

Special Congregational Meeting

Christ Congregational Church

January 31, 2016

Agenda

- I.) Call to order and declaration of quorum, rules of the meeting
 - Tim Carrigan, Moderator
- II.) Opening prayer – Pastor Matt Braddock
- III.) Review the purpose of the meeting
- IV.) Presentations
 - A.) Overview of Retreat House Discernment Process
 - Cyndy Wright-Johnson, Retreat House Discernment Team
 - B.) Financial Report (Dean Ripple, Treasurer)
 - C.) Presentation of the Retreat House Campus Master Plan
 - Jim Brown, Retreat House Task Force
- V.) Presentation and Deliberation of Motion(s)
- VI. Closing Prayer and Adjournment

Our process for today's meeting

- In the interest of time and as a courtesy to fellow members of the congregation, please self monitor and keep your comments to 2-3 minutes
- Please hold questions until the conclusion of the three presentations
- Please keep your questions focused on the purpose of today's meeting. We can capture other ideas in our "parking lot" for future deliberation.

Purpose of the Meeting

- “...hearing the report of the Retreat House Task Force and of voting whether to adopt a Master Plan for the Retreat House and for other related motions from the Retreat House Task Force that may result from the congregation's decision.”

Review of Retreat House Groups

- **Retreat House Committee**

A standing committee of CCC, reporting to trustees and responsible for the ongoing care and maintenance of the retreat house property. Chaired by Steve Petersen.

- **Retreat House Task Force**

Charged by Executive Council in 2013 with the following:

- Hire an architect to develop a Master Plan for the physical property;
- Determine as accurate a cost as possible for the entire plan;
- Come to the congregation with one recommendation development of a master plan to restore the retreat house to use.
- Chaired by Jim Brown.

- **Retreat House Discernment Team**

Charged by Executive Council in 2015 to discern the congregation's future programming needs at the retreat house. Chaired by Cyndy Wright-Johnson.

Report of the Retreat House Discernment Team

Cyndy Wright-Johnson

Chair, Retreat House Discernment Team

Retreat House Discernment Team Conversations



Retreat House Discernment Team – Our Charge

- Assemble a small group to facilitate a Retreat House program discernment process. This group will coordinate opportunities for the congregation to provide input, but serve primarily in an organizational capacity.
- To facilitate a discernment process that will engage the CCC congregation and community in a focus conversation during the fall of 2015 to identify the potential purposes and programs for the CCC Retreat House property in West Virginia.

Retreat House Discernment Team – Discussion forums

- Display at the 50th Anniversary held at the Retreat House on October 17th 2015
- Four open meetings for in person discussions held at CCC in November and December in the Lounge
- Meetings with Board of Christian Education, Parents of Youth, Executive Council and CCC Staff
- Comments submitted by members in emails, written comments left in the lounge, verbal input before & after worship services
- Two week online survey over the winter holidays
- Retreat House Display that included pictures of past 50 years and comment forms placed in the Lounge from Late October – January 24

Retreat House Discernment Team Focused Questions

- **People** who would like to use the retreat house in the coming 50 years
- **Programs** that can be supported at the retreat house located in a rural part of West Virginia that intentionally is without cell, Fios or cable coverage.
- **Purpose** (Missions and Covenants) that CCC holds in value that can be strengthened by bringing programs and people to the Retreat House and Property.

Retreat House Discernment Team – Summary of Input

First the Numbers:

- Four Conversational Meeting - 30 members of CCC participated in hour long conversations
- 6 written feedback forms were submitted
- 12 Comments placed on model of the Retreat House in the Lounge
- Five meetings were held with Staff, Executive Council, Parent of Youth ~ 35 member
- 36 people participated in the December online survey
- 6 people sent email comments

