



# Westminster Presbyterian Church

September 12, 2010

Dear WPC Member –

As you may know, Session established a Capital Campaign Task Force – [CCTF] that, in conjunction with Roberts Construction and Colin Godding [Architecture CSG, Inc.], has been exploring a range of issues pertaining to our church building and overall property in general.

The CCTF committee members are:

Ron Behling	Ed Cothroll	Dave Granquist	Judy Graham
Julie Madden	Bruce Murray	Kathleen Owens	Tom Pfaehler
Walt Pridham	Jamie Ringsmuth	John Tarr	Alex Thornburg

Foremost in the deliberations of the Session and CCTF has been the understanding that the ultimate decision regarding the actual improvements does rest with you, the members of our congregation.

At this stage in the work of the CCTF and before any additional conceptual work is pursued, the Session decided this is the time to provide information to you, in advance of an important member information session to be conducted immediately following our service on Sunday, September 19, 2010.

Enclosed in your packet of information, are the following items:

- A history of the work of the CCTF committee to date, including a listing of maintenance work to be implemented in conjunction with the general remodeling recommendations.
- The Preliminary Design Assessment from Roberts Construction
- Estimated costs associated with the alternative concepts.
- Suggested floor plans.

Members of the Session wish to emphasize the importance of your taking time to review the enclosed information in preparation for your opportunity to listen and to ask questions during the information session scheduled for Sunday, September 19, 2010.

The Session and members of the CCTF, as well as our consultants, have established a high priority on listening to you at this stage in our deliberations. There will be follow-up opportunities for feedback Sunday Sept. 26 and Oct. 3 after worship in the lounge.

Thank you.  
Session

## COMMENTS

We hope that you will be able to attend the meeting on Sept 19 to get more information from the Task Force as well as the Architects. We also realize that the information will bring on inspired thought and discussion after the end of the meeting. As those thoughts come to you please write them down and bring them back to us. Or email us at:  
[buildingvision@westminstermadison.org](mailto:buildingvision@westminstermadison.org)

## **History of Capital Campaign Task Force-Draft**

Written by Bruce Murray and John Tarr

**March of 2008** the Stewardship Committee invited Roberts Construction to consult on expanding the narthex in order to have coffee hour upstairs. Robin Roberts and Bill Lee met with the committee including Ed Cothroll, Don Thompson, Lee DeSpain, Dave Granquist, Walt Pridham, Alex Thornburg, Marian Bauer, and John Tarr.

They suggested moving the front glass wall out to the edge of the roof, break into the 2 resource rooms, adjusting the stairs, move the kitchenette across the hall, and move the library to the kitchenette.

**Winter 2009** Session decided to follow up those meetings with a Capital Campaign Task Force with the following members:

Ron Behling  
Ed Cothroll  
Judy Graham  
Dave Granquist  
Julie Madden  
Bruce Murray  
Tom Pfaehler  
Walt Pridham  
Jamie Ringsmuth

### **The task assigned by session was as follows:**

To follow up on the discussions that Stewardship had with Robert's Construction in 2008. This task force would strive to identify and prioritize needs of building utilization and the congregation's ability to financially support changes to the building.

The Task Force will report back to Session in June with a vision for the future of the building, general priorities for building utilization, an estimate of support and a plan for the next phase.

Upon approval of the second phase plan, the task force would develop the details to carry out the building vision and work towards an implementation plan. This phase to be reported at the September Session meeting.

Upon approval of the implementation plan, a capital campaign would be organized.

**April 30, 2009** the task force started meeting

**June 2009** Task Force decides to involve the congregation employing the Nominal Group Technique (NGT) led by Bruce Murray and Tom Pfahler. In consultation with Alex, it was decided to ask the question “What is God calling Westminster Church to do in a hurting world”. This question was asked of the session and task force. After a confused response, the question was changed to “What changes would you like to see in the building and grounds?” The group made general announcements to the congregation asking for interested people. Only a few signed up so we went to established groups. Six groups participated, the Task Force, WOW, SPAM, Thursday Study Group, Deacons, and Chancel Choir.

**Feb 2010** NGT brings results to the task force which decides to interview architects and builders. Fischl Construction with Architectural Design Consultants and Roberts Construction were interviewed and Roberts was chosen. Below are the ranked results from the Nominal Group Technique (NGT).

