



Finish the Work Plan

St. Peter Lutheran Church and School

Macomb, MI 48042

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www.splcs.com

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Our mission at St. Peter is to glorify God by making and growing

disciples of Jesus Christ who...

- **Worship God**
- **Know Him and learn His ways**
- **Live as Christians in our callings**
- **Witness in our places of influence**

Executive Summary

This *Finish the Work* Plan is presented to the members, friends and leadership of St. Peter Lutheran Church and School. We pray that, in everything we do, God may be glorified through Jesus Christ!

It has been a blessing that God led us in 2006 to determine that we should wait to finish the interior of the designed Office Space and Fellowship Hall. Both of these facilities have been used for important ministry opportunities over these eight years including storage for books used for fundraising to benefit children in our community through Macomb Charitable, inventory for Gifts For All God's Children, needed storage for numerous other ministries, a food pantry to provide much needed food to the underprivileged, and storage space for our previous furnishings in Kaiser Hall.

We have grown! We are now ready to use our facility in the way it was planned, but also with a new and improved vision and intentional focus that we would not have had originally.

“What God starts, God finishes.” This is a quote from President David Maier’s sermon at Bethany Church in Detroit, June 22, 2014. It is fitting in this plan to comprehend how God leads us in His timing. He has blessed us individually and as a ministry dedicated to growing His people and reaching out to the lost. This plan is to complete the facility, as a tool for His will and desire to “fill up heaven.”

This document lays out our plan and the conviction that it should be completed now. We have the right people in place to develop and manage it, the funding to support it, the clear need for it and the vision for it.

Most of all we have the Mission Component---to seek and serve Christ’s people now and far into the future. With this vision we are confident that St. Peter Church and School will be well positioned to continue being a beacon for all, until the Lord Jesus returns in glory.

“Now you should finish what you started. Let the eagerness you showed in the beginning be matched now by your giving” (2 Corinthians 8:11 NLT).

Objective

To utilize the St. Peter campus and all its facilities to its full potential for ministry, mission and education through these steps:

a) Replacing and Modernizing the south parking lot... for improved handicap functionality, safety, longevity and beautification.

b) Completing the interiors of the Fellowship Hall and Ministry Center/Office Wing... and therefore fully utilizing and benefiting from all the features and functions of these areas.

c) Developing and Repurposing areas and rooms that are currently used as interim spaces for new, long-range purposes that will provide growth for our ministry, especially Day School.

Vision Statement

In everything God glorified through Jesus Christ!

Description of Proposal

The vision of a new fellowship hall and combined office space has been carefully crafted for many years. Our initial building project, approved and then finished in 2006, constructed our new facility with certain ministry specifications, traffic patterns and building usage expectations, safety, handicap accessibility and growth plans. Now continuing the vision, we are ready to proceed with God's plan for St. Peter's future.

Our Architect, Anderson, Eckstein & Westrick, Inc. and our Build Out Committee have developed a professionally designed and engineered completion plan for our new space. They have contributed an invaluable point of view throughout the planning process. Their expertise has led us confidently and efficiently to a comprehensive and highly functional building plan.

In addition, the Trustees have been working hard to take care of our property, including a careful plan for maintaining our parking lots. The south parking lot in particular requires some attention. We thank our dedicated trustees for taking the time and effort to develop a plan.

The new Fellowship Hall and Office Space is poised as a perfect marriage between the timeless beauty of our sanctuary and the functional aspects required of a 21st century facility and campus.

The proposal approved at the July 22, 2014 Voters' Meeting:

1. Authorize the Finance Board and Business Manager to secure \$400,000 additional loan funds from Michigan CEF to be added to our existing mortgage. (We currently have authorization up to \$500,000.);
2. Authorize the Board of Trustees to award the south parking lot project contract (up to \$150,000) to S & F Construction and to arrange for the beginning of work as soon as possible;
3. Authorize the Build Out Committee to award the building contract to Wing Construction (up to \$721,000) and to arrange for the beginning of construction as soon as possible;
4. Authorize Council to appoint Owner Representatives to work with the General Contractors to manage the projects on behalf of our ministry;
5. Authorize the Finance Board and pastors to form a campaign team that will be responsible for fundraising to furnish the new areas and, in time, arrange for the purchase of needed items.

