

Plymouth Called Congregational Meeting, January 11, 2024

Agenda

1. Invocation, Valerie
2. Call to Order and Approval of Agenda, Scott (5 minutes)
3. Overview of the purpose of the meeting, Scott (5 minutes)
 - a. Purpose of the meeting,
 - b. How we got here,
 - c. What is being proposed,
 - d. How we will pay for it,
 - e. What if we don't raise our goal,
4. How we got here, Devon (10 minutes)
 - a. History and Facilities Master Plan, Devon
5. What is being proposed, Doug (15 minutes)
 - a. Sanctuary, Devon
 - b. Organ, Johannah
 - c. Cost estimates, Doug
6. How we will pay for it, Doni (10 minutes)
 - a. Phase II, tax credits and grants, Doug
 - b. Phase II, capital campaign, Doni
7. How will this affect annual budget revenue?, Doni (5 minutes)
8. How will we prioritize if we do not raise our goal?, Scott (5 minutes)
 - a. No long-term debt
9. Proposed Motion, Scott

I move that Plymouth Congregational Church approve a campaign to renovate the Sanctuary, update the organ, HVAC, and other appropriate items. The costs, currently estimated at about \$4.5 million, to be paid for through a combination of a capital campaign, tax credits, and grants. No debt, other than carrying costs, shall be incurred unless approved by the congregation at a congregational meeting.
10. Questions, Discussion and Vote by 6:45

Rough cost estimates, not final budget	
<u>COSTS</u>	
Organ	\$2,000,000
Sanctuary (Chancel & HVAC)	\$1,864,000
Escalation/Inflation 6%	\$ 111,788
Contingency, Fees, Carrying Costs	\$ 524,000
	\$4,499,788
<u>REVENUE</u>	
Capital Campaign	\$3,150,000
Tax Credits and Grants	\$1,350,000
	\$4,500,000

Timeline for Facilities Master Planning progress to date:

2018 - Funds raised for a hearing loop. Have you ever read If You Give a Mouse a Cookie to a child? If you give a mouse a cookie, he's going to ask for a glass of milk, then he will need to make sure he doesn't have a milk moustache and when looking in your mirror will realize he needs to trim his whiskers and will ask for scissors and one thing continues to lead to another. The attempt to install a hearing loop was a mouse and cookie situation. The money was raised to put a hearing loop in the sanctuary. In order to install a hearing loop, we needed to pull up the carpet. If we were going to pull up the carpet, it would ruin the carpet, and we would have to replace the carpet. If we replaced the carpet, we needed to understand how it would be installed around the organ, but the organ committee was considering fixing or replacing the failing organ. If we were going to talk about fixing the organ, we needed to talk about where it would go. If we were going to talk about where the organ would go, we needed to address the accessibility issues in the choir loft. So, one project quickly became many. And we did not have the funding for that big of a project.

9/24/2019 - A committee convened to discuss aesthetic and accessibility updates needed for the building. Committee decides that a coordinated approach in consultation with a professional design firm would be best.

Fall/Winter 2019 - Committee invites three local designers to tour the building and interviews them about their approach and perspective.

2/26/20 - Committee determines that Clark Huesemann's (CH) culture and expertise will best fit Plymouth's needs. Of particular note: CH's singular focus on community service buildings, e.g. schools, libraries, churches, and government offices.

3/12/20 - Committee recommends Clark Huesemann meet with the Stewardship Board's standing Facility Committee chair, Stewardship Board chair, Business Administrator, and Facilities Manager for a second interview to determine whether CH's approach will be a fit for Plymouth's needs from their perspective.

Of note: this interview establishes that CH is equipped to integrate in their work past facilities plans (i.e., long-range masonry repair and maintenance plan from Don McMicon and P-1's long-range HVAC and mechanical plan), as well as advise on larger architectural issues (e.g. accessibility in the sanctuary, drainage issues in the north church entrance, etc.)

4/8/20 – Stewardship Board reviews proposed contract for Facilities Master Planning from Clark Huesemann at its regular meeting. The board defers action on the proposal until its June meeting.

6/10/20 – Stewardship Board revisits contract, approves it pending minor adjustments recommended by Treasurer and recommends it to Council for review at its June 23rd meeting.

6/21/20 – Treasurer, Moderator, and Sr. Pastor host an all-church Q&A session ahead of the Council meeting to share details of the proposal and process to date.

6/23/20 – Council votes to approve the contract with Clark Huesemann.

6/24/20 - The vote is reported in the Council Digest sent to the congregation:

Over the last year, the boards of Music and Fine Arts and Stewardship have worked together to lay the foundation for a comprehensive assessment of Plymouth's building, including our sanctuary, classrooms, gathering spaces, entrances and mechanical systems.

After carefully evaluating our needs and resources, and interviewing multiple firms, MFA and Stewardship are recommending that we contract with Clark Huesemann to complete a facilities master plan. The next five years will bring some important decisions about how we maintain and improve our facility, particularly in regard to energy efficiency and accessibility. We want to be smart about how we approach those decisions.