Uncounted comments during coffee hours and before and after
Christmas Holidays

Quick Math ~ 125

Retreat House – our Second Home

Extension of the Values Mission and Covenants
of CCC

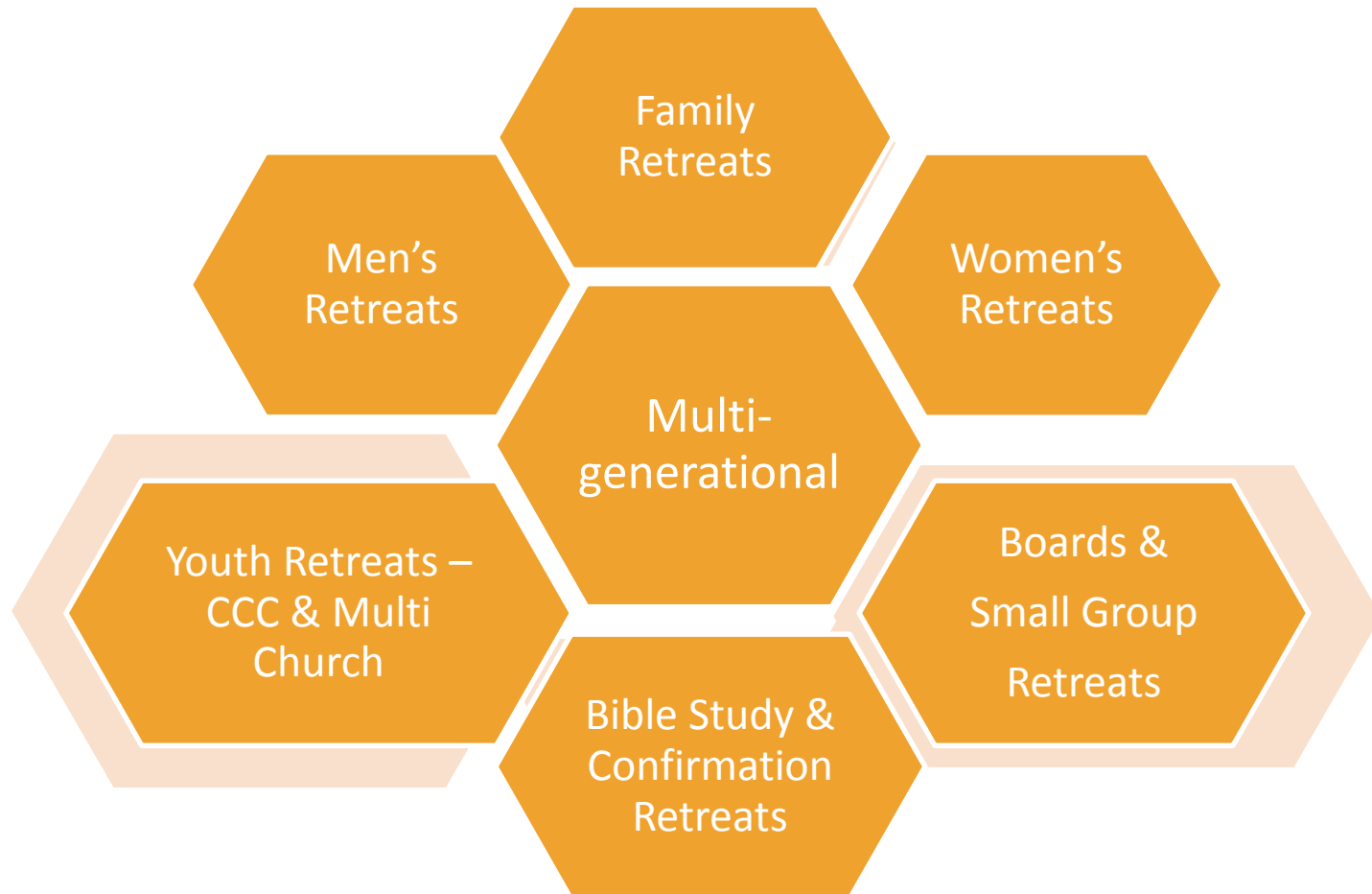
Come as you are

Come as you can

Join us on journeys

Stay for as long as you are able

People



Programs

Fellowship

- Building relationships
- Welcoming new /potential members
- Outdoor worship
- Music
- Outreach activities

Learning

- Nature, ecology, entomology
- History, anthropology
- Art, writing, outdoor skills
- Bible study
- Gardening, farming
- Crafts / trade skills
- Horse back riding
- Music

