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Updated & Approved: 5/28/2024

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520.5 Council Committees (pages 13-14)

520.5.1 Overview, B. Creating a Committee

Council shall approve a policy for each new standing committee or a Memorandum of Understanding (MOU) for each ad hoc committee. The policy or MOU shall state the purpose and membership of the committee. For ad hoc committees, the MOU shall state its expected duration.

Sanctuary and Organ Project Management Committee

Memorandum of Understanding, May 28, 2024

Purpose

Council hereby creates an ad hoc council committee to be known as the Sanctuary and Organ Project Management Committee (Project Management Committee). Its purpose is to organize, direct, and execute comprehensive plans and a budget for the successful development and completion of improvements to the organ specifically and the sanctuary in general, including improved accessibility.

The Project Management Committee shall:

1. Recommend an architect and general contractor for Council's approval to assist the planning and construction of improvements;
2. Work with the approved architect to develop a specific plan or plans (including timelines) for Council's approval of the design, funding, and construction of the improvements;
3. Communication and solicitation of feedback with the congregation during the design process prior to Council's approval of the design;
4. Include in the funding plan the availability and likelihood of tax credits, grants, and all other funding sources in addition to the funds raised by the capital campaign;
5. Coordinate with the Capital Campaign Steering Committee as it continues its management of the successful completion of the campaign;
6. Develop a project budget for Council's approval. The budget shall reflect the January 2024 congregational vote to approve the capital campaign that included the language "No debt, other than carrying costs, shall be incurred unless approved by the congregation at a congregational meeting."
7. Act as the representative of Council in the execution of all Council-approved plans with the Chair or Chair's designee acting as primary representative;
8. Obtain Council approval of significant modifications to design plans or timeline; and increases to the budget;
9. Define the parameters for approving change orders and when they return to Council for approval;
10. Develop and implement a process to promote communication and transparency with the congregation and to encourage feedback from the congregation regarding the improvements; and
11. Provide regular updates to Council.

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Membership

The Moderator and Senior Pastor shall jointly name a Chair to lead the Project Management Committee and its efforts. There shall be seven voting members including the Chair. The Chair shall work with the Moderator and Senior Pastor to suggest additional members to be approved by Council. Members shall include the Chair of the Council's Facilities Committee. The remaining five members will be representative of Plymouth members who are involved with facilities, music, accessibility, or other relevant backgrounds, such as finance or the organ committee.

In addition to the seven voting members, the Senior Pastor, Facilities Manager, Minister of Music and Fine Arts, and Moderator shall serve as ex officio members without vote.

Duration

The duration of the Project Management committee shall be until Council determines the completion of its efforts. Council will annually review the progress of the Project Management committee to determine the need for the committee to continue. It is envisioned that this will be a multi-year effort.

Approved Members: Voted on and approved by Council on 6/25/2024

Terry Schmidt, Project Manager

Doug Eason, Facility Committee Representative

Dave Miller, Construction/Engineering Representative

Valerie McGhee, Accessibility Representative

Stephen Carttar, Financial Representative

Doni Mooberry Slough, Financial/Grant Writing Representative

Judy Burch, Music and Fine Arts Representative

Ex-Officio: Valerie Miller-Coleman, Matt DelVecchio, Kim Manz, and Moderator (Current: Sonia Jordan, Future Rich Bireta)