Motion by Derrick Hurst, seconded by Terry Schmidt, to approve the Facility Master Plan contract.

Motion passes unanimously

July/August 2020 – Steering Committee recruited at CH's request to serve as a focus group and guide for the process of developing the Facilities Master Plan. They include:

Devon Kim, Moderator-elect (chair of the Steering Committee)

Doug Eason, Stewardship Board chair-elect, chair of Facilities Committee

Larissa Long, past chair of Endowment Committee

Kathleen Morgan (recording secretary of the Steering Committee)

Alice Ann Johnston, past chair of Music and Fine Arts board, member of design committee

Fred Kandeler, Board of Deacons

Margaret Morris, Music and Fine Arts Board

Susan McCarthy, Church Historian, chair of History Committee

Kim Manz, Minister of Music and Fine Arts

Valerie Miller-Coleman, Senior Pastor

8/18/20 – Steering Committee meets with CH for the first time. Committee establishes an approach to inviting congregational input which it recognizes will be a challenge given the pandemic circumstances. A combination of one-to-one interviews, surveys and stakeholder group conversations is planned.

9/22/20 – Second meeting of the Steering Committee with CH. Committee offers CH a list of those who expressed interest in a one-on-one interview and other key stakeholders in the congregation to approach for direct input via phone interview.

October 2020 – CH completes one-on-one interviews.

11/16/20 – Third meeting of the Steering Committee with CH. CH reports findings from interviews and presents the responses they received in terms of priorities for planning and current strengths of the

FACILITIES MASTER PLAN - 2018 TO PRESENT

facilities. Areas identified for assessment included: Mayflower Room; Choir rehearsal space, dedicated Youth Ministry space;

11/30/20 – Fourth meeting of the Steering Committee with CH. CH reported out on code analysis, restroom count, HVAC and sanctuary acoustics. CH helped create a narrative around major findings and goals. Committee sees the first set of possible redesign options to solve facility issues previously defined.

1/11/21 – Fifth meeting of the Steering Committee with CH. Refined redesign options are presented. Areas divided into the following categories: worship, music, fellowship, administration, and building support.

2/15/21 – Sixth meeting of the Steering Committee with CH. An all church survey is planned and refined.

2/25/21 – CH meets with about 30 Chancel Choir members at their regular gathering. The choir gives CH feedback on rehearsal space needs, sanctuary accessibility, and overall facilities planning priorities.

3/1/21 – All church survey goes out to the congregation. Survey is closed on 3/15/21 and results are prepared for presentation to the Steering Committee.

3/22/21 – Seventh meeting of the Steering Committee with CH. Review of survey results.

4/15/21 - CH meets with Music and Fine Arts board's Organ Committee to present progress to date and invite further feedback, particularly on the chancel area of the sanctuary, acoustics, and plans for the future of Plymouth's organ.

5/11/21 – CH meets with Stewardship board's standing Facilities Committee to present progress to date and invite further feedback, particularly on the North Church building entrance areas.

6/24/2021 – [Update on FMP published](#) and sent out to members of congregation.

Summer hiatus and Organ Committee work

2/7/2022 – CH meets with steering committee to plan for congregational meeting

2/27/2022 – Update to congregation in the Mayflower Room between services – with large drawings and presentation from CH

6/24/22 – CH meets with steering committee to talk through rough cost estimates

7/11/22 – CH meets with steering committee to discuss interior design recommendations and issues

FACILITIES MASTER PLAN - 2018 TO PRESENT

8/15/22 – CH and steering committee continue business from 7/11 meeting

8/28/22 – CH and steering committee deliver final Facilities Master Plan to congregation between services in Mayflower Room

9/14/22 – Stewardship Board recommends adding solar panels to Phase 1 of Facilities Master Plan

9/27/22 – Council votes to accept the Facilities Master Plan as presented

10/2022 – Council adopts four broad goals around governance, facilities, finances and membership. Staff tasked with developing strategies around all but governance. Council continues bylaws project to meet governance goal.

4/2023 – Valerie presents the strategies for the Facilities Goal to Council. Phase 1 was already under way with funds budgeted to the Stewardship Board's Facilities Committee. Phase 2 is a bigger project that will require the raising of capital, and the strategy included doing a capital campaign feasibility study.

different firms are considered for the feasibility study during Summer 2023

8/2023 – Council approves contract with Generis to conduct a capital campaign feasibility study in Fall 2023

9/2023 – Alan Wildes from Generis conducts 3 listening sessions and provides a [report](#).

10/2023 – Council presented with a contract from Generis to run a capital campaign in 2024. Information and listening sessions scheduled with the congregation.

11/5/2023 – Devon Kim (chair of FMP steering committee) and Johannah Cox (chair of organ committee) provide an information session between services.

11/12/2023 – Moderator Team talk about next steps in congregational approval of a capital campaign during a session between services.

11/13/2023 – Kim Manz delivers “An Evening with the Organ” to educate and share current state and future needs of the organ.

12/31/2023 - Moderator Scott Morgan calls a Congregational Meeting to vote on moving forward with a capital campaign on January 11, 2024 at 5:30 pm in the sanctuary.