



ENERGY STAR® Action Workbook for Congregations

Energy efficiency is the fastest, least expensive, and largest single solution for simultaneously saving energy and money, and preventing greenhouse gas emissions. Through the market-based, voluntary, ENERGY STAR program, the EPA is helping worship facilities save money and protect our climate through superior energy efficiency. Following the guidelines in the Workbook will help you save money and enable you to showcase an environmental commitment to staff and customers. The steps below summarize the more detailed information and resources to be found in the Workbook, which will be available for download at www.energystar.gov/congregations.

Step 1: Make a Commitment to Saving Energy

Become an ENERGY STAR partner and make a commitment to better stewardship at www.energystar.gov/JoinBuildings.

Gain the support of your clergy, staff and governing board. They are critical to successful efficiency projects.

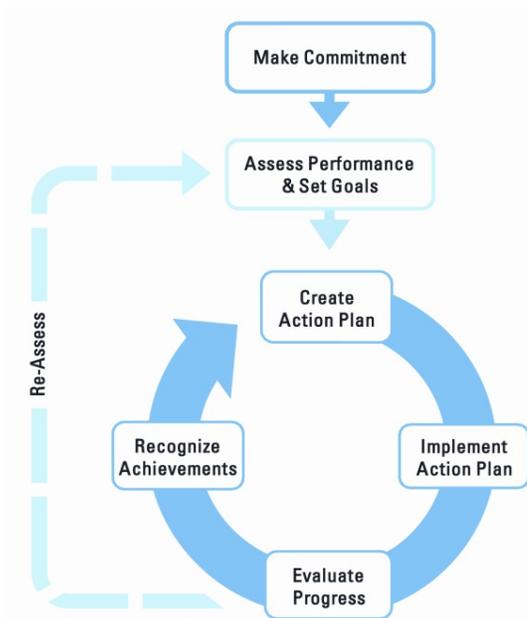
Motivate your congregation. Your congregation members are the primary source of finance, as well labor for many energy efficiency projects. Help your members understand the projects.

Create a stewardship team. This “green team” can be large or small—or even a committed individual. Invite youth to contribute.

Step 2: Assess Performance

Benchmark your building’s energy performance using EPA’s free, online Portfolio Manager® tool.

Portfolio Manager will also help you set energy efficiency goals, benchmark water use, track waste, and document achievements. Learn more at www.energystar.gov/Benchmark.



ENERGY STAR Guidelines for Energy Management

Step 3: Set Goals

Evaluate priorities and set goals. Work with key decision makers and evaluate how well the project aligns with your congregational priorities.

Prioritize your goals. Evaluate potential costs and benefits for action.

Step 4: Create an Action Plan

Portfolio Manager, used in coordination with the *ENERGY STAR Action Workbook for Congregations*, and additional resources available at www.energystar.gov/Congregations can help you:

Walk through your building. Identify which low-cost, no-cost ENERGY STAR *Sure Energy Savers* can be quickly implemented in your building.

Find ENERGY STAR training and informational webinars at www.energystar.gov/buildings/training.

Find ENERGY STAR qualified products, purchasing specifications, and calculators at www.energystar.gov/Products.

Determine technical issues, solutions, steps, and targets and take stock of your available resources.

Determine if projects require funding and how best to secure it. Worthwhile projects may or may not require funding. Some projects may be attractive to targeted donations. Savings from low or no-cost actions may fund some projects, while others may require capital investment for larger savings.

Step 5: Implement the Action Plan

This is the time to hire a contractor if necessary; to negotiate based on competing bids, and name a congregation member or team to manage the projects. Portfolio Manager's powerful features can help you monitor progress.

Create a communication plan to build awareness, educate, and motivate your members.

Step 6: Evaluate Progress

Measure and verify your savings. Portfolio Manager will calculate the effect of your projects on your energy consumption, "normalizing" your savings for weather variations, and help you plan continual improvement. Portfolio Manager now also can track water use and waste.

Report progress to your congregation. Generate a Portfolio Manager "statement of energy performance," employing easy-to-use report templates, or create the custom reports you want. Easily share data.

Step 7: Recognize Achievements

Provide recognition at regular intervals for everyone who helped the project succeed.

Tell your story. Share your success with other congregations and in your community through traditional and social media. Get your youth groups using social media to recognize your accomplishments and inspire others.

People enjoy friendly competition that supports a good cause and inspires excellence. For the *ENERGY STAR Guide to Energy Efficiency Competitions*, see www.energystar.gov/CompetitionGuide.

Apply for the ENERGY STAR. Recognized by more than 90% of Americans as the mark of excellence in energy efficiency, environmental, and financial stewardship. Learn about eligibility at www.energystar.gov/BuildingCertification.