

In Faith, Building the Future Frequently Asked Questions

What is the scope of this work?

At the spring 2007 meeting, the congregation approved a fund drive to raise \$200,000 to fund the following projects:

- ◆ **Narthex Expansion – Increase the Narthex size by 450 feet, add an ADA compliant restroom, a coffee station cabinet and sink.** Detail includes:
 - Narthex addition sized to the maximum allowed by the building setbacks. Approximately 450 gross square feet.
 - Steel studs with brick veneer to match the existing church.
 - Flat roof with internal roof drain. Parapet height, 10'2" to match existing.
 - ADA restroom, coffee station cabinet and sink in the Narthex.
 - Electrical panel added from existing service.
 - Appropriate lighting, air-conditioning, exit lights and fire alarm devices.
 - New flooring throughout addition and existing Narthex.
 - Install a view window in existing coatroom. (May be used as a cry room).

- ◆ **Sanctuary Improvement – Rework altar area for ease of accessibility lowering the area to one uniform level 7" high, improve sanctuary lighting and prepare the balcony level for elevator access and the refurbished organ.**
 - Rework Altar area. Platform to be lowered to one level, 7" high.
 - Work on the existing balcony level to provide an ADA corridor, removal of balcony risers and the preparation for the renovated pipe organ.
 - Corridor will be terminated with a dormer, which will tie into the Phase II elevator corridor.
 - Upgrade sanctuary lighting. Brighten the sanctuary with additional fixtures or indirect lighting. It is also anticipated that renovation of stained glass windows will result in the windows being brighter through the replacement of the darkened resin matrix.
 - To prepare for the Phase II elevator lobby entrance we are constructing a concrete patio, which will allow ADA access directly to the elevator lobby from the front patio area. Approximately 265 gross square feet.

- ◆ **Construction Management - Provide needed process management designed to maximize efficiency throughout construction.**
 - Meet with church representatives periodically review the design documents.
 - Complete plans for permit submission within 90 days of start date.
 - Present proposed Phase II work in sufficient detail for the County to understand the master plan of the Church.
 - Provide oversight of services provided by :
 - Architecture
 - Structural engineer
 - MEP Engineer
 - Civil Engineer
 - Project Management
 - Review and advice on code requirements.

◆ **Organ Refurbishment**

- Remove all pipes, reuse some, purchase some new and use more that have already been reserved.
- Replace or recondition all organ mechanisms – including motor, channel/ducts, fittings, etc...
- Refurbish console and prepare loft for inclusion of all pipes.

Is the sanctuary stained-glass window renovation project included in this program?

The funding for the window renovation is not included in this effort. However the hoped for gradual replacement of the sanctuary windows can take place in parallel terms with the construction approved through this capital campaign.

What is the Building Phase I vs. Phase II?

Holy Trinity members approved the work in Phase I - the work covered in this campaign - at the spring 2007 congregational meeting. Phase II is proposed but not yet approved for implementation.

Phase II fulfills our desire for accessibility to the church facilities for all people by completing elevator integration into the structure – linking together the Fellowship Hall, Sunday School, Sanctuary and Rothenberg Hall levels.

No specific timetable has yet been determined for Phase II. Phase I, addressed by the *In Faith* campaign, will stand on its own until the congregation is ready to move into the second phase.

What is the cost of the projects funded through *In Faith, Building the Future*?

These projects cost approximately \$600,000 – roughly \$380,000 toward the narthex and sanctuary work with organ refurbishment the remaining \$220,000. Through proceeds from the previous property sale as well as use of appropriate dedicated funds, \$400,000 is already allocated and available toward this project. At the spring 2007 congregation meeting, members approved the raising of the remaining \$200,000 from within our community.

How long will the work take to complete?

From beginning of work to completion, construction work is expected to take 12 – 18 months, possibly less. Work will begin with the Narthex expansion with choir loft and sanctuary upgrades following.

Why not sell the senior pastor parsonage to provide necessary funds for the expansion?

We want to keep our options open in regards to the parsonage. Certainly given current market conditions, now is *not* a good time to sell a home. In addition, there is a growing realization that the senior pastor parsonage may provide an important benefit needed to attract a senior pastor in the future. In the interim, we have rented the facility understanding this to be the best stewardship of that property.

Is there an action plan - a rough summary of program steps and timing of implementation?

Not yet. This level of detail will come when we actually sign contracts. So far we are planning based on good faith estimates from Walker Risk Management.

Has the county approved the plan?

We have submitted to the county an amendment to the previously approved site plan covering the scope of the new work. We are awaiting approval of this amendment at any time.

When do we start? Is starting contingent on receipt of pledges?

Our goal is to begin the construction process this spring. Our goal and expectation is, by that time, that members will have pledged \$200,000 and that the first one third of those pledged funds will have been received.

How do we worship/work through the process while construction proceeds?

During the Narthex reconditioning, people may have to enter the sanctuary from the back stairs. Most of the sanctuary improvement will take place in the altar area so it appears that pews will be unaffected. Perhaps we will move the altar temporarily to the baptismal font area and continue to commune by stations. The use of Rothenberg Hall is also an option. Bottom line - This will take creativity and patience. With the Lord's guidance, we will persevere and come through on the other side.

What will happen to any additional funds received over the goal?

This has not been discussed and would most likely require congregational approval before any decision is made regarding excess funding. For now, we are simply gearing the campaign to meet the Phase I projects approved by the congregation.

Where does the campaign currently stand in terms of contributions and pledges?

As of February 14, Holy Trinity members have come forward with contributions and pledges of more than \$158,000. We are well on our way to meeting and surpassing the goal of \$200,000 and ask the Lord's guidance as we each consider our personal financial contribution to this program.

What takes place March 9th - *In Faith, Building the Future* Celebration Sunday?

March 9th is the culmination of the *In Faith* capital campaign pledge process. This day will provide Holy Trinity members, who may not have considered their campaign involvement, a focal day to do so. Members are encouraged to complete and turn in pledge cards representing their financial commitment to the campaign. Members may also choose to submit the first installment of their contribution on this day.

Is a signed pledge required for program involvement?

While it is certainly not required, it is encouraged. A pledge provides a helpful means of keeping track of how well we, as a community and individuals, stay in tune with our commitments.

Are Capital Campaign pledges part of our ongoing financial stewardship through Holy Trinity?

The *In Faith, Building the Future* campaign is separate from our ongoing financial stewardship. Of course, our congregation's monthly commitments don't stop when we embark on this program. It is important that the additional financial commitment we make is made bearing this in mind.

What is the requested timing of the receipt of pledge monies?

We encourage Holy Trinity members to provide funds in three equal installments over completed by the end of 2009: one as soon as possible, the second by the end of 2008 and the final by the end of 2009. This should allow Holy Trinity to dovetail receipt of funds with the construction payment schedule, using the money already "in the bank" to make any upfront payments and to smooth out the cash flow.

What reminders will I receive regarding my commitment?

After Holy Trinity receives your pledge, we will send a letter thanking you for your commitment as well as confirming that commitment level. Our goal is to, as we are able, communicate thanks for your dedication to the Gospel through Holy Trinity and confirm your financial devotion. Of course, if there is any confusion in understanding that commitment just let Capital Campaign leadership know.

As we approach the end of 2008 and 2009, campaign leadership will likewise thank the congregation for their devotion to the Gospel expressed through this campaign and remind the congregation to fulfill the commitments for that year.