	3/1 KO Meeting Next Meeting 3/15
47	Leasing Opportunities			
48	Size? Location? Cost? Storage Space?	Sandy	Complete	Reroute energies to Schools
49	Criteria to Broker for list of opportunities	Mari	Complete	Expect list week of 3/9
50	Storage Needs			
51	Research: Size? Location? Cost?	Lydia	Complete	Atlantic Storage on R 16