#### Capital Campaign NGT

1. Sanctuary/Narthex
2. Office
3. Fellowship Hall
4. Signage/parking/utilities
5. Driveway
6. Main Entrance

#### Deacons NGT

- 1) More and better parking and as well as improved rear entrances
- 2) Fellowship Hall/multipurpose room
- 3) Narthex coffee fellowship
- 4) Energy Audit
- 5) Update public spaces/hallway lighting

#### SPAM NGT

- 1) Size, quality, cleanliness, lighting, mirrors of upstairs bathrooms and stall walls/privacy in downstairs women’s restroom.
- 2) Parking Lot feels unsafe
- 3) More recycling bins
- 4) Painting, artwork, Bible quotes in halls, fellowship hall and upstairs classrooms
- 5) Organize bulletin boards and signup space in Narthex

#### Thursday Study Class NGT

- 1) Improve plumbing in bathrooms (fixtures etc)
- 2) Enlarge Narthex/ Social space upstairs
- 3) Re-upholster pews
- 4) Ultraviolet shield on sanctuary windows
- 5) Improve entrances, windows, upstairs kitchen

### Chancel Choir NGT

1. Narthex
2. Bathrooms
3. Lighting
4. Sanctuary
5. Fellowship Hall

### WOW NGT

- 1) Increase seating in sanctuary by +80 (rotate seating 90 degrees, cantilever over parking lot and balconies)
- 2) Expand Narthex, kitchen in narthex area
- 3) More handicapped parking
- 4) Cushioned chairs in sanctuary for people with bad backs
- 5) Hot water in upstairs kitchen

**March 2010** Task Force asks session for up to \$10,000 to enter into contract with Roberts for preliminary design services.

Task Force gets a preliminary loan evaluation from Presbyterian Loan Service which says that, based on our last 3 years of financial records, we could fund a \$1.25M project over 10 years.

**May 2010** Roberts brings Colin Godding of Architecture CSG. He presented 2 options (A) enhancing the current entry, expanding the gathering space horizontally, and new office space over the Yuma Entrance and (B) showing a central core of entry, and gathering space with new office space over the Yuma Entrance,.

We discussed several regular maintenance projects, that should be done in the next 5 years and could be incorporated into the project:

- The narthex windows are single pane and were put up temporarily in 1951.
- The latch on the front door is worn and needs replacement.
- The narthex carpet will need replacement.
- The pews and carpet on the window side of the sanctuary are fading and will need replacement.
- Lower level restrooms have water problems from the window well in front of the narthex.
- The roof on the Yuma entrance is leaking and has rotted the window sills.
- The parking lot needs resurfacing.
- In the summer of 2011 we will need to relocate our connection to the City water main, the trench will go through the parking lot.
- The office A/C unit needs repair, the part is not compatible with new refrigerants so a new system would have to be installed, relocating the offices would allow them to use the same A/C as the Sanctuary.
- The office carpet needs to be replaced.

**May 5** –A site analysis was done and found potential flexibility for encroaching on front yard setback if the city allows us to adjust for the future bus lane.

Layout options A & B [See above].

Considerations - rear entry as part of Narthex; moving offices to location near main entry to church; phasing improvements; find new stairway location; bring budget in line with our expectations, using energy efficient and sustainable materials, create vestibules at modified entrances.

**June 2010** Colin presented Options “1” and “2”. In discussion of flow and space utilization balanced with cost, the task force liked the new central entrance with new office space next to it and a narthex enlarged towards the front and over the Yuma Hallway with a new stair case and entrance into fellowship hall. This is reflected in Option “2”

It is felt that adding on behind the Lounge would be expensive because of moving A/C and electrical equipment. Further it would not improve access to fellowship hall or the steep stairway in the Narthex. Enlarging the area around the elevator and building a larger staircase solves these issues.

**June 28** – The Task Force presented our progress to Session. Session was excited about the preliminary findings and asked the Task Force to bring back a plan for moving forward.

**July 2010** The Task Force made plans to move forward starting with a progress report to the congregation including exhibits on Sept 12 and an informational meeting on Sept 19. Further that, if the reaction is good, we would ask the congregation to elect a Capital Campaign Committee, which would start with the design development phase and continue through fund raising and construction.

**July 26** Session approved the following motion from the Task Force.

The task force recommends the following:

1. That we stay with the current design team of Roberts Construction and Colin Godding
2. That we start informing the congregation through the August newsletter with Alex’s Grace Notes and an article about the feedback from the Nominal Group Sessions.
3. That we have drawings available on Rally Sunday Sept 12 and a formal introduction of the ideas on Sunday, Sept 19. We would invite Robin Roberts, Janine Glaeser and Colin Godding
4. That we would elect a Capital Campaign Committee at the congregation meeting in November. The committee to include the current task force members and 5 additional members from the congregation. The committee would be responsible for design development, fund raising, construction oversight and visual impact.