



ST. JOHN APOSTLE AND EVANGELIST CATHOLIC CHURCH

Campus Remodeling/Renovation Status

Msgr. John Mbinda has assured transparency throughout the St. John A&E campus remodeling and renovation project. This is an update on the status of the project - steps that have already been completed and steps that need to be completed.

ACCOMPLISHED TO DATE:

- Parish Survey - August, 2014 - Resulted in 110 of the 275 votes submitted listing a Parish Hall as the number one priority need for St. John A&E Church and Parish. As an Evangelization Parish, the new facility would be a much needed structure to support Evangelization events and projects.
- To determine the space requirements for the St. John A&E staff and various ministries who support the Parish's Evangelization efforts, a preliminary survey was conducted in September 2014, by an invited industry professional from outside the Parish who provided his services on a pro-bono basis.
- An Ad-Hoc committee of Council leaders was created in September 2014 to review the results of the preliminary survey, to review the existing Master Plan (created in 2001), to review the existing Strategic Plan (created in 1990) and to compare the similarities/differences between the stated requirements then and now. Ad-Hoc committee members were Les Hunkele (PPBC), Bill Castro (Stewardship Council), Rich Guillory (Finance Council), Michael Burgess (Pre-School Board), Cory Lindo (PPC) and Michael Browning (invited facilitator).
- A town hall meeting was held on December 13, 2014, to present the information that was compiled by the Ad-Hoc committee. The purpose of that meeting was to identify the "Sense of the Faithful" of St. John A&E Church and Parish. The outcome was to build a Parish Hall/Facility to support Evangelization efforts/projects and to renovate the Rectory and Garage areas to better support the Clergy.
- Meeting between Msgr. John Mbinda with the Diocese to understand the Diocesan requirements to receive approval to proceed with any construction or renovation on the St. John A&E campus.
- An assessment-free building fund was secured (created and approved by the Diocese) to support any construction or renovation to be completed on the St. John A&E campus. Any designated donations for a Parish Hall, Multi-Purpose Parish Facility or Parish campus renovation will be deposited into

this account. (This paragraph was moved up from the next bullet in the original version of this document)

- Msgr. John Mbinda pledged \$100,000.00 of St. John A&E financial reserves to fund the requirements that will need to be addressed prior to the start of construction.
- Msgr. John Mbinda and the Ad-Hoc Committee met with Diocesan representatives and a capital campaign firm on January 19, 2015, to review the steps which have been taken by the Parish and the steps that need to be taken by the Parish in securing approval from the Diocese to proceed with construction.
- On February 4, 2015, the members of the Ad-Hoc Committee were asked to become the steering committee (named the Leadership Advisory Committee) for completing the necessary action items required to obtain approval from the Diocese for moving forward with the St. John A&E campus remodeling and renovation project.
- Members of the Leadership Advisory Committee met with two architects in February, 2015, to determine preliminary qualifications and generate interest in the St. John A&E project.
- On February 23, 2015, Msgr. John Mbinda signed a contract with Helber, Hastert & Fee, Planners, Inc. (HHF, Planners, Inc.) to prepare a demographics report (growth plan) for the 96789 zip code to size the potential growth for the St. John A&E Church and Parish for the next twenty years. This is a requirement to obtain Diocesan approval for any Parish construction or renovation plan. The Leadership Committee met with Diocesan representatives to obtain names of planning companies who have successfully completed projects within the Diocese. The Leadership Advisory Committee also met with Leadership Advisory Committee members of Our Lady of Perpetual Help, St. Jude, and Our Lady of Good Counsel, all of whom had already retained planning firms, to determine which company would provide St. John A&E Church and Parish the best value for cost. HHF, Planners, Inc. was selected because of past performance and cost. The total paid to HHF, Planners, Inc. was \$19,900.00 which is below the ceiling above which Diocesan review and approval of the contract for a demographics report would be required. HHF Planners will deliver the required demographics report no later than April 30, 2015.

- A Town Hall meeting to move forward with the required action items to be taken prior to the Episcopal Visit by the Bishop on June 20 and 21, 2015, was held on February 21, 2015. The information gathered during this Town Hall meeting will become the information that supports not only the justification for the construction/renovation of the Parish campus, but also a part of the Pastoral Plan which will be presented to the Bishop as a part of the Episcopal Visit.

NEXT STEPS TO BE ACCOMPLISHED:

- Receipt of the demographics report from HHF Planner, Inc. no later than April 30, 2015. (*We have just received the demographics.*)
- Enlist the services of a qualified, Catholic Education professional from outside the Parish to evaluate and/or determine the role the education ministries will play in bringing St. John's Evangelization Mission/Vision to fruition. The education ministries include the Pre-School, Religious Education and RCIA. Their size and space requirements significantly affect the design of the reconstructed campus. The resulting information, along with the information from other ministries and functions (including space requirements), will be provided as input to the Architect/Engineer (A/E).
- Develop a project plan/time-line (and estimated cost) of the action items/steps required to obtain Diocesan approval for the start of construction as well as the follow-on action items/steps to complete the project.
- Write a Request for Proposal (RFP) for and select an Architect/Engineer (A/E) company to complete a feasibility study (another Diocesan requirement for construction/renovation approval) as their first deliverable. Information provided in the 1990 Strategic Plan, the 2001 Master Plan, the 2014 pro-bono survey and the demographics report will be presented to the selected A/E company to provide not only background information, but also to help mitigate the cost for and shorten the time to complete the feasibility study.
- Receive the feasibility report to include schematic options and cost estimates.
- Conduct another Town Hall meeting to present the results of the feasibility report to the parishioners.
- Meet with the shopping center developer (next door) to discuss options under which St. John A&E Church would be granted a Conditional Use Permit (CUP) to use the shopping center as an additional parking area during weekend Masses and for Evangelization events. This arrangement could be

sufficient to nullify the requirement to build an additional parking facility on the St. John A&E campus.

- The Leadership Advisory Committee makes a presentation to the Diocese and receives approval to proceed with the project.
- Hire a capital campaign firm using the cost estimates obtained from the feasibility report to serve as input to determine the dollar goal for the capital campaign.
- Begin capital campaign - the Diocese has a requirement that fifty percent (50%) of the required capital for the project must be raised before construction/renovation can begin.
- Give Notice to Proceed to the A/E firm, hired by St. John A&E Church, to deliver a staged design for the construction project.
- Write an RFP to hire an Owner's Representative who will manage the A/E firm and construction contractor selected by St. John A&E Church.
- Hire the Owner's Representative.
- Write an RFP to hire a general contractor or design-builder.
- Secure a mortgage to cover the project costs above cash in hand for the project. (removed "or pledged")
- Hire general contractor or design-builder.
- Conduct another Town Hall meeting with the design and construction principals presenting the project plan(s), goals and considerations.
- Begin and complete the construction project.
- Dedicate project.
- Most important - retire debt.