Healing

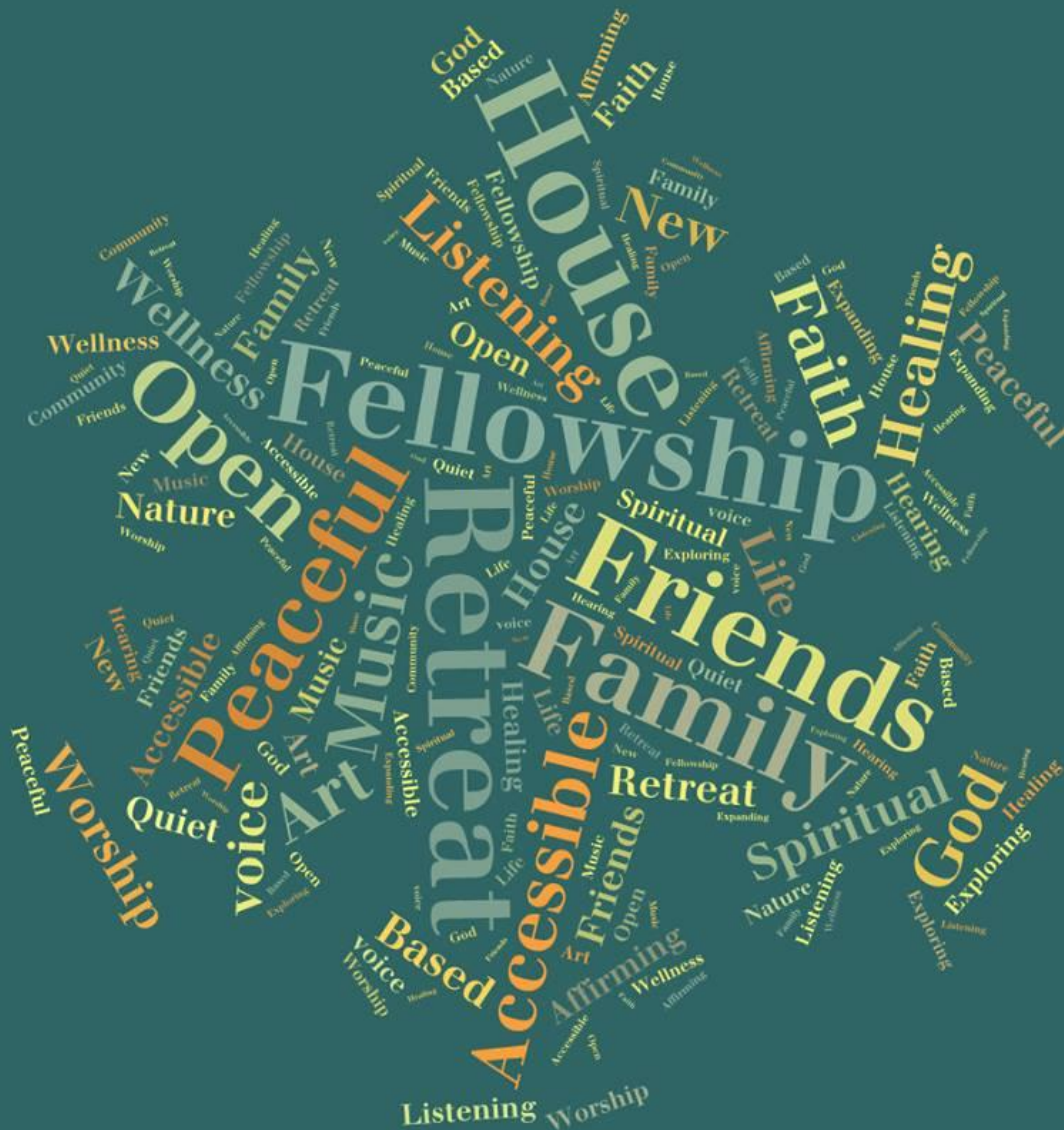
- Quiet/ Silent retreats
- Mediation/ Yoga
- Nutrition/ cooking
- Life Affirmation
- Spiritual Healing
- Experience for children and adults with medical needs

Purpose

- Accessible to All – physically accessible, transportation options, open and welcoming to all in our community
- Extension of CCC mission work with Shaw Community, Gandhi Brigade, Prince George's County program, Interfaith experiences
- Place for life long learning – intergenerational, away from urban/ suburban life, connecting to God in nature
- Ministry and worship in small groups – building new and stronger relationships
- Connect with Hampshire County West Virginia – learn history, understand the land, small farming, help rebuilding/ building in that community

Inspirations

- “... we are recognizing the negative impact of chronic stress on our emotional, mental and spiritual bodies. Having an intentional space for peace, retreat, nature and joyfulness is so very important...”
- “...Our fundamental covenant is that we care for one another. Being together at the Retreat House enables us to get to know one another in ways we can't (or don't) elsewhere...”
- “...As a community of faith grounded in God, it seems easier to sense God and be grounded surrounded by the beauty of nature. It enhances spiritual journeys, and helps us transform ourselves, others and all creation into realms of God's compassion...”



- This is what we heard
- The largest words are what we heard the most
- Thanks to everyone who participated

Comments from Pastor Matt

“I have grown to appreciate what the Retreat House means to CCC. Having been there with various groups and events, as well as with my own family, I see great potential in this plan to further the mission and ministry of our church. I look forward to a prayerful and honest conversation about how this property can continue to be a place of spiritual formation that is safe, fun, and in line with CCC's covenantal values.”

Yours on the journey,

Pastor Matt

Financial Report: Retreat House Funds

Retreat House Expenses, Funds,
Balance, and Other Considerations

Dean Ripple, Treasurer

How is the Retreat House Supported by the Unified Budget?

Yearly support:

| | |
|------------------------------|----------------------------------|
| Property liability insurance | \$1500 (estimate) |
| Maintenance & taxes | \$3300 (FY15 budget as estimate) |
| Total | \$4800/yr |

Unified Budget expenditures on the Retreat House property are approximately 2.5% of our total property expenses

Additional Retreat House expenses are covered by user fees

Questions & Answers

Q: What happens to the Retreat House funds if the master plan is not approved?

A: The funds remain committed to the Retreat House.

Q: Can all the Retreat House funds be used for the restoration?

A: In brief, there are no restrictions. The total amount from all funds could be used for the renovation. Historically, the Retreat House (Maintenance) Fund has been used for maintenance expenses, but there is precedent to use that fund for renovation projects.

Q: If we raised \$180,000 for the Retreat House, why don't we have \$180,000 in cash available for the project?

A: Deficit budgets (especially in the past year) have required us to draw down accounts. CCC has improved its cash balances substantially in the past six months to help correct this problem.

