

Campus Expansion Task Force (CETF)

Agenda
Thursday, Feb 3, 2011
5:00 pm
Ironwood Hall

- 5:00pm Welcome, Introductions and Prayer
- 5:10pm Review what we know
- SPETF reports to Session (12/16 and 1/20)
 - Review draft Covenant & sample License Agreement
 - Discuss any feedback from TPC and LHCC congregational meetings
- 5:30pm Review the purpose, structure, and action plan of the CETF
- Review Action Plan and discuss any changes (Addendum I)
 - Review Organizational Plan and discuss any changes (Addendum II)
- 5:50pm Get Organized
- Define Task Force and Task Team membership
 - Elect a CETF Chair, Co-Chair, Secretary, and Team Coordinators
- 6:00pm Next Up:
- WNB: Wednesdays 6:00-6:30 p.m. beginning Feb. 9
 - Task Teams: meet as needed
 - Monthly reports to Session & Board with action items as needed
 - CETF: Wednesdays, 6:45-8:15 p.m.
 - Feb. 16 Step 1: Needs Analysis/Feasibility Study
 - March 2 Step 1: Needs Analysis/Feasibility Study
 - March 30 Step 1: Needs Analysis/Feasibility Study → Campus Master Plan
 - April 20 Step 2: Campus Master Plan
 - May 11 Step 2: Campus Master Plan → Task Teams
 - June 1 Step 3: Task Teams
 - June 29 Step 3: Task Teams
 - August Step 4: Campus Expansion Plan Approval and Launch
 - Oct. Step 4: Presbytery Approval
 - 2012 Step 4: Break Ground
 - Step 5: Move In
- 6:15pm Q & A
- 6:30pm Close in Prayer

Addendum I

CETF Action Steps

Step 1 Conduct a Needs Analysis/Feasibility Study

- To analyze and evaluate the needs and resources of our church(es) and community
 - *Church*: ministry goals & dreams, member & visitor interviews, congregational surveys, home focus groups
 - *Community*: demographic survey, population growth projections, campus site visits, gather internet research, google streets, publications, photos, articles, what's-good, what's-bad, what's working, etc.
- What type of facility would enable us to meet the needs of our church(es) and community? What would shared use look like? What is feasible to build now?

Step 2 Create Campus Master Plan

- Based on findings of Needs Analysis/Feasibility Study
- Develop a Campus Plan Theme that is inviting, friendly, attractive, and functional
- To include a larger worship space, expanded fellowship hall, and adequate parking

Step 3 Coordinate Task Teams in development of Campus Expansion Plan

Program Development & Coordination

- Set TPC and LHCC growth goals, plan for possible shared space and/or shared ministry

Construction

- Secure and coordinate architectural plans, builders, subcontractors, volunteer labor
- Account for building codes and requirements
- May be a multi-phase project

Finance

- Evaluation of financing options (PILP, fundraising, capital campaign, bonds, loan, etc.) and development of financial plan
- Goal is to raise a minimum of \$100,000 in 3 years
- Facilitate presbytery partnership

Public Relations

- Neighborhood communication and connection, press releases, promotions, advertising

Step 4 Approval and Launch of Campus Expansion Plan

- Secure approval of TPC Session/LHCC Board, congregations and presbytery
- Initiate programs and building project

Step 5 Move In

- Continue fulfillment of partnership Covenant
- Experience growth in worship, fellowship, discipleship & outreach ministries

Addendum II

CETF Organizational Plan

(Keys to Success)

Foundation of Prayer

Team Effort

6-10 member Campus Expansion Task Force (3-5 each from TPC + LHCC)

- Conduct Steps 1 and 2 in parallel, then subdivide into Task Teams
- Report monthly to TPC Session and LHCC Board
- Keep congregation(s) informed, invited, and involved

Standardized Task Teams

- Each team invites additional volunteers to help
- Each team meets when, where, and as often as needed
- Each team writes its own subject focus for CETF approval.
- Each team develops a task list and organizes priorities
- Each team provides a Brief weekly summary of progress

Ongoing Healthy Communication

Weekly Wednesday Night Briefings (WNBs)

- 20 to 30 minute CETF gathering to report progress and share current thinking and activity (plus eat and pray together!)
- Keep us focused and coordinated
- Update CETF Project Outline (possibly real-time at the briefing)
- An alternate could be a weekly online meeting using Office Live Meeting

Task Teams meet to work on focus areas as needed

Monthly (approx.) CETF Meetings

- Provide for guidance and coordination of Task Teams
- Receive information and recommendations from Task Teams
- Prayerful and informed visioning, planning, budgeting, decision making
- Evaluate progress and prepare reports and recommendations for TPC Session/LHCC Board, presbytery/COM

Maintain a Reasonable Timeline