

Growing with God: HUMC Facilities Expansion Campaign

Frequently Asked Questions June 4, 2015

Description of Current Facilities

Current Fellowship Hall/Administration Building

The present Administration building (3760 sq footage per floor) was built in 1989. This Admin building includes an office for Admin. Secretary and one for the Sr. Pastor, plus the Church Parlor, a storage closet (now is office for Assistant Pastor) , a kitchen with pantry and a Fellowship Hall that has an Occupancy Rating for 119 diners on the Main Street level plus a Sexton's closet.

On the Church Street (lower) level there are 7 rooms which have been used in various capacities. Through the years they served as: Nursery, 2 children's classrooms, 1 computer room (classroom), 1 Library (classroom), 1 adult classroom (Scout Room) and 1 Board Room (classroom and office for Financial Secretary). Additionally there are 3 storage closets and an equipment room. A small bathroom was tucked between the Nursery and the 1st classroom.

In late 2014 the Trustees completed Phase I renovations of these downstairs rooms to resolve mold problems and to house The Gordon Center for Children (GCC) (a state-licensed Community Day Care Center). The GCC operates from 8 am-5 pm M-F. 4 of the 7 rooms are used by the GCC; the 3 remaining rooms are used for the HUMC After School Program (3 days per week). The Conference Room houses the office of the Financial Secretary, Scout Room and area previously used as the Library are used for S.S. rooms.

Third Floor Office

A large office with closets and storage under the eaves is presently used by the Music Minister fills the 3rd Floor area of the Administration Building. This office includes a skylight.

It is large enough to hold 2 desks. Located immediately outside this office at the top of the stairs is the office of the Director of Children's Ministry (temporary location awaiting completion of Phase II renovations for the Gordon Center for Children) (addition of bathrooms, exterior doors with push bars to meet State codes). Upon completion of the renovations it is expected that she will move into shared space with the Gordon Center for Children office.

Original Church Building

The sanctuary fills the Main Street level of the original Church (approximately 3,760 sq ft). The original Chapel has now been incorporated into the sanctuary. The "Connector" that links the sanctuary with the Administration Building houses bathrooms and the sacristy (approximately 670 square feet). Firewalls separate the "connector" and the Administration building.

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Area beneath the Sanctuary

This space (approximately 3760 square feet) consists of 3 major areas. The largest area is used by the Highlands Pre-School (Allison Tate's program) each weekday morning from 8 a-12 noon. Her program ends at 12 noon. A storage area, children's bathrooms and a kitchenette plus an area where the kitchen's freezers are located, and an equipment room complete this area.

The Trustees recently (March 2015) commissioned a study by Engineer Bob Gregory to test this area for any harmful elements. The study identified mold and lead paint in this area. The Trustees will be addressing these problems as they determine how to best utilize this square footage in the future.

In the afternoons this large Pre-School space is used by other Church programs like the Children's Music Program or recreation space for the children and youth. The High School Youth and the Middle School Youth each have rooms adjacent to the Pre-School. There is a storage room behind the Middle School room.

An elevator was installed in 2014 which is housed in a connector between the old Church building and the Administration building. The elevator provides easy access from Church Street. Other handicap access is provided by a ramp that brings folks onto the front porch of the sanctuary (on the side near the 3rd Street). Handicap access to the Fellowship Hall is via the sidewalk that runs between the Admin. Building and Town Square shopping Center.

Expansion Plans

1. How did the Facilities Expansion Committee (FEC) determine what is needed in our expansion?

The FEC talked to a number of Church members and the Church staff to learn what they saw as additional space needs. From these interviews they prepared a list of all current space and when each was used (all 7 days). We looked at ways that present space could be used more effectively. We separated Needs from Wants and then compiled a Space Needs List that we gave to each of the 3 architects that we interviewed so that they could advise us on how best to optimize our expansion.

2. What are the key elements of the new expansion?

Our space assessment identified the following key needs:

- Worship space for 9:09 service (capacity 295); dining space for at least 240 persons for Wednesday night dinners, special ministries like Community Dinner, Wedding Receptions, Memorial meals following funerals, fund-raising events, special events like Heart of Highlands, plus Vacation Bible School etc.
- Waiting area/vestibule for new Worship/Fellowship area.