Retreat House Task Force Master Plan Presentation

“Develop a Master Plan to retool the
Retreat House property”

Jim Brown - Chair, Retreat House Task Force
CCC Congregational Meeting
January 31, 2016



Photo: Reader & Swartz, Architects

Brief History

- Congregation decided to retool the Retreat House by committing funds from capital campaign; February, 2012
- Executive Council appointed Task Force in May 2013 to fulfill intent of capital campaign
- Council charged the Task Force to do 3 things:
 - Hire an architect to develop a Master Plan for the physical property;
 - Determine as accurate a cost as possible for the entire plan;
 - Come to the congregation with one recommendation

Congregational Participation

- Task Force members include a Trustee and members of Retreat House Committee
- Regular appearances at Council meetings
- Moderator & Senior Minister received minutes and were welcome at all meetings
- Communications: website, newsletter, annual reports, informational meetings, email articles and announcements
- Representative group participated in 2 design charrettes with architects; Jan/March 2015

Key Findings & Developments

- Over \$200,000 required to bring the house into compliance with current fire and life safety codes
- Consider the Retreat House property as a total campus
- Proposed master plan
 - Maintains the current house for programming use
 - Uses bunkhouses (sleeping cabins) to address fire and life safety code compliance
 - Focuses our resources towards making the campus useable for ministry and programs within months of starting Phase I
 - Incorporates priorities and design considerations identified by various focus groups since 2005 and re-affirmed in the January 24th 2015 Charrette meeting

Master Plan – Key Points

- Aligns with and supports Discernment Team findings
- Roadmap to the future – adopting plan is a first step
- Incorporates solutions proposed by members:
 - Can readily be implemented in phases as programming & resources grow
 - Can incorporate hands-on labor from CCC
 - Is cost-effective

Preparation for Special Congregational Meeting

- Developed a master plan to re-tool the Retreat House property
 - The Task Force will move that the congregation adopt the master plan
 - The Master Plan will be the guidebook for future renovations and re-tooling efforts
- Analyzed project components to develop a single proposal to initiate the re-tooling effort (Phase I)
 - Sub-set of the master plan project components
 - Influenced by information gathered from the Discernment Team
- Held further discussions with the architects and builder to discuss project costs and optimal staging plans

Proposal for Phase I -- Four Goals

1. Make house and property accessible to all
2. Restore functionality for programming as soon as possible
3. Ensure health & safety of participants through compliance with building & other codes
4. Use the resources available to develop a plan with architects and a builder to accomplish Goals 1-3

Master Plan Summary

Retreat House Retooling - Project Element Details

Kitchen Renovation

- Enlarge kitchen by adding on to the side of the house facing the chapel and on the back facing the hillside
- New additions to kitchen provide for storage of food and equipment; put house in compliance with proper food safety codes
- Install new appliances and cabinets

New Bunkhouses

- Frame out all 3 new bunkhouses; build one; build others over time

Great Room – large all-purpose room for dining & activities

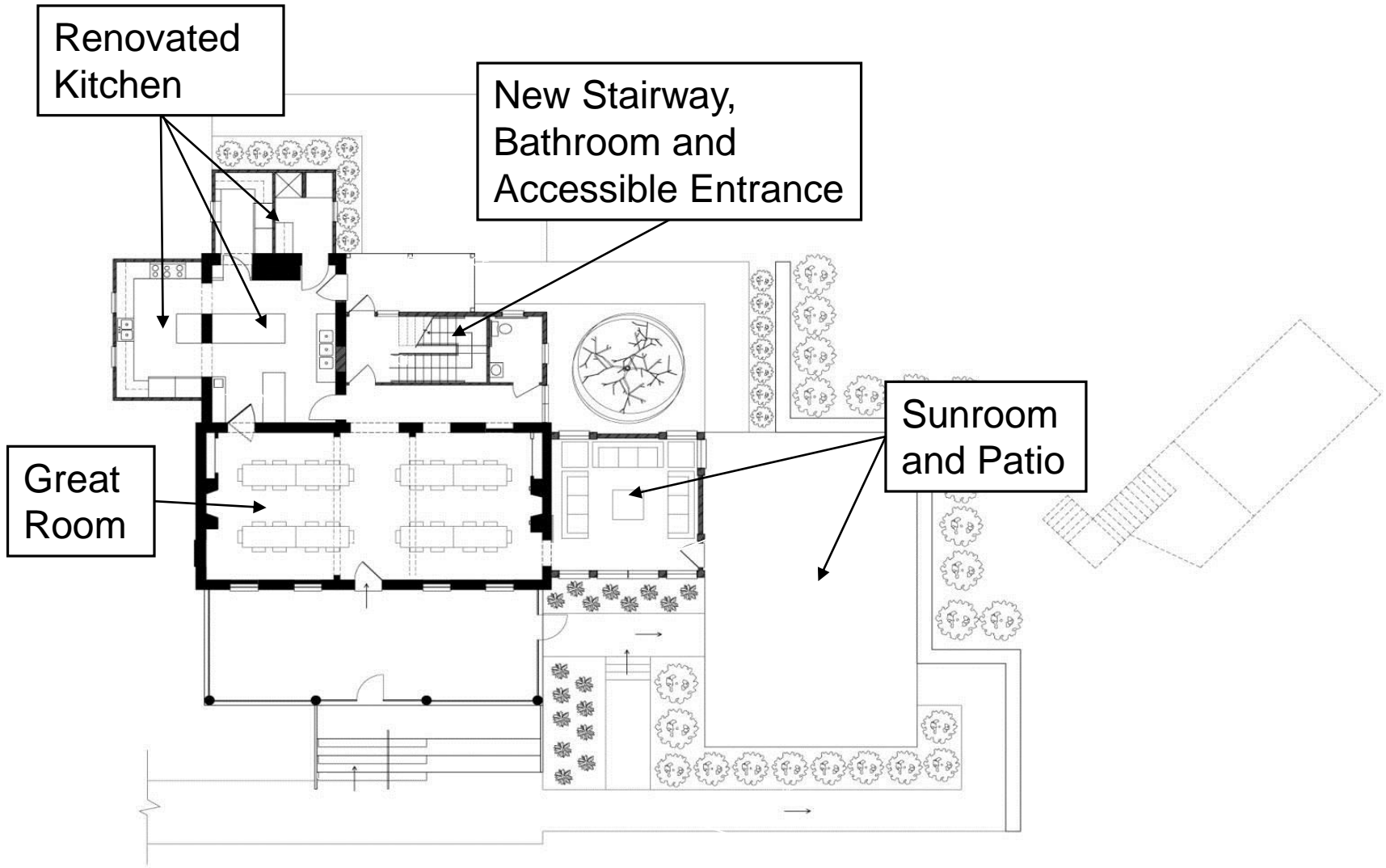
- Add new stairs on rear of house and new 1st floor accessible restroom
- Remove stairway & walls on first floor
- Upstairs impact: new hallway, walls moved, doorways added; new restroom

