



### **1<sup>st</sup> Quarter Accomplishments**

#### **Misc. Accomplishments**

- Sent out New Year Mailing
- Made Group Retreat Form
- New thermostat in Chapel
- Cleared Pond of Algae
- Donation of Power Washer

#### **WORK COMPLETED BY AMERICORPS**

##### **Trail Maintenance**

- Cut back vegetation around the cabins and their trails
- Reblazed the overgrown rustic trail and marked the trail
- Cut down the tree stumps at the trail around the pond
- Collection of Sticks for Bio-Char fabrication
- Placed gravel on the paths to the cabins (E.G., Willow, T.H.)
- Ground Clearing around the main building and interior courtyards
- **Additional:** Cleared the overgrowth on the field trails
- **Additional:** Pruned lower branches at the evergreen trees to improve access under the trees

##### **Infrastructure Improvements**

- Cleaned gutters and remove damaged gutters at the main building and three cabins
- Removed windows, doors and other non-wood materials from two abandoned hermitages

##### **Inclement Weather Work Plan:**

- Retaped and Painted Ceiling in Conference Room

#### **ADDITIONAL INCLEMENT WORK COMPLETED BY AMERICORPS**

##### **Main Building Cleaning**

- Cleaned high-lite in the guest room wing
- Dusted library
- Dusted tops of cabinets
- Cleaned floor in garage

##### **Paint and Stain**

- Restained cabinet for CY3
- Stained Exterior Chair and Table at CY#2

##### **Yardwork**

- Raked Leaves (Around Main Building, St. Isidore Shrine)
- Fixed drainage at T.H. bridge



### **General Home Repair**

- Rehung the vent pipe near the bridge on the west side of the main building
- Made and Installed Property End Signs: Both Trails Ends, Creek Bottom End and at Sunset
- Measured trails mileage
- Measured windows in chapel to order

### **2<sup>nd</sup> Quarter Accomplishments**

#### **Maintenance**

- Rebuilt retaining wall along east side of garage
- Planted Garden
- Repaired and restained decks outside of Courtyard Rooms 1 & 2
- Placed weed mat and rock at the streams in the inner courtyards
- Regraded and opened up culvert by Stone Creek
- Installed a new window at the book store
- Caulked and painted half the exterior windows at the Chapel
- Bought new parts and refurbished the weed eaters
- Installed planter bed outside the south wall of the conference room
- Organized the decorations in the 2<sup>nd</sup> garage
- Cut tree limbs off the roof
- Placed weed mat and rock between the two garages
- Repaired squirrel damage at Tree House Cabin
- Hung fire extinguishers
- Weeded cabin trails
- Cut back brush at the pond bridge, Mary Shrine and St. Francis Shrine
- Install light fixture at kitchen ceiling fan

#### **Office**

- Purchased new office computer
- Created COVID-19 Guidelines
- Updated Website with COVID Guidelines
- Restructured Guest Operating Procedures for COVID-19
- Sent Spring Appeal Letter
- Sent special prayer request text for COVID-19 – Prayed a Novena for participant's intentions
- Made masks for guests

#### **Programing**

- Full Capacity Social Justice Retreat
- Restarted Summer Lectio Group

#### **Volunteers**

- Welcomed three high school girls for volunteer hours



### **Donations**

- Repaired Chapel Windows
- 150 Catholic books for library
- Icons and misc. religious art for book store
- Utility cart
- Weed Mat

### **3<sup>rd</sup> Quarter Accomplishments**

#### **Maintenance - Cleaning**

- Dredged, cleaned and refilled the three ponds around the main building and replanted water lilies
- Power washed Stone Creek Cabin
- Finished recalking and painting the chapel and great room exterior windows
- Painted half the chapel interior windows
- Replaced windows at the bookstore and chapel hallway with better used windows
- Purchased new pumps for the ponds around the main building
- Purchased and Installed new faucet at main kitchen sink
- Purchased and Installed new mini blinds in WB and MS
- Purchased grip tape to install on cabin steps to help prevent falls
- Purchased and installed ceiling fan in Office
- Sprayed for bag worms around main building
- Cut back brush and overhanging limbs at the back woods, rustic, perimeter and cabin trails
- Trimmed large bush at main entrance
- Maintained inner courtyards
- Cleaned Main Building Windows - Volunteers
- Shampooed guest wing hall Carpet
- Cleaned all cabin windows and porches - High School Girls
- Polished chalices and made chalice covers
- Purchased hose for shampooer and cleaned the main building couch cushions
- Purchased new tower fans for the dining area
- Purchased new lamp for Sunset and hung icon
- Purchased plug in air fresheners for the cabins
- Truck Up-grades: New battery, wiper blades and seat cover