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- Improved kitchen (to meet current governmental standards), dry food/ freezer storage areas for food and tables and chairs, new bathrooms for this new dining hall/worship facility.
- Recreation space for Youth/children when inclement weather prevents them from going outside.
- Sexton's closet, mechanical equipment room, Technology closet (Wi-Fi, etc.).
- Improved offices for staff. Currently, the Assistant Pastor is in a closet, the Kitchen Manager (volunteer job) has a desk in corner of Parlor, and the Administrative office is clogged with printers and copiers.
- Space for the Music Ministry to store copies of music, space for Choir robes and folders, storage area for musical instruments, storage for hand bells, and practice area for choir on Sunday mornings.
- Additional classrooms/meeting rooms (to be used for S.S. classes, meeting g rooms, Discipleship studies, etc). Library/Media Room (shared with classroom).

3. Why is the 9:09 service so popular?

Attendees are drawn to the casual style, the music that incorporates both a style of music common to our area and familiar spiritual songs that everyone can relate to. The style of worship is welcoming and non-threatening. People who have shunned traditional worship find a service that they can relate to.

4. Why does the 9:09 service use tables?

Members of 9:09 say that sitting around tables helps them “build family values” similar to how families share meals to builds a sense of community.

5. Why isn't the 9:09 service using the sanctuary since the Fellowship Hall space is so crowded?

There are several factors that make the sanctuary inappropriate for the 9:09 service. One issue is the “scheduling issue”. People begin gathering for the 9:09 service at about 8:45 a.m. This is in the middle of the 8:30 worship service. We do not allow food in the sanctuary and sharing a meal is a big part of the 9:09 service. Plus, the sanctuary has a “fixed” seating that does not allow attendees to share the same sense of fellowship. When you are sitting in rows you are looking at the backs of the people's heads rather than looking them in the eye. Also in the sanctuary there is a formality to worship that impedes the casualness that is so welcoming to so many people. Finally some 9:09 attendees harbor “negative” memories about the strictness of worship from their childhood. Finally by meeting outside the sanctuary, people feel more comfortable to “come as you are” in casual attire rather than feeling that they have to meet a specific dress code that they relate to the more traditional “sanctuary” worship.

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6. Why are we building such a large Fellowship Hall?

Peak attendance at the 9:09 service has already reached 238 people and that service is still growing (yes, somewhat slower than in the past year. Throughout the year we also have 2 or 3 key events that require a dining facility that will seat 250-265. We also have to plan for the future. The last time that we built was in 1989 and that facility lasted us for 25 years. We believe that this new Fellowship Hall will support our Church for many years to come.

7. In the winter our attendance drops. Will the new Fellowship Hall (FH) not be too large for our small numbers?

The new FH is designed to expand and contract based on the number of attendees. The “core” of the Hall will seat approximately 170-180 people. This provides significantly more space than our present Hall which only has a capacity of 119.

When the attendance requires a larger space, we open one of the folding walls (each side) to allow for more dining space. With the “core” and both sides open, the Hall can seat about 245 diners. By using the vestibule we can seat another 50 diners giving us a total seating capacity for dining of 299. This same space will seat up to 435 people in a “lecture style” seating that would be appropriate for plays, musical performances, etc.

When the full capacity of the FH is not required and the folding walls are closed, the spaces on either side of the dining area will be used for classes/meetings or social gatherings.

8. Other than the 9:09 service and Wednesday night dinners, what else will be the Fellowship Hall be used for?

The Fellowship Hall is designed to be a multi-use facility. It will be outfitted with a large screen and audio-visual equipment for presentations, including large monitors that will allow it to connect to the sanctuary to be used as “overflow” on special worship services like Christmas Eve or Easter.

A portable stage can be brought in when events require that functionality. The FH can be used for Faith singers like Sandy Patti or for musical performances (choral performances, hand bell performances or for movies. Wedding receptions, memorial dinners following funerals, community dinners or Mission fund-raisers will all utilize the FH. Vacation Bible School, Youth events, Scout events etc will all use the FH.

Many of the churches that we talked with allow various Community groups like Rotary or Garden Clubs to rent their facilities. HUMC will have to decide if we want to allow this in our new facilities.

The décor of the FH will be such that it will be pleasing for a ladies tea or for a casual bar-b-Que dinner. When inclement weather prevents the children and youth from going outside for recreation, they can use the FH to burn off a little extra energy.

