

January 18, 2022

The Trinity Lutheran Church Building Renovation Committee requests that the Church Council authorize the Building Renovation Committee to begin using funds from the dedicated Capital Improvement Fund (approximately \$6,700), the 2020 Pearl and Elmer Nelson Bequest Task force "Building and Facility Needs" fund (approximately \$469,000), and the remaining funds left over from the 2020 Progressive Architecture fund (approximately \$4,900).

Use of these funds are expected to begin in January-February 2022 with the hiring of Progressive Architecture to complete work originally started in 2020. It is understood that before actual construction is started, there will be a Capital Appeal and approval from the church council and the congregation.

Gail Seaver
Chairperson, Building Renovation Committee

2021 Building Committee Statement of Intent - Draft

10 December 2021

- We will perform our duties in accordance with Trinity's Mission Statement to Connect, Grow, and Serve
- We affirm the excellent work done by the Trinity group in the 2009 "Existing Building Assessment" and endorse the work done by the 2019 Renovation Task Force as the basis for repairs and upgrades needed at Trinity Lutheran Church
- We recognize the need for alternative storage space for tables and chairs due to bathroom renovations expanding into the existing storage area and also the desire to improve the people movement flow in the fellowship area
- We anticipate re-prioritizing the work done by the 2019 Renovation Task Force report to align with the funding results of the Capital Appeal Fundraiser
- We will develop a statement of work and engage an architect as necessary to create construction drawings and specifications needed to secure bids
- We will review construction bids, choose a General Contractor, attend construction meetings, monitor construction work, and sign off on change orders as necessary
- We will communicate with the church council and the congregation through verbal, written, and in-person gatherings to keep the leadership and congregation informed on progress being made
- We will work with the Trinity treasurer and bookkeeper to monitor and approve billings and report financial status on the renovation project.

Building Renovation Committee Structure and Duties

December 10, 2021

1. Chairperson/Secretary (Gail Seaver)

- Schedule meetings and prepare agenda
- Take meeting notes and distribute to renovation task force members
- Keep timeline for program status
- Keep task force on schedule and moving forward
- Prepare regular updates for the church bulletin and Constant Contact distributions

2. Builder Coordinator (Brian Nielsen & Jon Meredith)

- Take lead in getting bids and estimates
- Coordinate the development of schematic design plans
- Check references of potential firms employed
- Review construction bids and recommend selected contractor to the renovation task force
- Be primary contact between architect, builder, sub-contractors, and the renovation task force
- Attend weekly construction meetings as needed
- Review and present change orders to renovation task force for consideration/approval

3. Communications Director (Jenna Wojcik) with Joe Thimm consulting

- Be liaison between renovation task force and the church council and congregation
- Take lead in setting up informational meetings and congregational updates
- Prepare final report to be presented at Special Congregational meeting

4. Technology Consultant (Matt Mitchell)

- Coordinate and assist in the relocation of Network and Servers
- Advise in the implementation of audio and security systems interfaces
- Provide a means for recording informational meetings and making them available on the Trinity website
- Create Trinity Web page for viewing and archiving construction documents and activities and providing a place for Trinity congregation to view Task Force/construction progress
- Make recommendation on needs of furnishings purchases

5. Financial Liaison (Gail Seaver)

- Work with Bookkeeper for bill payment
- Keep renovation task force and church council informed of financial status of renovation progress

6. Trinity Culture Adviser (to be selected)

- Identify Trinity's ministry needs in relationship to the building renovation
- Take the pulse of the congregation's acceptance of building renovation progress and communications through formal/informal polling or surveys
- Suggest actions necessary to keep the congregation engaged

Trinity Building Renovation Time Line

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Task	2021	2021	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Vision-Mission-Strategy-Planning																								
Identify Scope of Work to be Done																								
Church Council Approval of Scope of Work																								
Congregation Approval of Master Plan																								
Information Meettings (Cottage and/or virtual)																								
Congregation Approval for Capital Campaign and to move forward																								
Capital Campaign Planning																								
Capital Campaign Execution																								
Complete Design and Development Phase																								
Send out Bid Specifications																								
Construction Starts and is completed																								

*Red signifies action by Church Council and Congregation is required