Due to life threatening safety issues and ADA violations, implement a plan to fix them or relocate

Strategy #1 Facilities

Plan# 1	Plan Description	Person(s) Responsible	Staff/Volunteer	Due Date	Status: R, Y, G	Comments
1	**Assessment of deficiencies and assets**					
1	Expand the facilities committee to 7 members	Facilities Team		9.15 2020	**G**	Added Karen and Bill Smith
2	Conduct a thorough examination of safety/code and ADA violations	Facilities team/	Report of Andrew Consulting Engineers Architectural firms	9.2021	**G**	Team has toured the building and reviewed report of Andrew Consulting Engineers Architectural firm, WKWW, will conduct thorough exam as part of their due diligence
3	Cease use of unsafe spaces until the problems are rectified	Facilities Team	Parents and Children's Ministry Volunteers	9. 2021	**G**	As per Gray Hudson of WKWW, the rooms are being used as originally designed and may continue to be used as such. Mr. Hudson also recommends the development of a Safety and Emergency Plan which would include training for all staff, children and volunteers.
4	Locate children first grade and younger to a space at grade level when possible	Facilities team/ rector	stakeholders	12.2022	**Y**	In regards to current code, Grason Hudson recommends that children first grade and younger be located at grade level when possible
5	Develop a Safety and Emergency Plan	Sr. Warden, Facilities Team Chair, Children's MInistry Coordinator	Nursery staff, teachers, volunteers	12.2021	**G**	As per Mr. Hudson's recommendation, a Safety and Emergency Plan has been developed for use with Children's Ministry participants. Nursery staff, teachers, and volunteers will be trained in order to train children in proper procedures, including

						evacuation for each type of emergency
6	Develop three core competencies that St. Paul's is known for to consider and incorporate in the renovation/rehabilitation or relocation	*WKWW	Staff Stakeholders	9.2021	**G**	*WKWW is the architectural firm chosen to lead us through Phase I which will include an urgent needs assessment as well as program and long range planning. The firm is represented by Grason Hudson, principal architect
7	Develop a list of space needs for worship/music, education, administration/site and fellowship/outreach	WKWW	Staff stakeholders	9.2021	**G**	Architectural firm will develop this list based on in depth program studies
8	Develop a questionnaire to lead discussion amongst stakeholders	WKWW	Facilities Team	5.2021	**G**	WKWW will provide a template for the questionnaire which the team will modify to meet needs specific to St. Paul's
9	Share St. Paul's documents regarding facilities with WKWW	Steve	Ellen Weig, archivist Gentlemen of Noble Poverty	6.2021	**G**	Historical documents have been compiled, scanned and shared with WKWW; GNP will update critical needs spreadsheet; systems and access reports
10	Create media blitz announcing stakeholders' input meetings	Team	Clergy Communications team Facilities Team Graphic designer	4.2021-	**G**	Using logo/theme created by graphic designer, create a media blitz to announce meetings: sermons, social media, website, postcard, announcements, etc. Include tech support assistance offer in all communications Create positive energy and excitement through * countdown, "coming soon" posts and announcements
11	Establish dates for stakeholders' input meetings via Zoom using link on website and/or sign-up via Eventbrite	Teresa WKWW	Julie Martin-tech support, WKWW, Facilities Team will act as moderators	6.2021	**G**	Opportunities for all stakeholders to share input will be made available via zoom. Stakeholders may choose area of interest: music/worship; education; fellowship/outreach; administration/site. Facilities Team members will serve as moderators, leading each group to consensus

12	Establish date for second stakeholders' meeting to report findings of first meetings via Zoom using link on website and sign-up via Eventbrite	Teresa WKWW	Julie Martin-tech support	6.2021	**G**	Gray Hudson will frame this meeting for all stakeholders to hear reports from all program areas.
2	**Cost assessment for major rehab**					
1	Develop a Request for Proposal(RFP) to send to architectural firms	Mona & Steve	Facilities Team	10.22. 2020	**G**	
2	Create a list of possible architectural firms with experience and expertise in Episcopal Church and parish hall renovations, as well buildings with historical significance	Facilities Team		10.15. 2020	**G**	
3	Send RFPs to architectural firms	Facilities Team	Carl	10.22. 2020	**G**	*RFPs were sent to 10 firms*
4	Invitation to a facilities tour made available to interested firms	Facilities Team	Carl	10.22. 2020	**G**	
5	Facilities tours conducted		Keith, Mona, Ruth, Spencer & Steve	11.5. 2020 3.2021	**G**	Architectural firms were given the opportunity to tour the facilities in November 2020. All vestry members were invited to tour the facilities in late February/early March
6	Submittal of proposals	Architectural firms	Fr. Ray, Steve Mona	11.23. 2020	**G**	*We have 4 proposals to score*
7	Develop scoring rubric for RFP's	Facilities Team	Mona Lara Stroud	11.20 2020	**G**	
8	Review and score RFPs	Facilities Team		12.31. 2020	**G**	
9	Interview architectural firms	Facilities Team		01.29 2021	**G**	
10	Contact references of potential firms	Facilities Team		02.26 2021	**G**	
11	Recommendation to the vestry to secure funding for the first	Facilities Team		03.08. 2021	**G**	*Vestry accepted recommendation to hire WKWW, an architectural firm*

	phase of meeting Strategic Plan Strategy #1					*specializing in church work, with experience in respecting the historic significance of buildings, while enhancing functionality and modern ministry needs*
12	Submit proposed architectural firm to vestry	Facilities Team		03.08. 2021	**G**	

Plan# 1	**Plan Description**	**Person Responsible**	**Staff/Volunteer**	**Due Date**	**Status: R, Y, G**	**Comments**
13	Develop a long-range plan for facility rehabilitation that addresses urgent needs related to safety and ADA regulations, as well as updating our buildings to meet the ministry needs of the 21st century	WKWW	Input from stakeholders	09.30. 2021	**G**	
14	Develop a cost assessment for the major rehabilitation project	WKWW		09.30. 2021	**G**	
	Capital campaign for rehab or relocation					
1	Lay groundwork for capital campaign through effective communications: Powerpoint presentations to the vestry; Adult formation presentation	Facilities team		10.08. 2020 Vestry 10.18. 2020 Adult Formation	**G**	
2	Plan the capital campaign with the cost assessment from long-range plan in mind	Strategic Plan Teams & Vestry		09. 2021	**G**	
3	Announce architectural firm to parish: e-news, social media, powerpoint,	Facilities Team	Staff Communications team	6.2021	**G**	Sr. Warden's letter to parish, announcements, social media posts, powerpoint presentation, etc
4	Develop a logo/theme for all communications regarding facilities work	Team	Local graphic artist	4.2021	**G**	Commission a local graphic artist to develop logo and theme to be used in all

						communications, social media, presentations etc.
5	Request loan from St. Paul's Endowment Board to cover architectural fees until grant monies and/or donations are secured	Teresa	Senior Warden will make request on behalf of vestry	6.2021	**G**	
6	Write grant proposals to cover costs of architectural fees	Team St. Paul's Grant Commit tee	Steve GNP WKWW Will support work with pertinent documents and information	9.2021	**G**	St. Paul's Grant Committee will submit grants to three foundations requesting monies to support the work of Phase I, which will provide a needs assessment and programming plan, as well as long range planning to guide the vestry in making decisions regarding the future of our facilities
4	**Cost assessment for relocation**					
1	Develop a cost assessment for possible relocation	WKWW		03. 2021	G	
2						
3						
4						