

Operation Keeping Things Moving

January 10, 2016

Standing Committee/ Coordinating Task Forces



Capital
Campaign



Accessibility
Design



Project
Financing

Coordinating Task Forces

- Accountable to the Standing Committee and charged with implementing a program to design, finance, and build accessibility improvements
- Each should have at least one member of the Standing Committee
- Each should provide monthly updates to the Standing Committee and Church Council
- Leadership from the three task forces should meet regularly to review strategy, coordinate activity, and organize updates and engagement of the Congregation (Executive Committee)

Capital Campaign

- Charged with
 - Raising \$500,000 from donations from members and friends
 - Providing regular communication and outreach to Congregation
- Official public campaign launch: Sept. 2016
 - Organizing and major gift (or silent) phase from Feb. 2016 - August 2016
 - Campaign ends Dec. 2016 (11 month campaign)
 - However, funds collected throughout 2017, 2018
- Coordinate activities with canvass and finance

Accessibility Design

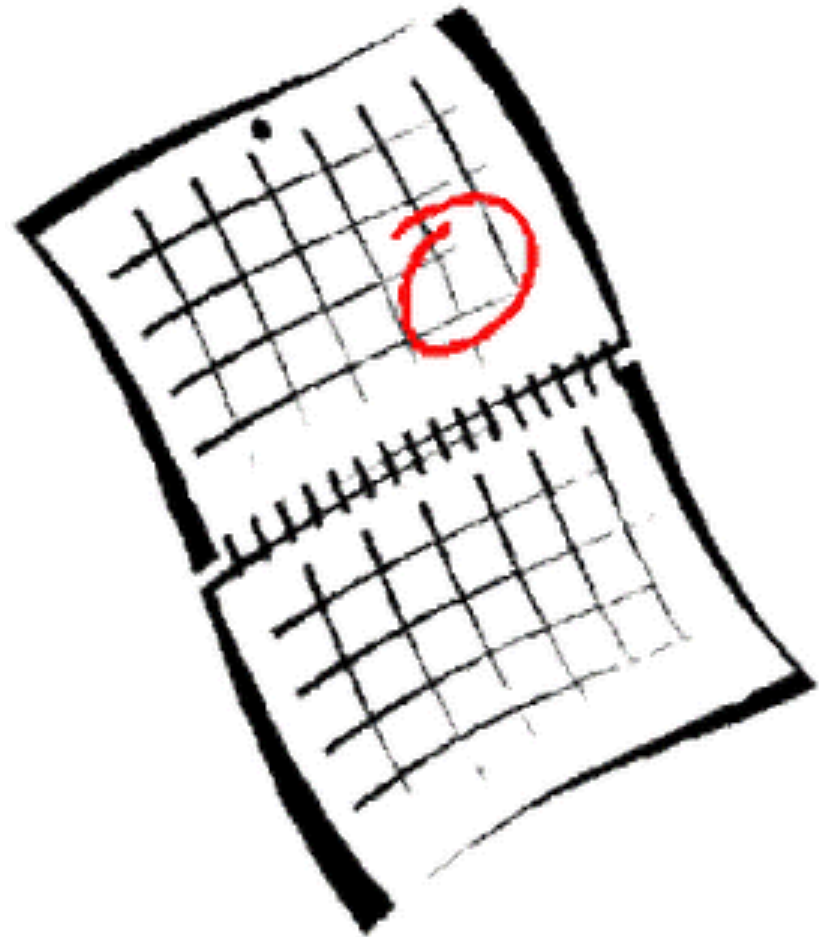
- Charged with
 - Soliciting input from the Congregation on the proposed elevator and/or other accessibility improvements
 - Developing detailed plans, including a budget, of accessibility improvements
 - Securing Congregational approval of design
- Work closely with architect on design and specs.
- Coordinate activities with Capital Campaign, church committees, and external partners (e.g, Table of Plenty)

Project Financing

- Charged with
 - Developing a budget and financing plan to pay for accessibility improvements
- Coordinate with Standing Committee and BOI financing options to ensure timely completion of the building project
- Engage and educate Congregation about financing options, coordinate approval of a financing plan

**Draft Timeline: Target
start of construction:
summer 2017 (18 months
out)**

- Organize coordinating task forces: Jan. and Feb. 2016
- Conduct capital campaign silent phase Mar. - Aug. 2016
- Develop accessibility plans: Feb. - Jun. 2016
- Capital campaign officially begins: Sept. 2016
- Approve plans: Nov. 2016 vote
- Conclude capital campaign: Dec. 2016 (however capital campaign pledges collected over the following years)
- Approve financing plan: Feb. 2017 vote
- Construction prep: Feb. - Jun. 2017
- Construction begins: Jun. 2017



Consultancy Services

- Architect
 - Design and provide cost estimate of construction program; assist with permitting process
 - Fees TBD; normally a percentage of the total cost of the project
- Capital Campaign
 - Manage the operation of the campaign: creating PR materials (case statement, etc.); coordinate and track campaign related events, solicitation; and follow-up, maintain database and records, etc.
 - Fee: 3% of \$500K - \$15,000 (FY17 budget)