Sunroom and Patio

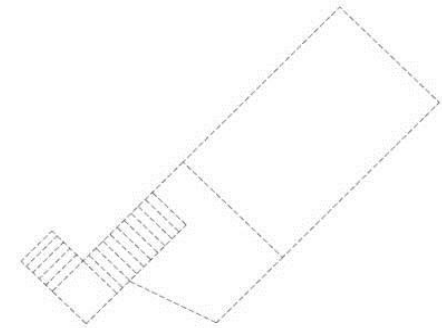
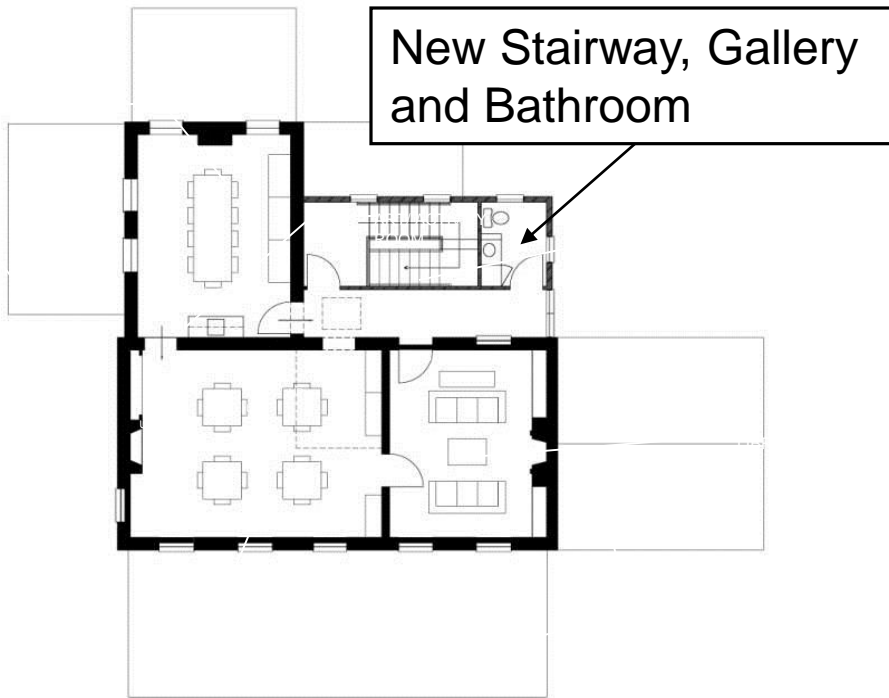
- Widen front porch stairs to create “bleacher seating”
- Demolish storage shed
- Add side terrace and walks (14' x 18')

Other Essentials

- Add ½ bath in existing Bunkhouse
- Point/repair exterior masonry
- Perform needed demolition (back porch, bath off kitchen, storage shed)
- Possible drainage (septic) field renovation
- Accessible trails
- Increase parking