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9. **Why couldn't we just have pushed out the wall of the present FH to give us adequate capacity for our needs rather than having to go down to the Church Street level for our new FH?**

Our present FH will seat only 119 diners. We determined that our new space should support up to 299 diners-almost 2.5 xs our present space. 15 square feet per diner, a large footprint than our current hall is based on. Therefore to support our number of attendees the new space will be much larger.

Using these stats we had the 3 architects look at our facility and make their recommendations for fulfilling our space needs. 2 of the architects offered an OPTION for expanding our present FH. One proposal involved taking over the parlor, the closet, the Senior Pastor's office, Kitchen and pantry and then also pushing out the back wall of the FH. The other proposal involved pushing out the back wall and widening that space. When you include the required space for a kitchen, storage for dry food and for freezers, the required vestibule for handling groups of 175 or more people plus the seating capacity for the dining hall, enlarging the existing Fellowship Hall became very unwieldy. Looking at the proposals for a new FH on the lower level from all 3 architects gave us a more flexible space for our numerous needs. Plus without a new Fellowship Hall, we could not renovate the square footage in the present FH for the offices, updated bathrooms and other classrooms/meeting spaces and music rehearsal space.

10. **The benefits of building a new Fellowship Hall versus expanding our present FH.**

Remember too that with the new FH on the lower level, we now have the option to renovate the old FH and kitchen into new offices, classrooms, music department space, etc. We are also able to move the bathrooms from their present location into the old FH space. This move of the bathrooms allows for future expansion of our sanctuary.

11. **I am concerned that with new Fellowship Hall on the lower level (Church St), it won't be as convenient as our present FH. Why was that done?**

We carefully analyzed the best location for the new Faith and Fellowship Center. When everything was considered the location on the lower level worked out best for a number of reasons:

- Increased congestion for parking on Main Street due to the 2 restaurants located nearby plus the higher number of tourists throughout the year makes it harder to find a parking space during much of the day and early evening.
- Each architect evaluated expanding our present FH. When we viewed their proposals we saw that it would require taking over much of the space currently used by Staff plus we would lose the option of renovating the present FH space for offices, classrooms, bathrooms and Sacristy.
- Our expanded campus will include parking which will simplify access to the new facility. Members who are coming to functions in the new Faith and

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Fellowship Center or are coming to classes/meetings on the Church Street level will find it much more convenient to park behind the Church rather than on Main Street. Persons who are coming to functions in the sanctuary or to see Staff can easily reach the Main Street level via the double staircase or the elevator.

- Handicap access is much improved with this facility configuration.

12. Staff Offices-Currently Jennifer Forrester's office is in a closet and Ann Rose works in the corner of the Parlor. Will there be additional offices for staff with the expansion?

The renovation of the existing FH will provide an office for the Assistant Minister (Jennifer) plus an office for the Sr. Pastor. Both of these offices will include a 2nd door that will allow guests to leave in private (if desired). The new kitchen will provide a desk area for Ann Rose. The new Workroom will provide space for a Visiting Minister. The upstairs office which is currently used by the Music Director will house the Financial Secretary and the Duke Intern. The Director of Children's Services will have a desk downstairs in the GCC office.

13. Why are we moving the bathrooms into the old Fellowship Hall space?

Many of our members complain that they do not like the bathroom entrances in direct line of sight of people in the sanctuary. By moving the bathrooms and updating them, we accomplish 2 goals-improved facilities and large rooms that will handle overflow crowds on special worship services. This will also provide us the option to expand the sanctuary in the future if attendance demands it. Another benefit of this change is a wider hallway connecting the sanctuary to the Administration building thus relieving a bottleneck that we have faced for years.

14. Our present facilities do not provide any space where visitors waiting to see one of the Staff members can wait without sitting in the Church Secretary's office. Will our new facilities provide a vestibule/waiting area?

We are recommending that a portion of the present Parlor be used to provide a waiting area, plus a Media Room/Library plus function as a meeting room/classroom. The new area outside of the Sanctuary (where present bathrooms are) will serve as the new Parlor.

15. How can we justify taking the current Pastor's office and converting it into an equipment room/workroom?

Church staff has requested that we remove the large copiers from the Church Secretary's office and provide a place where volunteers can work to fold bulletins, fold and stuff letters etc. This room fulfills this request plus it will also provide a desk area for visiting Ministers or for temporary staff. Since the FH is moving to the Church Street level the staff has requested a small Coffee Bar/under counter refrigerator.

