

904 East 38th Street - Sioux Falls, South Dakota 57105 - 605-254-2480

April 8, 2015

RE: Our Savior Lutheran Church
Norfolk, NE
1501

Committee Opportunities for the Members of Our Savior Lutheran Church

The primary purpose of a church building is to provide a setting to present the Gospel and share the love of Jesus. The focus of the special committees formed for the current building project and the people that form the committees is to see that the proposed building serves its primary purpose, providing an efficient and effective format for presenting the Gospel and sharing the love of Jesus. Every effort of the committee is to focus on this opportunity to share.

Mission and Ministry Committee

The members of the Mission and Ministry Committee are the start and the core of any proposed project.

The sole responsibility of the Mission and Ministry Committee is to assist the other committees in seeking, recording and understanding the Mission and Ministry needs of the church, as it relates to program and facility expansion. They should be able to objectively identify the present and future needs of the church and determine if the goals and needs church are being met by a project that will be formulated and identified by the other committees. Members of the church staff and current committees need to be represented on this committee.

Planning and Building Committee

The members of the Building Committee share the responsibility to see that the building project meets the needs of the mission of the congregation. The committee shall be comprised of people that have a broad general knowledge and represent a cross-section of the congregation. They should be able to objectively determine if the goals and needs church are being met by the project.

A committee of individuals committed to the purpose of the committee and the project can function very effectively for the life of the project. The project is anticipated to be active for up to 24 months with committee member participation for the duration of the project.

The committee will work closely with the project manager (Nord, LLC) to assure that the best interest of the church is considered, presented and implemented.

The general responsibilities of the committee, together with the project manager, will include:

- Commitment to prayer for and about the project, the congregation, and the mission of the Church.
- Attend monthly (or twice monthly) meetings to track and report the progress of the design and construction of the project
- Review, advise and approve the Program for Design
- Provide input, review and approve the Schematic Design solutions presented by the architect/engineer.
- Review the budget for construction (prepared by others), including all soft costs
 - Advise the Finance Committee of the total project cost.
 - Together with the Finance Committee, review the scope of the project with the results of the Capital Campaign
 - Revise as required
- Review, provide input and approve the Design Development prepared by the architect/engineer.
- Affirm that planning is in place for implementation of new and expanded programs that are possible as a result of the renovation and expansion.
- Affirm the construction budget and the Construction Documents prepared by the architect/engineer
 - Call special meetings with interested parties for input on special interest areas
 - Music
 - Education
 - Worship
 - Furnishings and finishes
 - Youth
 - Hospitality
 - etc
- Receive bid(s) for construction and advise the Church Council
 - Obtain approval from the Council to proceed
- Report findings and recommendations to the congregation
 - Conduct information meetings as needed
 - Scope
 - Schedule
 - Budget
- Participate in construction process review and approval of pay requests for work complete
- Celebrate the gift of an expanded and renovated facility

Funding and Finance Committee

The members of the Funding and Finance Committee share the responsibility to see that the building project can be funded and continue to be funded within the expanded mission of the congregation. The committee shall be comprised of people that have a broad general knowledge with a special interest in business/finance and represent a cross-section of the congregation. They should be able to creatively and objectively research, present and analyze the mission funding opportunities and financial resources available to the congregation, including but not limited to contributions and term financing.

A committee of individuals committed to the purpose of the committee and the project can function very effectively for the life of the project. The project is anticipated to be active for up to 24 months with committee member participation for the duration of the project. The capital campaign will have follow up components that will endure beyond the initial 24 months for the project development and will last for up to 36 months.

The committee will work closely with the Project Manager (Nord, LLC) to assure that the best interest of the church is considered, presented and implemented. The committee will also work with the capital campaign team (yet to be determined) as required to initiate and complete a successful capital campaign.

The general responsibilities of the committee, together with the Project Manager, will include:

- Commitment to prayer for and about the project, the congregation, and the mission of the Church.
- Attend monthly (or twice monthly) meetings to track and report the progress of the capital campaign and the financial requirements of the project.
- Review the capital campaign results and, together with the Planning and Building Committee determine the scope of the project.
- Research, review, approve and present the funding solutions for the defined project.
 - This may require investigating and initiating alternative private funding sources
- Together with the Planning and Building committee, review the budget for construction (prepared by others), including all soft costs
 - Report the total project cost and advise the Council on implementation.
- Report findings and recommendations to the congregation
 - Conduct information meetings as needed
- Together with volunteers at large, participate in the Capital Campaign as directed by the yet to be named leadership.
- Review and approve all pay requests forwarded by the Planning and Building Committee.
- Celebrate the gift of a renovated and expanded facility

This completes the description of responsibilities for the committees.