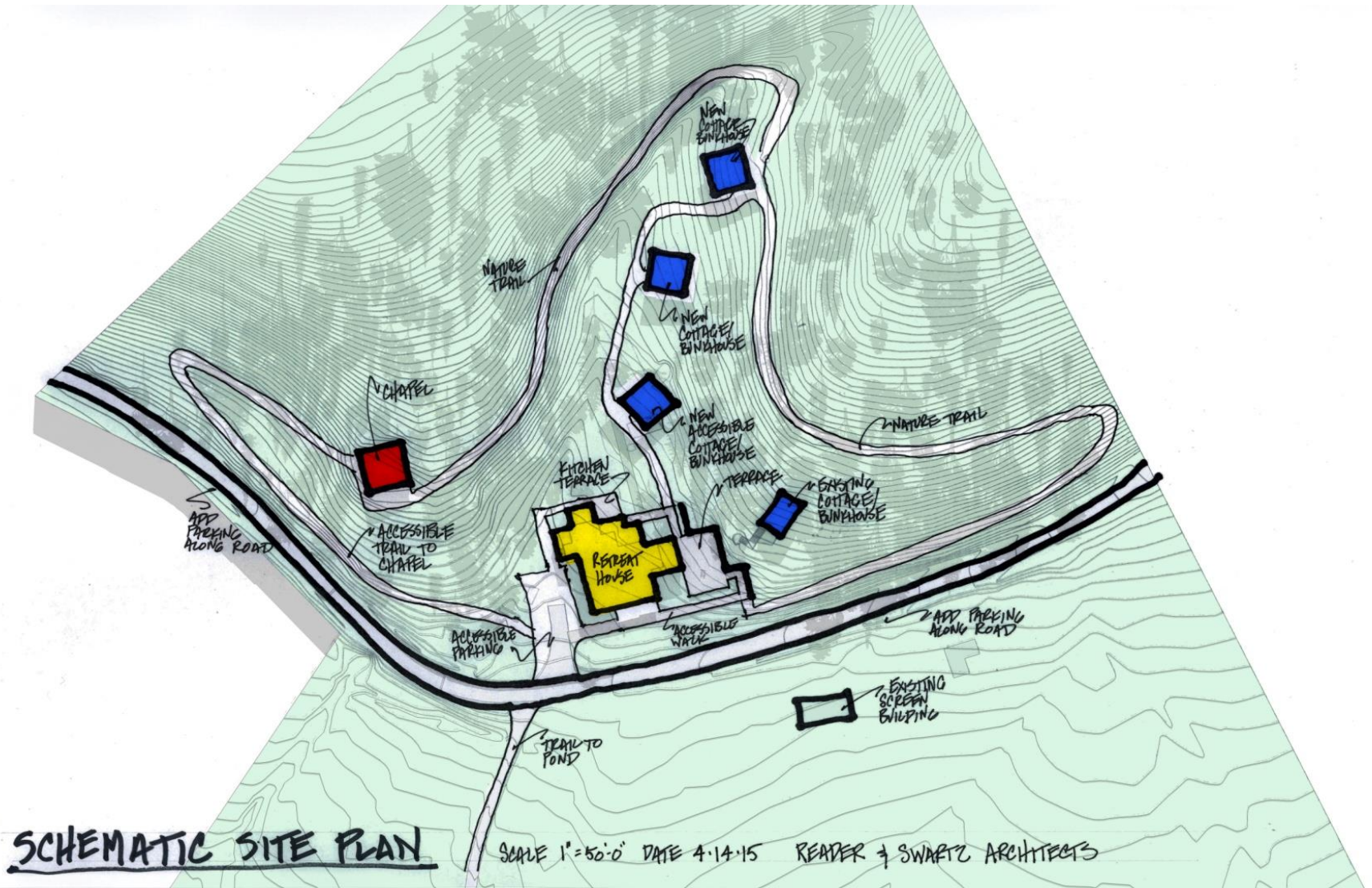


RETREAT HOUSE SCHEMATIC FIRST FLOOR PLAN ELEMENTS

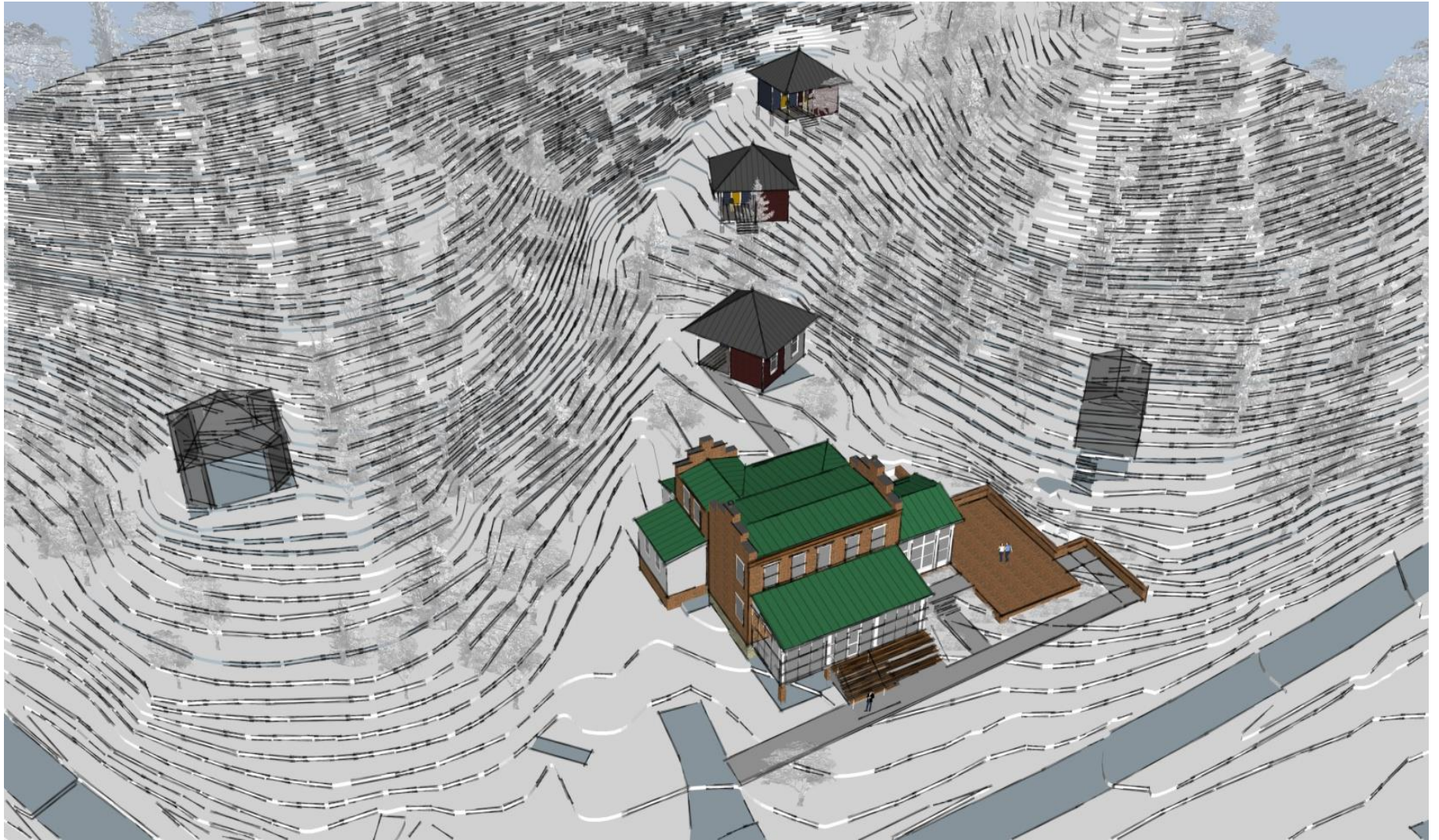


RETREAT HOUSE SCHEMATIC SECOND FLOOR PLAN ELEMENTS

PROPOSED SCHEMATIC CAMPUS PLAN

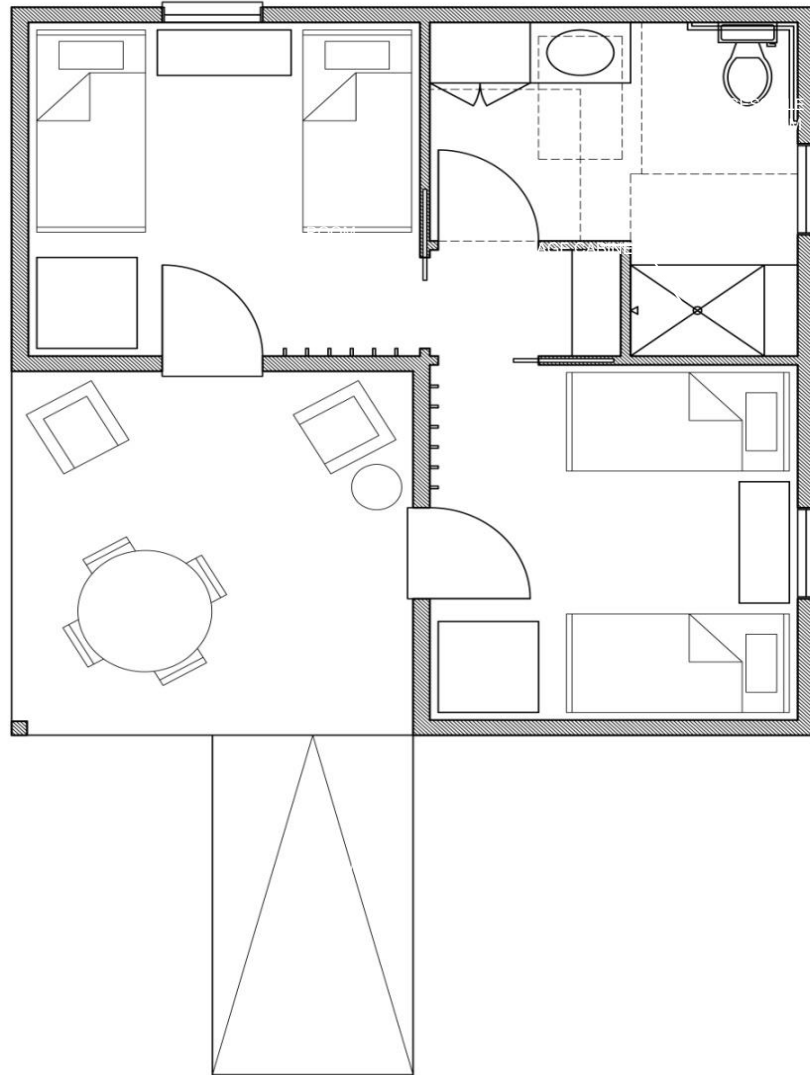


PROPOSED CAMPUS PLAN



Bunkhouse





BUNK HOUSE – SCHEMATIC FLOOR PLAN (ACCESSIBLE)
(Sleeps 4-8 per unit, 12x12 Porch)

Estimated Project Costs

- **December 2015: Met with Architects and Builder**
–December 16th, selected members of the Task Force met at the offices of Reader & Swartz in Winchester, VA with Steve Hottle of Lantz Construction. Steve provided a detailed review of all cost estimates at no charge to CCC.
- **Steve Hottle emphasized** that the numbers are based on non-construction drawings, and based on his 30+ years in the business. As we have been told repeatedly, these figures are as accurate as we will get until the church directs the architects to develop construction drawings.

Preliminary Estimated Costs

\$519,313 – Entire Master Plan – initial builder’s estimate

- Good news: we don’t have to do everything at once
- Figure represents a *construction* cost – does not include architects’ fees for construction drawings and other services; contingency, permits, equipment, furnishings, etc.

\$184,744 - \$326,021 – Construction Costs – Recommended Phase-I Components

- Preliminary estimates of Phase I components
- Many options to be considered before determining hard costs
- Church will need to retain Reader & Swartz to produce construction drawings and retain a builder to provide more accurate building costs