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16. I have heard that we are including a Memorial Garden in the Expansion Plan. Doesn't this add an unnecessary expense?

Over the years many members of HUMC have expressed interest in having a Memorial Garden/Columbarium on our property. We delayed the implementation of this worship area until we could coordinate it with our overall expansion plan. A Church member is underwriting the cost of the Memorial Garden in honor of a family member.

17. I see that there is a 2nd playground included in the drawings. Why are we adding another playground?

In order to meet State licensure we must add playground space for The Gordon Center for Children.

18. It has been more than a year since the Trustees finished the renovations of the downstairs classroom area but we still have not furnished those rooms. Why not?

Interior Designer, Bill Huff is chairing the Committee that is identifying the best source for furnishings for these downstairs classrooms. As soon as the Committee has identified the furnishings for each room, we will begin finding the fund-raising for these furnishings. Since this area is within the existing Church building, this project falls under the oversight of the Trustees and not the FEC.

19. Our Church has long needed additional storage. Are we addressing this need?

One of the key elements of the Expansion Plan is additional storage in each area. In addition to chair and table storage, a technology closet, a sexton's closet on each floor, and food/freezer storage, there is a Music Library, storage for the hand bells, plus additional musical instruments.

Youth and Children

20. We don't see any specific area in the Expansion Plan for the Youth and Children. Why was it not included? Specific ideas included:

- better classroom/gathering space for Sunday mornings, Sunday evenings and Wednesday afternoons/evenings
- better space for gatherings during the After School Program
- space for recreations (including basketball, volleyball, soccer inside)

Both Paul and Jennifer explained that it was important for the High School and Middle School Youth to have space that "they can call their own". They requested that the space be furnished so that the Youth felt comfortable and welcome. There needs to be a "hangout space" where youngsters can veg plus a space where they can study (separate from the area where they can socialize. They said that it is important to have separate spaces for the High School students and another for the Middle School students. In today's "wired world", it is important that students

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have Wi-Fi access. They also asked for recreation space when inclement weather prevents them from going outdoors.

Regarding the Classroom/gathering spaces:

We believe that there are several options within our present facilities for improved classroom/meeting space for the High School and Middle School Youth (the younger children are accommodated by the facilities that are designed for the Gordon Center for Children). Since the Trustees are responsible for CURRENT facilities, the final decision will be made by them. 2 options that we recommend are:

- a) The Youth could be given the rooms that are presently known as the Scout Room and the Conference Room. Any group that uses these rooms could take over the rooms presently used by the Youth once that area is renovated and the identified problems of mold and lead paint are remedied.
- b) Work out something with Allison Tate's Pre-School so that the large area used by that Ministry is subdivided to provide additional space for the Youth.

The Youth will also use the new Fellowship Hall when it is not scheduled for other events.

During the prior Building Committee review, there was talk about the Fellowship Hall being built as a gymnasium but that idea was abandoned due to the cost and the fact that many members felt that this style facility would not be compatible for many of our services. The FEC talked to a number of churches and visited several who had built their FH's as gyms. After a thorough review and a close look at the costs involved, it was the decision of the majority of the FEC that HUMC could not support a gymnasium. Community Bible Church's FH was built as a "half-court basketball" area and they have stopped using it.

Construction Details

21. I notice that there is work continuing on the downstairs classrooms. What is going on now? I thought that the mold cleanup was complete?

The Trustees are overseeing this work since it is within the existing facility. The work that is being done now (June 2015) is to bathrooms (suitable for both children and adults) and to make further improvements that are required (adding exterior doors with push bars, improving fire retardant finishes) to obtain State licensure for the Gordon Center for Children.

22. How did we evaluate and choose the Architect for this project?

Several Church members recommended architects for us to consider. We talked to 5-6 architects and reviewed our project with them. 3 of the interviewees expressed interest in being considered. Once we had identified our Space Needs, we provided these 3 architects with plans from our present building and the Space

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Needs List. We then met with each architect and toured our facility and the available land so that they could fully understand what they had to work with.

We asked each architect to submit a very high level plan that would best fulfill our space needs. We reviewed these plans and looked at other projects of a similar nature that each architect had completed. We checked references and talked to facilities to see what they would do differently if they were building today. From these evaluations we selected the architect that we felt could best fulfill our needs at the most reasonable cost.