#### **Office**

- Sent Fall E-Newsletter with upcoming retreats
- Purchased Christian Prayer Book for Chapel
- Created Sabbatical Guest Application

#### **Programing**

- Full Capacity for Consecration to Mary Retreat
- Hosted Poustinia Desert Weekend Retreat
- Hosted College Student's for an Ora et Labora Retreat
- Welcomed two priest prayer groups



- Welcomed a religious order for an “On the Call to Holiness” retreat
- Continued Wednesday Lectio Group

### **Volunteers**

- Welcomed four high school girls for volunteer hours twice as overnight guests
- Welcomed Live/Work Volunteer
- Welcomed three groups of college students

### **Donations**

- Digger Jim donated cleaning and dredging small ponds around main building
- All maintenance and lawn work for the summer

## **4<sup>th</sup> Quarter Accomplishments**

### **Operations / Maintenance / Cleaning**

- Repair dripping faucets at several of the cabins
- Installed new lighting in the Storage Room, Guest Wing, Garage, Cabin Kitchen Sinks and Laundry
- Repaired loud toilet in main hallway, sander, pole saw, CY1 shower door, light in the walkway
- Repaired the Dryer
- Fixed broken kitchen sink pipe at Morning Star and replaced warped wood
- Evening Star: fixed broken kitchen window, lights in bathroom and cut fallen tree at the trail
- Painted the paneling in Willow
- Replaced broken miniblinds
- Installed new pump at the Chapel Pond
- Built new platform outside Guest Wing EM Exit door
- Patched and painted the walls above the shower in the Guest Room bathroom
- Fixed sinking stair at Woodbine by installing foundation blocks
- Prepped stairs to the cabins and installed grip tape to prevent falls
- Created a display for the icons in the gift shop
- Deep Cleaned Willow and Evening Star
- Shampooed carpet at the Courtyard Rooms
- Cleaned the south end of the 2<sup>nd</sup> garage and put away the patio furniture for winter
- Checked all smoke detectors
- Decorated for Fall and Christmas

### **Grounds**

- Cleared overlook at Sunset
- Cleared planting beds around the Main Building and collected the zinnia seeds
- Raked leaves off the cabin trails, at the inner courtyards, around the main building and at the cross
- Finished clearing the Rustic Trail and spray-painted trail markers
- Finished clearing overhanging branches at the perimeter trail



### **Additions**

- Purchased Stove and Coffee Pot for CY3
- Refurbished donated sanctuary lamp and installed it in the chapel
- Created and installed a new shrine to St. Jude at the farthest end of the deep woods

### **Office**

- Resolved info@christspeace.com email error
- Installed a new modem – internet now reaches to the Great Room
- Sorted donated Holy Cards and put in the gift shop

### **Programing**

- Hosted Family Sanctity Retreat
- Hosted the Advent Silent Retreat with full capacity
- Hosted the “Listen to His Voice” prayer group on Wednesday nights
- Hosted a Twelve Days of Christmas Day Group Retreat

### **Advertising**

- Sent Fall/Winter Enewsletter
- Created “Tailored Preached Retreats” Eflyer
- Created “Ora et Labora Retreat” Eflyer
- Published 2012 Monthly Preached Retreat Schedule
- Created postcards for guests to send to friends and family and installed a mailbox for guest use
- Made new Gift Certificates

### **Fundraising**

- Made new collection of Icons and advertised them on Flocknote
- Advertised “Give the Gift of a Retreat” on Flocknote
- Sent Fall Appeal letter

### **Volunteers**

- Welcomed College students for a work day
- Welcomed Confirmation Kids for a work day twice
- Welcomed a family for working retreat