

# **UPC Building Plan**

**(A Plan for Developing the Family Ministry Center)**

**Approved by UPC Session 21 November 2005**



## ***Purpose***

This document provides guidance to all identified stakeholders. It describes the plan for building the new Family Ministry Center on the UPC campus. It defines and describes the various stages and activities necessary for completion of the building. It identifies several key actors and describes their roles. Finally, it describes various activities in terms of schedule and lays out the timeline for them.

## ***Vision***

The vision for the Family Ministry Center is to provide a building that will satisfy the multi-purpose needs of University Presbyterian Church replacing the aging temporary building, which has served far past its intended lifetime. The new building provides needed space for fellowship, allowing the whole congregation to meet together. It facilitates ministry with classroom space for Sunday School and other ministries like Vacation Bible School and provides additional support areas such as larger library space and an enhanced nursery area to supplement the existing nursery. Finally, the new building provides a consolidated campus with increased security and convenience.

## ***Definitions***

### **Building Stages**

The building will be physically developed through several sequential stages. These stages are architectural programming, architectural design including associated engineering, and construction. Fund raising is a complimentary and parallel activity, which will take place throughout all of the above stages.

### **Architectural Programming**

Architectural Programming represents the research, analysis, and resulting recommendations that determine the required user needs and functions for the new building. Programming results in the data describing the number and variety of rooms, floor space requirements, kitchen requirements, library requirements, nursery requirements, multi-purpose space requirements, storage requirements, and any other building functions. Recommendations for quality standards of aesthetics, image and architectural compatibility are included. Site usage and feasibility is verified and developed. This information is gathered by whatever forum or means is necessary ranging from meetings with members and ministry areas to questionnaires and should consider previously obtained conclusions. Programming information is presented using narrative, conceptual drawings, floor plans, perspective renderings, or any other appropriate means. The Building Committee will plan and conduct the activities required for architectural programming.

## Architectural Design

The detailed design is the result of the architectural process that includes schematic design, design development, and construction documents with drawings, specifications, and cost estimates. Firm requirements are documented for construction as conceptualized and guided by the programming activity. Engineering in geotechnical, civil, structural, mechanical/plumbing, and electrical disciplines enhances and supplements architectural documents. The Architect with support, review, and oversight from the Building Committee will conduct the detailed design activities, coordinate the engineering, and provide the final detailed design.

## Fund Raising

Fund raising is the activities designed to provide funding for the architectural design and construction of the building. Fund raising will start as a concerted effort internal to the congregation to raise funds and at an appropriate time will include other financing such as selling bonds. Fund Raising activities will be accompanied by continuous communication to the congregation through verbal and written means. The approach is to put the vision of the building, current need, and latest status before the congregation on a perpetual basis to facilitate giving. The first ten percent of all funds raised for the building will be set aside as a tithe. Ten cents of every dollar as it is raised will be set aside. This tithe will be provided to the Foundation for use by the Session to support Kingdom Expansion activities.

## Funding

The money necessary to pay for all expenses associated with the design and construction of the building. Expenses can include direct costs to the Architect, the Contractor, and also costs to cover the repayment of bonds including payments, fees, and interest.

## ***Roles and Responsibilities***

### Session

The Session will appoint the Fund Raiser. The Session will review and approve the fund raising plan before implementation. The Session will appoint the Financing Coordinator. The Session will review and approve the financing strategy. The Session will present the financing strategy to the Corporation for approval of any anticipated debt. The Session will review and approve all architectural programming information supporting the new building. The Session will review and approve the final architectural design of the new building. The Session will conduct a review after design is complete where a final decision to proceed with construction will be considered. This decision will hinge on fund raising results and the financing approach adopted.

### Diaconate

The Diaconate will oversee the Building Committee. They will review, provide comments, and concur on all architectural programming, subsequent architectural

designs, and contract documents before sending them to the Session for approval. The Diaconate will consider and concur on the recommendations for architect and builder. The Diaconate is free to determine the best process for accomplishing these activities.

