



Church Council Meeting Report - March 2017

The Future Needs Committee (FNC) continues to meet twice each month, on Saturday mornings, based on member's availability. Meetings for March were held on Mar 11 and Mar 25 respectively.

Requests to Council:

The following requests are made to Church Council (see **New Business** item **B** for context):

1. Approval to identify and hire a qualified Civil engineer to prepare an updated survey for the Concordia campus. Exact costs are unknown at this point. Once reasonable costs are obtained, the FNC will seek approval from the Council (via email) for the expenditure from the FNC Funds account
2. Approval to engage LCEF to lead Concordia through the "Vision Path" process. Exact costs are unknown at this point. Once costs are obtained, the FNC will seek approval from the Council (via email) for the expenditure from the FNC Funds account

Old Business:

- A. *Program Charter:*** The committee's charter has been finalized. The document describes the role, focus and scope of the Future Needs Committee.
- B. *Identification of BOLD Moves:*** The committee has successfully completed the task of identifying and documenting three BOLD Moves for the congregation. This task was the committee's initial directive (see Program Charter). The BOLD Moves are:

- **BOLD Move 1 - Staffing:** Creation of a full-time Director of Administration and Student Ministry.
- **BOLD Move 2 - Campus Facilities Expansion:** Initiate a building program that includes both a new multi-purpose structure and renovation of current office and fellowship areas.
- **BOLD Move 3 - Outreach:** Increase our Congregation's collective awareness, intention and support of outreach opportunities. Seek to identify specific outreach initiatives for each active board. Develop and execute one and three year outreach plans.

NOTE: *The Committee will now shift its emphasis to Campus Facilities Expansion (BOLD Move 2). But as a Committee, focused on the Future Needs of Concordia, we will continue to serve as a "clearing house", facilitator and communication channel for ideas, requests and information related to "needs" as they become evident and are identified.*

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C. **FNC Branding:** The committee has completed development of a logo:



D. **Funds Transfer:** Campus Improvement Funds have been transferred to the Future Needs Committee.

E. **Congregational Letter:** A letter, documenting the 3 BOLD Moves identified for Concordia, was distributed to the congregation on Friday, February 7, 2017.

F. **Vicar Requirements:** The committee obtained a list, from the Texas District, of “requirements” and considerations for engaging a Vicar. Our objective was to ensure any new or renovated facilities accommodate a Vicar if Concordia decides to become a Vicarage congregation in the future.

G. **Site Visits:** To-date, the committee has toured one campus, Advent Lutheran Church in Arlington. We were able to see how the interior of a two-story metal building can be finished-out to accommodate classrooms, recreational space/floors, kitchen space, storage rooms and alternate service space. During the Mar 25 FNC meeting, it was decided to suspend further site visits .

H. **Web Page:** The committee is in the process of developing a FNC Web Page for Concordia’s web site. A draft version of a FNC page has been submitted to Jim Wilson (web master).

New Business

A. **Funding Planning:** DR Nelson (Pastor Nelson) met with the committee and provided extensive information on Funding Plan options, Build Planning, characteristics of successful Building Programs and specific items for consideration at Concordia.

Fund sources discussed include:

- Private Loans
- Investor Loans (specific to churches)
- Member Bonds
- Public Banks/Credit Unions (not currently viable)
- Mortgage Investors (not currently viable)



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- Lutheran Association Banks; Thrivent, Texas Church Extension, LCMS Church Extension
- Legacy Estate (Church is beneficiary; preparation for future)

Building Program characteristics include:

- Matching funds established for large financial gifts
- Capital Campaign consulting services can be expensive and may not be the best use of donated/raised funds
- Churches with no debt have limited ability to grow
- New facilities should include a Prayer Garden (Note: A prayer path was one project under consideration by the Campus Improvement Committee)

In addition to information related to Funding options, DR provided insight relative to improvements we could address now to improve Concordia's current facilities. Suggested improvements were forwarded to John Finder, Director, Board of Properties.

B. Architect: The committee contacted Craig Melde, AIA Senior Principal at ARCHITEXAS. Craig serves as a volunteer and architect on the LCEF Architects Advisory Committee (LCMS). In this role, Craig works with churches to help them prepare for and execute Building programs. Craig met with the FNC during the Mar 25 FNC meeting.

Craig provided information and recommendations regarding the next steps the FNC should consider and/or pursue. He referenced multiple planning documents (available on the LCEF Arch Advisory website) the FNC can use to prepare for building. Craig also indicated he is a resource for us as we progress through planning and building phases. In addition, he can also assist us identify and connect with professionals we will need to achieve our facility expansion goals.

Recommended "next steps" for Concordia include:

- Ministry Planning (includes LCMS Vision Path)
- Master Planning (approximately 3 months to prepare; costs can range from \$18K to \$25K)
- Select an Architect (issue RFQ's: "Request for Qualifications")

Another suggestion is to investigate using LCF "Laborers for Christ". Laborers for Christ is a group of retired project managers, skilled construction workers, building professionals, etc. who volunteer their time to assist churches with building projects. The group takes-up temporary residence at the Construction site and partners with the Congregation on completion of building projects. Other suggestions and/or recommendations include use of a Construction Manager, obtaining budget updates from the architect as plans are being delivered and initiation of Funding Planning as part of "Visioning".



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FNC Action items from the Mar 25 meeting:

- Confirm availability of blueprints for existing structure
- Obtain current survey of existing property. The architect we engage will need a current survey. Recommendation is to ensure a credentialed Civil Engineer performs the survey.
- Engage LCEF to lead Concordia through the “Vision Path” process. NOTE: Craig provided the LCEF contact information for Vision Path.
- Complete the LCEF Affordability Worksheet
- Prepare RFQ (Request for Qualifications) document for issuance to potential Architects
- Prepare an RFP (Request for Proposal) for entire project
- Confirm with Nancy if “past” building funds can be transferred to the FNC
- Research “Laborers for Christ”

C. Information Technology (IT) Audit (Assessment): The committee has received a request or “need” to assess current hardware and software resources to determine if improvements can be made. Several specific items:

- Need for easy to setup, maintain, modify and use communication distribution lists across multiple channels (text, email, voice) and across multiple boards/groups
- Need for consistent communication utilizing multiple channels
- Need for singular data source (e.g. names/addresses/etc.) that supports multiple communication channels
- Strategic view and plan for IT resources as new facilities are added and current facilities are renovated
- Strategic view of service providers that meet the church’s needs

During the Mar 25 FNC meeting, approval was given for development of an IT Audit proposal. Marcos Veloz and Murray Scheibe will develop the proposal and present it to the council for evaluation.

D. New FNC Member: An invitation, to become a permanent member of the FNC, was accepted by DR Nelson.

Closure

Please contact any member of the FNC if you have questions, suggestions and/or would like additional information.