

PROJECT CHARTER
EPIPHANY LUTHERAN CHURCH SANCTUARY UPGRADE

EPIPHANY LUTHERAN CHURCH
5515 WEST BROADWAY
PEARLAND, TX 77581

DECEMBER 3, 2017

**PLANNING COMMITTEE: PASTOR JON SALMINEN, PASTOR DAVID JOHNSON,
JOHN LUND, DEAN LAUPPE, JAC RUBRIGHT, PAM VAN MAAREN, JO LAUPPE,
JONTE' GREER**



PROJECT CHARTER

EPIPHANY LUTHERAN CHURCH SANCTUARY UPGRADE

Formal Project Authorization

This Charter formally authorizes the Epiphany Lutheran Church Sanctuary Upgrade Project to update and expand the worship space, common areas, and audio/visual technologies associated with the Sanctuary. A project plan will be developed and submitted to the Project Sponsor for approval. The project plan will include: scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Manager/Steering Committee Lead in coordination with the Project Sponsors.

The Project Sponsors are the leadership governance of Epiphany; the Leadership Council, Senior Pastor, and Board of Elders.

General Project Scope - State the scope of the project, its deliverables and what ministry needs, problems or opportunities the project addresses

The Epiphany Lutheran Church sanctuary building is in need of vital improvements, as its “fellowship hall” environment limits its ability to serve as a dedicated worship space. Inadequate facilities and technology also act as barriers to effective communication with congregants and to providing an inviting atmosphere to visitors.

Thus, the purpose of the Sanctuary Upgrade Project is to turn the building into a vibrant, beautiful space in which people encounter a living God. The primary focus will be on transforming the “fellowship hall” environment into a definitive, reverent worship space for the clear Proclamation of the Word, delivery of the Sacraments, and production of quality music. Secondary focus will be to increase flexible space for general non-worship ministry. The project will also challenge the church to develop and utilize the new tools to help equip its members to make disciples.

Primary Objectives include:

- Visually enhance the worship space
- Increase Sanctuary seating capacity
- Provide a dedicated music space that will enable the interchangeable ‘swap’ of the various musicians and instruments between services
- Improve technology and A/V equipment
- Enhance Sanctuary acoustics

Secondary Objectives include:

- Addressing impact to MDO
- Enhance non-sanctuary space to expand ministry opportunities

- Other concepts to investigate
 - Modular seating
 - A more prominent Narthex
 - Building entrance relocation to between the AFLC and Sanctuary to emphasize the “one church” campus

Identified constraints and assumptions include:

- Constraints
 - This will not be a new building addition
 - Upper limit of seating capacity is fire-code dependent (quantity TBD)
 - Funding without debt is preferred
 - Funding mechanism(s) will define timetable to a large degree
 - Additional parking will need to be addressed as part of the expansion or creative utilization of existing spaces
- Assumptions
 - Primary footprint can be expanded
 - Seating capacity expansion to 500 includes the musical ensembles
 - Funding to be secured/pledged prior to construction
 - Would be good target to dedicate the space on the 500th Anniversary of the Diet of Worms (Martin Luther’s “Here I Stand”), 1521-2021

High level risks include:

- Pledges not forthcoming will impact timeframe of the entire project
- Alienating components of the congregation who do not want to change
- Logistical issues
 - All worshiping in the AFLC for a time
 - MDO relocation
 - Sunday School relocation
 - Offices relocation
 - Insurance impacts
 - Membership loss due to inconvenience
- Some mitigation ideas
 - Summer construction to minimize impact
 - Modification of 10:30 services
 - Building/focus on excitement vs. inconvenience

Success is defined by:

- Completion at or under budget
- Short build-out timeframe
- Positive response to survey of congregation asking if they think the primary goals were met
- Increased worship attendance / membership

Project Organization (Steering Committee) Structure

The Project Manager/Steering Committee Lead, Jonte' Greer, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

Other steering committee roles/members:

Secretary

Program and Design subcommittee lead

- Works with church staff and the architect to determine the project program and design. Coordinates with the finance subcommittee to balance the program with the budget. This group will present the program and the schematic design to the building committee for approval.

Construction subcommittee lead

- Technical advisors to the program and design subcommittee during design and goes into full action once construction gets started. The construction subcommittee leader may be appointed to act as the main point of contact between the steering committee and the architect and contractor during construction.

Finance/Fundraising subcommittee lead

- Ideally, the leader should be familiar with banking, finance or accounting. Understands what the church is capable of doing from a financial standpoint. They will be a financial advisory group to advise the steering committee and help establish the project budget. Will also be responsible for fundraising and working with a capital stewardship consultant (if deemed necessary).

Prayer and Publicity subcommittee lead

- Helps organize church-wide prayer for the building committee as well as publicize plans to build and keep the congregation informed along the way. Responsible for preparing brochures or other material (Posters, videos, etc.) to fully inform the congregation at appropriate times. At certain times, information may be released to other media outlets. The church website and/or social media can be used to update membership on the planning and building progress.

Preliminary Project Stages and Summary Milestone Schedule

Project Sponsors must sign off at completion of each stage, indicating their agreement that the goals and objectives of that stage have been met. Project Sponsors must vet and approve the start of the next stage.

Stage 1 – Initiation (*current to December 2017*)

- Develop Charter
- Determine Steering Committee Team

Stage 2 – Feasibility Study

Stage 3 – Planning Studies (*January 2018 – June 2018*)

- Building and Property Assessment
- Delivery Method Determination (Design-Build, Design-Bid-Build, etc.)
- Preliminary Budget & Cost Determination
- Funding Process Determination
- Conceptual Schematic Design
- Schedule (or Phase) Development

Stage 4 – Design & Funding

- Detail Design Completion (*July 2018 – December 2018*)
- Project Budget Establishment
- Financial Plan Development
- Schedule
- Voter Approval
- Capital Campaign / Fund Procurement (*2018 – 2021*)

Stage 5 – Construction (*2020 – 2021*)

- Contract Award
- Could be in Stages
- QA/QC

Stage 6 – Testing (installed equipment, A/V, electronics, etc.)

Stage 7 – Launch (*May 2021*)

- “Move-in”
- Worship Services begin and/or New Spaces used
- Records, Manuals, Warranties, Documentation, etc.

Stage 8 – Close-out & Evaluation (*June 2021 – November 2021*)

The project plan will be submitted and approved in accordance with the milestone schedule above. Upon approval of the project plan resources will be assigned to the project and work will commence. The Project Sponsors must approve any schedule changes which may impact milestones. A schedule will be included in the project plan.

Preliminary Project Budget and Funding Sources

The estimated budget for the Sanctuary Upgrade project is anticipated to be between \$500,000 and \$1Million. The project is to be funded through donations, raised and dedicated funds outside of the regular operating budget.

SPONSOR ACCEPTANCE

Approved by the following Project Sponsors, as signed by their representatives:

<Project Sponsor Name>
Leadership Council President

Date: _____

<Project Sponsor Name>
Senior Pastor

Date: _____

<Project Sponsor Name>
Head Elder

Date: _____