

1. Using the recommendations and priorities identified as part of the NLI process, the Facilities Utilization Committee interviewed and surveyed staff, CAML leaders, leadership board members, and other ministry leaders to identify current and future space, storage, and utilization needs. They also gained input from a continuing education opportunity with a company that has built churches all over the nation as well as other resources.

2. The Facilities Utilization Committee presented their findings at a Leadership Board meeting in **May 2021 at a called charge conference per the process laid out in the United Methodist Book of Discipline**. At this meeting, the Leadership board approved moving forward with the development of a Building Committee (the Committee), which would continue the work of the Facilities Utilization Committee. This process is per the Book of Discipline and the role of this committee is to ascertain feasibility through working with an architect, investigate phasing and cost in order to best meet the needs of the church.

3. In May 2021, the Committee began its work, and after considering three architectural firms, selected ZHA Architects, the same firm that previously completed renovations to the church building. The Committee made their recommendation to the Board, who then approved to move forward with ZHA to assess feasibility and then develop some initial designs.

#### **4. WHERE WE ARE NOW:**

The Committee continues to work closely with ZHA to provide details related to our church and ministry needs. Based on this feedback, ZHA is designing floor plan options, cost, and schedule. As options are developed, the Committee will then work with the architect to address any issues or corrections needed to best meet the needs identified by the Facilities Utilization Team.

5. Next, the Committee will present the proposed plan to the Leadership Board to get their feedback and make sure the adjustments made are in line with meeting the needs that were presented back in 2021. Once we feel the concepts discussed are feasible, The Committee will host informational sessions to provide an overview of the plans, process, and answer questions. This all will be shared on the Building a Better Burke webpage.

6. The Committee will meet with the District Building Committee to share the initial proposed plans, as they are the subject matter experts, to guide us through next steps and ensure we aren't missing anything. This step is to receive guidance from those who have been through a church renovation, and nothing is approved in this step. Depending on the cost, there may be an approval process with the District at a later date.

7. At this point, the Building Committee can then do the work of thinking through the phasing and cost process with the architect to come up with a larger plan for the desired changes.

8. Finally, the decision will move to a Church Conference where the Committee will present their recommendation for approval of the preliminary architectural plans, cost estimate, and financial plan by a majority vote of the membership present.

9. If approved by a majority vote, the Committee will begin to move forward with the renovation plans as outlined. If there is not a majority vote, the Committee will identify the Congregation's key concerns and will work with the architect to address these concerns as needed. Work will only begin after renovation plans have been approved by a majority vote at a Church Conference.