23. What happens if the congregation does NOT approve this design or if we are not able to raise the money to build the proposed plan?

The contract that we have with the architect is for Phase I-to provide drawings to present to the congregation so that they can see what is being proposed. These drawings will be used by the Fund-raising Committee to raise the needed funds. If for any reason (non-approval of the plan or inability to raise the needed money) we do not move forward past the Design Phase, HUMC is liable only for that initial cost of plan preparation.

24. We had a Capital Campaign that started in 2011. What happened to the money that was raised in that campaign?

The Campaign in 2011 was focused on raising the funds to pay off the indebtedness for the last parcel of land that HUMC bought. We received 2 loans: 1 from a member and a second from the Methodist Conference. Funds raised in that initial campaign plus rental income from renting buildings on our Church property have allowed us to pay down the indebtedness so that we owe only \$233,000 as of 6/1/15. Because the congregation did not approve the proposed building plan offered at that time, the campaign did not seek to raise money for the building.

25. I have heard that some folks gave money specifically for the new building and that they did not want their money paid against the indebtedness for the land. What has happened to that money?

Any donations that were specifically designated for New Building ONLY have been maintained in a Restricted Account for that purpose and have been invested until the congregation approves a building design plan.

26. It is very nice that the Town allowed HUMC to close the alley behind the church but wasn't it very expensive for us to have to build a road connect to Spring Street?

Now that the alley is closed and our properties are contiguous, we are able to connect any new construction to our existing building. When you consider the benefits gained by re-directing the traffic closing the alley, the cost of this project is well-justified.

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27. There was a pond on the property that HUMC bought. I notice now that this pond has been filled in. Why was that done? Wasn't it expensive to do this?

Church leaders worried that the pond would be too great a liability as we developed our campus so they worked with the appropriate authorities to gain approval to re-direct the water flow. Since the pond had been created by the sister of the original property owner we were able to receive authorization to fill in the pond. This removed the liability of children falling into the water and drowning. When considering the potential cost of liability, it was determined that the cost of filling the pond was well justified.

28. What will happen to the buildings that are presently on the property where our new building will be built?

There are a total of 5 buildings on the property. Only 1 property is suitable to be kept. The others are either directly in the location where our new building needs to be built or they are in such poor condition that it makes no sense to try to repurpose them for another use. The house on the corner that is presently rented to the Corey James Gallery (where the bronze statues are in the yard) will continue to be rented.

29. Where will the Food Pantry be located once that building has to be razed?

The Trustees are presently working on identifying the best location for the Food Pantry.

30. Do we have a proposed schedule for the Expansion project?

The Expansion Project involves several steps:

Step 1-the building of the new Faith and Fellowship Center (Fellowship Hall and all related areas plus extending the back of the sanctuary to house the areas for the Music Department.

Step 2-Once we no longer need the existing Fellowship Hall for weekly services, we can begin renovation of that space.

Before we can begin any part of the Expansion Project we must complete the following

- The congregation must approve the Plan
- The Fund-raising Committee must raise sufficient funds to underwrite the project
- The Methodist Committee on facilities expansion must approve our plans

31. What about approvals for local and county building departments?

The architect has already previewed the plans with the appropriate local and county building personnel and has received their approval for the proposed plans.

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32. Once we get all of these approvals, what happens next?

As soon as all approvals are received and funding is aligned, we will begin construction. We would hope that if no unexpected delays are encountered that we would be able to complete the new Faith and Fellowship Center in 18-24 months.

33. What is the expected cost of this project?

The estimated cost of the Total project including the new Faith and Fellowship Center, the extension of the sanctuary (Music Dept. space) and the renovation of the present Fellowship Hall is \$ 3.5 million. With each year that we delay, construction costs increase so the sooner we build the lower the cost.

34. What is included in this project cost?

This cost includes the cost of construction of the new facility + renovation of the FH, plus the furnishings for the new areas. It also includes the landscaping and the parking areas.

35. How are we planning to pay for this project?

Tom Stribling is Chairperson of the HUMC Capital Fund-raising Campaign. He and his Committee will be outlining a plan to raise funds from a number of sources.

Our fundraising Committee plans to raise approximately \$ 2.5 million and to finance the remaining \$1 m. We will seek donations from all HUMC members, plus foundations and community philanthropists.