\$25,000 – Construction Drawings –

- Reader & Swartz provided this estimate for producing construction drawings

Second motion includes a provision for coming back to the congregation with a budget for Phase I based on construction drawings and hard numbers.

Recommended Components for Phase-I

- Potential Construction Components:
 - Renovate the Kitchen; install new appliances
 - Re-Point brickwork as necessary
 - Build one accessible bunkhouse
 - Add half-bath to existing bunkhouse
 - Build Back Stairway and new bathrooms on first and second floors

| Construction Component | Estimated Cost | Comment |
|---|--------------------------|--|
| Construction Drawings | \$25,000 | Estimate from R&S |
| Re-point brick | \$8,910 | Initial mason's estimate |
| Subtotal Drawings, other | \$33,910 | |
| Demolition of Porch and Bathroom | \$3,815 | Possible \$0 with CCC labor |
| Kitchen addition construction | \$117,019 | Both "bump-outs" |
| Kitchen Appliances (estimate) | \$30,000 | Used equipment; could be less |
| Subtotal Kitchen | \$150,834 | |
| <<PROJECT Subtotal | \$184,744>> | Kitchen, re-point, drawings |
| New accessible Bunkhouse, with bathroom | \$57,024 | Could be reduced by appx. \$10,000 thru CCC labor and finishing options |
| ½ Bath in existing bunkhouse | \$3,300 | |
| Bunkhouse and bathroom | \$60,324 | |
| <<PROJECT Subtotal | \$245,068>> | Kitchen, re-point, drawings, Bunkhouse, ½ bathroom |
| New back stairs with 2 bathrooms | \$80,953 | |