### Building Committee

The Building Committee will conduct all preliminary architectural programming by whatever means deemed necessary and prepare a presentation of the final building requirements for Diaconate consideration and Session approval. They will propose a building approach such as design-build or competitive bid. They will select and recommend an architect and builder. They will work independently with the architect when necessary. They are responsible for scheduling and conducting the 50%, 90%, and 99% design reviews and providing the results of those reviews to the Diaconate and Session. They will provide a presentation of the final architectural design for Diaconate consideration and Session approval. They will also provide oversight and inspection when construction begins, providing appropriate status reports.

### Building IPT

The Building Integrated Product Team is composed of the Building Committee, the architect, and the builder. The Building Committee will identify the architect and builder with concurrence by the Diaconate. After approval, the Session will hire the architect and builder. The hiring of both the architect and the builder can be done concurrently to provide the builder with maximum involvement in all design activities to optimize project economy and efficiency.

### Fund Raiser

The Session will recruit and appoint the Fund Raiser. He will be responsible for devising a fund raising approach, recruiting a team of assistants from members of the congregation, and planning and conducting all related fund raising events. He will present the fund raising plan to the Session for their approval. He will provide results, status, and issues to the Session on a weekly basis. The Fund Raiser will work closely with the Financing Coordinator while performing these activities.

### Financing Coordinator

The Session will recruit and appoint the Financing Coordinator. The Financing Coordinator will research financing options including building loans and selling bonds. He will develop a financing strategy that describes the approach for using loans, bonds, or other means for funding the building beyond what is raised from the congregation through fund raising. The plan will describe the optimum use of financing options as an integrated strategy. It will also describe when bonds will be sold as related to fund raising results and engineering progress. The plan will identify the final decision point where the Session will decide to proceed with financing. The Financing Coordinator will present the financing strategy to the Session for their concurrence and will participate in presenting the strategy to the Corporation for final adoption. The Financing Coordinator will work closely with the Fund Raiser while performing these activities.

## **Schedule of Events**

### Near-Term Activities

The following activities should occur immediately in order to expedite the development of the building.

- Finalize the *UPC Building Plan* – Session.
- Recruit and appoint Fund Raiser – Session.
- Recruit and appoint Financing Coordinator – Session.
- Complete programming activities – Building Committee, ongoing.
- Approve architectural programming – Diaconate and Session.
- Determine and select architectural firm – Diaconate and Session.

The following activities should occur as soon as possible as described above.

- Provide the *UPC Building Plan* to congregation – Session.
- Develop fund raising plan – Fund Raiser.
- Identify and recruit fund raising team – Fund Raiser.
- Develop financing plan – Financing Coordinator.

### Time Line

The building development activities will occur based on the following timeline.

- Architectural programming activities should be complete including Session approval by 1 January 2006. The Building Committee will present the final programming information to the Session for its final approval. Before this presentation, the Diaconate will approve the final programming information.
- The Building Committee will recommend a method of architect selection for the architectural design. Interviews for prospective firms should start 15 January 2006 and continue until selection by 15 February 2006. The Building Committee will recommend an architectural firm or a builder/architect based on building approach to the Diaconate for their concurrence and to the Session for approval and hiring by 28 February 2006.
- The architect should initiate design activities by 1 March 2006. The Building Committee will conduct a 50% design submittal and review approximately 45 days after the start of design activities, a 90% design submittal and review approximately 30 days later, and a 99% design submittal and review 15 days later. The Building Committee will present the results of these design reviews at a joint meeting of the Diaconate and Session as soon as possible after conducting the reviews. The Building Committee will present the final design to the Session for its final approval on or about 1 June 2006. Before this presentation, the Diaconate will approve the final design.
- Ground breaking should occur by 1 July 2006. Ground breaking will be contingent on a final decision by the Session to proceed with construction. In making this decision, the Session will consider the status of fund raising efforts and the adopted financing plan.
- Fund Raising will commence as soon as the Fund Raiser develops the fund raising plan subsequently approved by the Session. Initial fund Raising will take place as

soon as possible for approximately 4 months. The Session will decide at that point whether to continue raising funds or to commence with other financing. The goal for fund raising is at least 25% of the total cost of the building raised before proceeding with financing. Fund raising will continue throughout the duration of the building project in order to provide all funding required for the building.