Plan Strengths

- Improved security for our school and preschool with separation of administration areas... protecting our students and employees.
- Convenient access for individuals and families to the Church Office.
- First rate handicap access during functions including restrooms.
- A central Ministry and Business Team office area (Church and School) to make best use of time, coordinate plans and efforts, and promote a true excellence in their work together.
- Repurpose areas and rooms that will be opened up or "freed up" with the completion of this plan including: Kaiser Hall lounge, Student Recruitment Office, Room 1, Room 6 (as the school desires), Room 17 (current School Office), room 28 and perhaps other space.

- We will no longer need to utilize the Library, the Music Room, Room 28, or other School areas for meetings, Bible Studies, Baptism Orientations, pre-marriage retreats, etc.
- New loan balance is less than our original mortgage from 2006.
- The Fellowship Hall (FH), next to the sanctuary, will be a catalyst to making connections between members—long-time members and new members, new members and potential new members, the possibilities are endless.
- Reach out into the community by hosting events in our Fellowship Hall.
- We will have much-needed spaces, convenient to pastors, principals, records, and copy facilities, for the variety of leadership, board, and committee meetings and for the frequent daily meetings with families and guests to our campus.
- The south parking lot will be repaired/restored adding many years of life to that resource.
- Accessibility from the south parking lot may be improved.
- Church Extension Fund has given preliminary approval to add this funding to our existing loan.
- Mission component will extend the word and love to Christ to more people.

Opportunities

- To finish the master building plan begun early in 2003.
- Expands our SERVING center facilities-our office space is a place for serving and so is our Fellowship Hall!
- Benefits for all age groups.
- Help the church to grow membership, human care ministries and community.
- Improved collaboration within staff.
- Complete a much needed south parking lot repair which is a big component of facility management of capital improvements.
- Develop new uses for space vacated.
- Grow our fellowship with one another.
- Expands our educational, leadership and collaboration opportunities.

Threats

If we do not do it:

- No approval threatens the ability for the launching the Strengths and Opportunities.
- If not now, when? Variables such as interest rates, cost and availability of building material, needed resources etc. all can change to our detriment.
- Ministry growth potential slowed.
- Growth in the future compromised.
- Continuing security issue for school during church events (e.g., funerals).
- Ongoing deterioration of south parking lot.

Threats

If we do it:

- Operational budget will have a nominal impact.

Weaknesses

- Mortgage loan duration is extended
- Additional utilities and maintenance expense.

Financial Management

9/20/2004 Original Loan for: \$6,000,000 Interest Rate 4.75%

6/10/2005 Price increase \$300,000 Interest Rate 4.75%

5/20/2006 Organ Install, Landscaping, A/V \$300,000 Interest Rate 5.75%

Total Final Loan Amount (May, 2006) \$6,600,000

Loan Repayment to date \$1,096,236.

January, 2014 Additional loan approval amount \$500,000. Interest Rate 3.25%

Amount Drawn on Loan (July 2014) \$25,267 (We still have available \$474,733)

Note: Our monthly mortgage payment to Michigan CEF does not change with the additional borrowing. The length of the note increases, depending on the amount borrowed.

1. Current loan balance with CEF: \$5,503,764. **We are current with our loan payment.**
2. Current Amortization length: just under 198 months (16 ½ years). **The maximum "Amortization period" with CEF is 25 years or 300 months.**

3. If we draw on **all** of the approved \$500,000 amount, then our amortization length is **221 months** (18.4 years).

4. If we draw on an additional \$400,000 (for a total of \$900,000), then our amortization length is **242 months** (20.1 years). The new mortgage balance would be \$6,378,497.

