

# St. Matthew's Town Hall Meeting

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- Welcome & Opening Prayer
- Building Renovation Project (15 Min)
- Questions (5 Min)
- Transition Steps (15 Min)
- Questions (10 Min)
- Closing Prayer



# St. Matthew's Building Renovation Project

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## Master Plan Development



# Final Committee Prioritization

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- 1. Upgrade Heating, Ventilation & Air Conditioning
- 2. Combine and improve Staff offices
- 3. Kitchen Modernization
- 4. Additional Education Space
- 5. Music Space
- 6. Security
- 7. Education Wing Updating & Renovation
- 8. Technology Upgrades
- 9. Nursery Area
- 10. Storage Include. Recycling & Donation Areas



# Committee Members

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Gary Erickson

Chris Manke

Margaret Schoewe

Ray Eisemann

Paul Braun

Ed Bross

Dave Fagerberg

Jeff Higgins

Patricia Granger

Tim Nelson

Paul Schmidt

Lynne Thomas



# Building Renovation Steps

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- ✓ 1. Develop Goals and Objectives Document Including Staff Comments
- ✓ 2. Develop Request for Proposal Document
- ✓ 3. Create List of Architects
- ❑ 4. Release RFP with Goals and Objectives to the Architects
- ❑ 5. Receive Proposals From Architects
- ❑ 6. Review Proposals and Develop Short List of Architects
- ❑ 7. Schedule Interviews
- ❑ 8. Architect Interviews (1 Week)
- ❑ 9. Council Approval of Architect and Fees
- ❑ 10. Architect Begins Designing Master Plan



# Building Renovation Steps

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- 11. Create List of Construction Managers
- 12. Receive Proposals (2 Weeks)
- 13. Review CM Proposals / Develop Short List
- 14. Schedule Interviews
- 15. Construction Manager Interviews
- 16. Prelim. Funding Research (Mortgage rates, etc.)
- 17. Fine Tune Goals and Objectives
- 18. CM Seeks Bids / Costs for Project
- 19. Fine Tune Bids and Costs
- 20. Congregational Approval of Overall Project and Costs
- 21. Project Fund Raising



# Next Steps

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## **Request for Proposals**

- 09/27/11 Send the RFP to the interested Architects.
- 10/04/11 Group meeting with the Architects.
- 10/11/11 Building open for Architects to explore.
- 10/14/11 Deadline for Architects to submit questions.
- 10/28/11 Responses due from Architect.

## **Select Architect**

- 10/29/11 Begin process to develop the short list.
- 11/08/11 End process of reviewing the proposals.
- 11/11/11 Inform short listed Architectural Firms.
- 12/05/11 Start interviews with short listed Architects.
- 12/09/11 Complete interviews with Architects .



# Questions???

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# St. Matthew's Transition Steps

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- Celebration for Pastor Gary!
- Interim Coverage
- M.E.T. Process – Future Visioning
- Pastoral Call



# Celebration for Pastor Gary!

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## *Honoring 38 Years of Ministry*

- Saturday Evening, November 19<sup>th</sup>  
Congregational Program & Reception
- Sunday Morning, November 20<sup>th</sup>  
Celebratory Worship & Reception



# St. Matthew's Transition Timeline

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*Approximately 9 – 18 Months*

- Interim Coverage
- M.E.T. Process – Future Visioning
- Pastoral Call



# Interim Coverage

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- Strong Position
  - Pastoral Continuation
  - Strong Staff Support
  - Caring, Active Congregation
  - Stable Financial Position
  
- Establishing a Plan
  - Executive Committee / Council
  - Support from Our Synod
  
- Additional Help: Interim Pastoral Role?



# Executive Committee

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President	Kristen Charlson
Vice President	Thad Murrah
Secretary	Julie Schmidt
Treasurer	Rob Wedel
Personnel	Cathy Shaw
Pastors	Chris Manke
	Margaret Schoewe



# M.E.T. Process – Future Visioning

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*M.E.T. = Mission Exploration Team*

- Purpose – Future Visioning
- Establish a Committee
- How Long Does this Take?



# Pastoral Call

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- ❑ Occurs after M.E.T. process
  - Call Committee Formed
  - Interviews
  - Recommendation
  - Congregational Vote



# Questions???

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