- Construction should be complete by 1 April 2007 allowing for nine months of construction.

Figure 1 illustrates the timeline as detailed above.

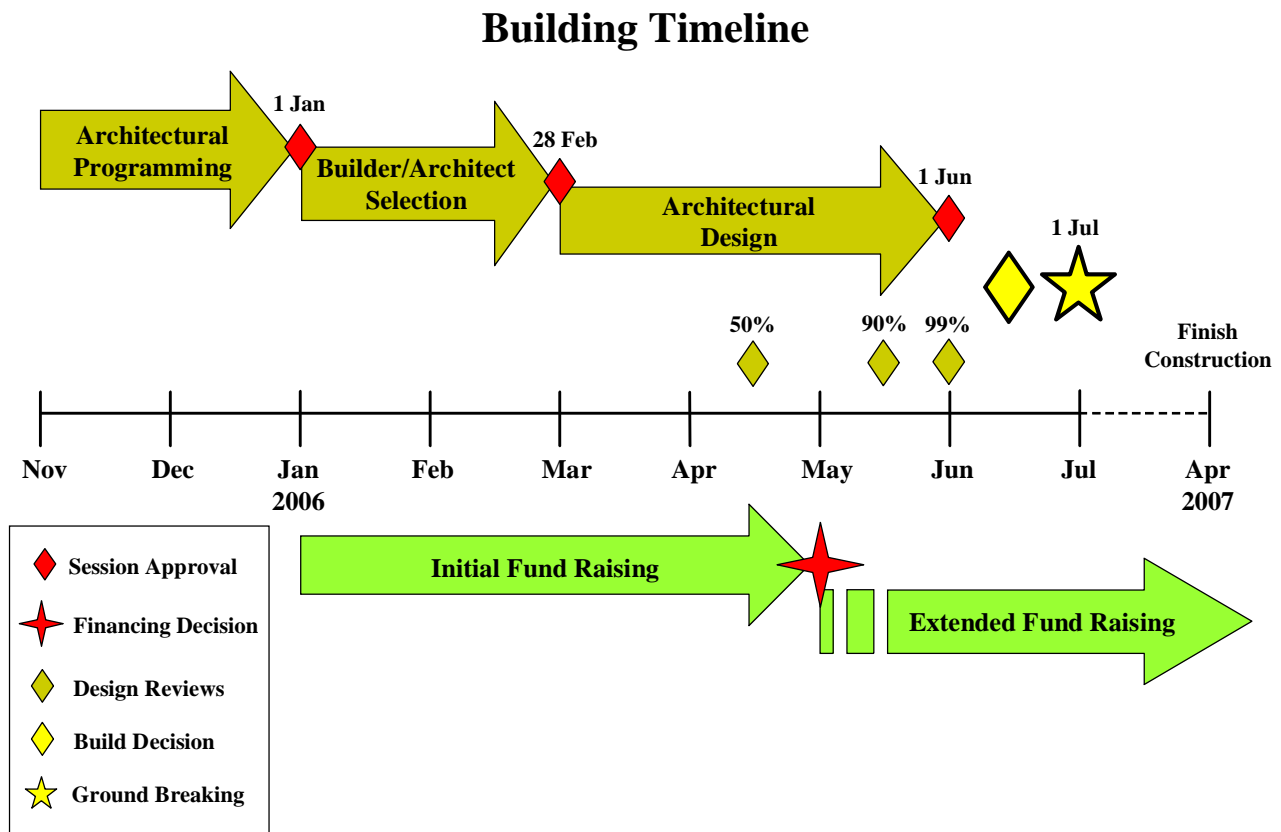


Figure 1