- 1) We have added \$15,000 for increased operational expenses for our budget 2014/2015. We will track and adjust future budgets as needed.
- 2) A campaign team will be charged with raising funds for this project, above all, including furnishings.
- 3) Under the direction of the Business Manager and Administrative Staff, we will create a detailed policy and process for a fee-based usage program for the Fellowship Hall and other areas.
- 4) Under the direction of the Council and Administrative Staff, the Business Manager is charged with reviewing all other business/fee based relationships in our organization and make appropriate modifications to the agreements.

Action Items

Approval Process

Action Item	Responsible	Target Date
Approval of <i>Finish the Work Plan</i>	Council	July 17, 2014
Approval of Proposal/Motion	Voters	July 22, 2014

Building Plan

Action Item	Responsible	Target Date
Award contract to builder	Trustees Build Out	July 24, 2014 or asap
Appoint Owner Representatives	Council	July 24, 2014
Initial meetings between Contractors and Owner Representatives	Council	August 1, 2014
Develop Construction Timeline and Church and School Operations Plan	Administrative Staff	August 15, 2014
Develop Schedule for Finish the Work Updates to Church and School	Council	August 21, 2014
Develop Schedule and Process for Updates from Owner Representatives to Council	Council	August 21, 2014
Coordination with Owner Representatives	Council	Ongoing until completion
Interior Design Plans with General Contractor	Council	September 1, 2014

Communication

Action Item	Responsible	Target Date
Develop an overall communication plan	Council	August 21, 2014

Finance

Action Item	Responsible	Target Date
Obtain \$400K additional Line of Credit/loan funding building plan	Treasurer, Council, Finance Board	July 23, 2014 or asap
Begin fundraising Campaign planning	Pastors, Business Manager Finance Bd	August 1, 2014
Establish accounting procedure and tracking for designated funds donated	Business Manager Finance Board	August 1, 2014
Plan and oversee the project requests for draws against loan	Finance Board	Ongoing until completion
Obtain approval from CEF for full 5 year refinance of balloon when project is complete	Business Manager and Finance Board	On completion of projects
<p>South Parking Lot Project</p> <p>Repaving \$141,000 Drainage \$8,000 Restriping \$700</p> <p>Total: \$149,700</p> <p>Note: The Board of Trustees strongly recommends that S & F Construction, with a total bid of \$149,700 be awarded the contract for completion of the south parking lot replacement. This recommendation has been received and supported by Council.</p>		

Interior Projects

Detail of Estimated Expenses

BASIS OF BID	WING
	AMOUNT
<u>FELLOWSHIP HALL, ITEM OF WORK</u>	
Demolition	\$ 500.00
Wall Finishes	\$ 1,000.00
Floor Finishes	\$ 30,000.00
Ceiling Finishes and Systems	\$ 70,000.00
Plumbing	N/A
HVAC Systems / Duct Work	\$ 11,000.00
Fire Protection	\$ 4,500.00
Electrical Power Systems	\$ 8,000.00
Electrical Lighting Systems	\$ 35,000.00
All Items Not Covered Above	\$ 20,000.00
Mobilization	N/A
Overhead & Profit	\$ 15,000.00
Owner Directed Contingency	\$ 14,500.00
SUB-TOTAL FELLOWSHIP HALL	\$ 209,500.00
<u>FAMILY ROOM, ITEM OF WORK</u>	
Demolition	\$ 300.00
Doors	\$ 1,700.00
Wall Finishes	\$ 1,000.00
Floor Finishes	\$ 1,800.00
Ceiling Finishes and Systems	\$ 1,000.00
HVAC Systems / Duct Work	\$ 500.00
Fire Protection	\$ 500.00
Electrical Power Systems	\$ 500.00
Electrical Lighting Systems	\$ 1,000.00
All Items Not Covered Above	N/A
Mobilization	N/A
Overhead & Profit	\$ 1,000.00
Owner Directed Contingency	\$ 1,700.00
SUB-TOTAL FAMILY ROOM	\$ 11,000.00
<u>KITCHEN, ITEM OF WORK</u>	
Demolition	\$ 1,000.00
Doors	\$ 1,000.00
Wall Finishes	\$ 1,500.00
Floor Finishes	\$ 3,000.00
Ceiling Finishes and Systems	\$ 2,000.00
Hoods	in HVAC
Plumbing	\$ 26,000.00
HVAC Systems / Duct Work	\$ 30,000.00

