

Master Plan:

Q: How many years does this plan cover and why do we need it?

A: The Council sees this as a 5 to 25 year plan—it will be used as a roadmap for any future changes to our facilities.

Q: Is the purpose of this expansion to improve the mission of the Church?

A: We believe this plan will enhance the overall mission and all the ministries of the Church.

Q: Why is phasing something under discussion?

A: Phasing might be required depending on funds raised. Because of the street vacation, there is about \$640,000 worth of site work that has to be done regardless of whether or not we build. In addition there is \$100K in the budget for mechanical and stair upgrades which also need to be done as soon as possible. The Property Team has recommended that the first phase consist of all the site work, plus the mechanical and stair upgrades, plus the new multipurpose building with kitchen and restrooms which would cost about \$5 million. A decision on phasing has not been made and is NOT part of the plan or the vote, however.

Q: Are there any changes proposed for the commercial property on Vermont?

A: The retail building will not be changed with the possible exception of paving the gravel lots for additional parking.

Building:

Q: Will the new building be on one floor?

A: Yes, a single level is less expensive because site work costs are lower due to there is less excavation needed.

Q: What is the time line for building?

A: Once funded, it will take up to one year to get building permits. Construction estimates are 9 months to one year.

Q: What are the estimated building costs per square foot?

A: An estimate by Walsh Construction shows: \$250/sq. ft. for the multi-purpose area; \$120/sq. ft. for the kitchen.

Q: What about overhead expenses for the enlarged building facility?

A: The new space will result in increased overhead including utilities, and some additional staff for maintenance.

Q: Will there be air conditioning in the 'old' building?

A: No, there are no plans to upgrade to whole-building AC at this time. We do have \$100K designated for upgrades to this building, boiler controls, etc. The new building will have a complete HVAC system.

Q: What are projected needs regarding expanding the Sanctuary?

A: This plan adds two rows of seating and meets future needs.

Q: How do we consider the environment?

A: The new structures will be sustainable and recommendations by the Environmental Stewardship Committee are being taken into account—we are asking a member of that committee to join the Property Team as we progress.

Voting:

Q: Please clarify the voting opportunities.

A: There will be three congregational meetings: December 2nd, at 9:45am and 11:00 in the Fellowship Hall, and December 9th at 11:00am. Each person, age 14 and older should attend one of the meetings and vote one time only.

Q: What will we be voting on—is it phases or the whole plan?

A: The vote on Dec 2 or 9 will be to approve the entire concept presented in the Master Plan drawings. A second vote will be taken to approve launching a Capital Campaign in 2013. There will not be a vote on phasing at this time.

Q: What happens if the Master Plan is approved but the Capital Campaign is not?

A: If the Master Plan is approved the concept will move into the future with us. If the Capital Campaign is not approved we will have to postpone renovations and building plans. However, we are required by the city to do the site improvements related to the street vacation, so we will need to fund at least \$640,000 in some way.

Financing and Capital Campaign:

Q: Why do we need an outside professional to manage the Capital Campaign?

A: Council members have had discussions with leaders of other congregations and we feel that we do not have the experience, knowledge and time to successfully run a capital campaign. The a subcommittee of the Council sent out four RFPs (Request for Proposal) and received proposals from three companies; the proposals and the face-to-face interviews confirmed the high level of expertise we will gain by hiring a consultant.

Q: Can you disclose the fee to hire a campaign consultant?

A: The cost to contract for a 3-year period with Jim Pence of Kairos and Associates will be \$30,000 plus up to \$3,000 for travel expenses. Jim has also advised us to plan for additional costs of up to \$5,000 for campaign materials out of the building fund account. This cost was similar to other consultants we interviewed and we are very pleased with Jim and grateful that we have such a dedicated and experienced person to guide us.

Q: What is the estimate of what we can raise?

A: Our consultant estimates that \$2.5M could be raised but could increase significantly with some large gifts. Pledges will most likely be promised over a three year period, and we will set a goal at the outset. Once the pledges are in, we will look at the amount raised and make final decisions about possible phases of building.

Q: How will we raise up to \$7 Million?

A: That's what a capital campaign is for. We will talk with people about pledging based on their capacity for giving and their interest in supporting St Luke. There will be discussions and illustrations about how the expansion might enhance our ministries and further the mission of our church. This will be a spiritual journey for all of us and will be led by the pastors with several committees needed to support the effort. We will accept all kinds of gifts in addition to money, such as property, stocks or bonds, physical assets, etc.

Q: How much money is in the Building Fund now and how will it be used?

A: It is under \$20,000 and is now only being used for small expenses related to the building.

Debt Service:

Q: What about additional debt?

A: Our goal is not to take on more debt but if it appears we need to borrow some money, even for a short time, it will be up to the Congregation to decide—this is not something that can be done without congregational approval.

Q: What is our current debt load?

A: Our mortgages are carried by Thrivent Financial. We owe approximately \$155,000 for the remodeled Sanctuary, and \$449,000 on the Vermont House—these result in a combined mortgage payment of about \$5700 per month. In addition we owe about \$482,000 for the retail property, but the mortgage payment for this is covered by rents from the tenants plus income received from the day care center targeted toward this debt.

Kitchen:

Q: How will we access the kitchen for loading supplies?

A: There are multiple access points for the kitchen space shown in the Master Plan. From the California Street entrance, there will be easy access through the main doors and new lobby. Most deliveries are done during the day when there are no services or large group activities and will use this route. In addition there will be access from the Vermont side of the building via stairs or a ramp. Finally, if anyone coming in from the back parking lot needs to transport kitchen goods, they can use the existing elevator and the new hall/lobby to get to the kitchen.

Q: What about the kitchen in the old area?

A: The space where the current kitchen is shown on the Master Plan as a storage space. The current kitchen will be replaced by a smaller kitchen in a different location that will serve the needs of the preschool and small events.

Q: How will the Community Table and Food Box Program be affected?

A: The new kitchen will be a vast improvement over what we now have—there will be more space, proper venting, safer modern appliances, and great seating space for the meal. For the food box distribution, we are proposing that families drive to the front of the building to pick up groceries, but one of the other routes could also be used—this will also be beneficial compared to the present situation where carts are pushed across grass and a steep parking lot.

Parking:

Q: What about parking spaces – how many additional parking spaces will there be?

A: Once we apply for building permits the City of Portland will do a parking assessment and we will have to comply with their requirements. Since our highest parking needs occur on the weekend, we will not be required to have as many as a normal retail business—but we want to have more than the minimum number required to accommodate our members and we are estimating an additional 35-40 spaces. We recognize that parking is an issue and everything is being done to meet the needs. In addition to vehicle parking, there will be bike stalls. We are working with Portland Department of Transportation to make sure we meet and exceed bike storage and access.

Q: Did we consider a parking structure?

A: Yes, but the costs for a structure are exorbitant and it is not attractive in a neighborhood.

During Construction

Q: What about the groups using the Shalom Center during construction?

A: During construction we will have to share limited space and will perhaps need to make adjustments to schedules in order to accommodate as many St Luke groups and ministries as possible on site. This will be for relatively short time (9-12 months) and we will all have to be flexible!

Q: Where will the SLY space be and where will they meet during construction?

A: The space planned for SLY is on the ground level of the existing building at the west end of the Sanctuary wing. We will keep the Vermont House as long as possible, and once it is removed SLY will utilize shared space. Once we have a new building, if the SLY space is not yet built, SLY can potentially use part of the new multipurpose space.