| <<PROJECT Subtotal | \$326,021>> | Kitchen, re-point, drawings, Bunkhouse, ½ bathroom, rear stairs, 2 more bathrooms |

Motions

1. **Moved**, that the congregation adopt the Master Plan for the Retreat House developed and recommended by the Retreat House Task Force
2. **Moved**, that the congregation authorize the Executive Council to empanel a new Task Force to undertake the following steps to implement Phase I of the Master Plan:
 - a. Work with church staff, boards and members-at-large to identify, prioritize and recommend components of Phase I;
 - b. Retain Reader & Swartz and a builder to provide professional construction estimates based on construction drawings for implementing the identified and recommended priorities; and
 - c. Report back to the congregation with a target date of April 30 with a complete plan and construction budget for Phase I.



50 years of
fellowship,
adventure,
exploring,
learning,
meeting,

And
Ministry to
CCC

Let's decide
what's
next...

Capital Campaign Motion as Amended and passed

February 26, 2012

Resolved that the congregation authorizes the Capital Campaign Committee to develop and implement a plan to raise funds to reduce or retire the church's debt **and to retool the Retreat House property.**

Funds raised will be allocated as follows:

- a. The first \$500,000 raised will go to reduce the mortgage and member loans.**
- b. For every dollar raised above \$500,000, 75 cents will go to further reduce the debt and 25 cents will go to retool the Retreat House property.**

Charge for the RHTF in May 2013

“Develop a Master Plan to retool the Retreat House Property...”