MAU	
Fire Protection	\$ 1,000.00
Electrical Power Systems	\$ 4,500.00
Electrical Lighting Systems	\$ 2,000.00
All Items Not Covered Above	N/A
Mobilization	N/A
Overhead & Profit	\$ 5,000.00
Owner Directed Contingency	\$ 12,000.00
SUB-TOTAL KITCHEN	\$ 89,000.00
OFFICES, ITEM OF WORK	
Demolition	\$ 3,400.00
Walls	\$ 90,000.00
Doors	\$ 25,000.00
Wall Finishes	\$ 15,000.00
Floor Finishes	\$ 35,000.00
Ceiling Finishes and Systems	\$ 40,000.00
Counters and Cabinets	\$ 45,000.00
Plumbing	\$ 12,000.00
HVAC Systems / Duct Work	\$ 16,000.00
Fire Protection	\$ 6,000.00
Electrical Power Systems	\$ 13,000.00
Electrical Lighting Systems	\$ 28,000.00
All Items Not Covered Above	\$ 33,000.00
Mobilization	N/A
Overhead & Profit	\$ 20,000.00
Owner Directed Contingency	\$ 29,900.00
SUB-TOTAL OFFICES	\$ 411,300.00
TOTAL BASE BID	\$ 720,800.00
Alternate No. 1 - (Deduct) Folding Partition	\$ (39,000.00)
Alternate No. 2 - (Deduct) Family Room	\$ (6,500.00)
Alternate No. 2 - (Deduct) Kitchen	\$ (65,000.00)
Voluntary Alternates	\$ (71,150.00)
TOTAL BID WITH ALTERNATES	\$ 539,150.00
% for additional work	10
Days to completion	90

Note: The Build Out Committee strongly recommends that Wing Construction Company, with a total bid of \$721,000 for both projects, be awarded the contract for completion of our two areas. This recommendation has been received and supported by Council.

Facts and Figures 2014 Building Projects (Ministry Center and Fellowship Hall)

2009 Michigan Building Code (Taken from Architectural Drawings)

Fellowship Hall: 5650 square feet 377 person load occupancy

Kitchen: 700 square feet

Ministry Center: 8325 square feet 84 person load occupancy

Fellowship Hall Furnishings

Tables Needed: 10-person round: 40 8-person round: 50

Chairs Needed: 400

Wall Television Screens: 2

Sound System:

Kitchen Appliances and Furnishings

Analysis in process - Final list to follow.

Ministry Center Furnishings *(Note: majority of existing desks and chairs to be moved)*

9 Large Offices (apprx 12 x 17): Each... 1 small table, 4 guest chairs

2 Small Offices (10 x 11): Each... desk and chair, 2 guest chairs

2 Secretary Offices

1 Family/Children's Room: 5 chairs, toys, books, etc.

1 Large Workroom (apprx 20 x 38 ft): 12 rectangular tables, 36 chairs

2 Small Workrooms (apprx 13 x 18 ft): 4 rectangular tables, 20 chairs

Lobby Counter:

Lobby Chairs: 20

Sunday a.m. Reception Counter:

Sunday a.m. Reception Chairs: 8

Lounge: 1 small table, 4 chairs

Storage and Records Rooms: tbd