

# Master Facilities Planning Team Charter

## Team Purpose / Objective

The Master Facilities Planning Team assists the Pastor, Pastoral Council and Pastoral Planning Committee by generating information characterizing current facilities and their utilization, and by developing conceptual options to satisfy future facility needs so that the Parish is prepared to engage external professionals in defining a major facilities project.

## Team Membership

The Team is comprised of the following membership.

- Two or three members with building / construction experience
- One member with custodial / maintenance experience
- One or two members with desirable experience or expertise (e.g., creativity, leadership, project management)
- One member who is also a member of the Parish Finance Committee
- One member who is also a member of the Pastoral Planning Committee
- One or two members from Saint Andrew School (e.g., School Advisory Council, School administration or School parent)
- The Pastor and Parish Business Manager may participate in Team deliberations from time to time, as needed.

The Pastor appoints members of the Team.

## Guidelines

The Team observes the following guidelines.

1. The Master Facilities Planning Team will collaborate with the Pastoral Planning Committee to develop recommendations to the Pastoral Council and the Pastor.
2. The planning horizon covered by the Master Facilities Planning Team's options is the next 10 years (i.e., 2015 - 2025).
3. The Master Facilities Planning Team may identify multiple facilities options to satisfy the facilities needs.
4. The Master Facilities Planning Team will be dissolved upon delivery of recommendations to satisfy identified needs and acceptance of those recommendations by the Pastoral Council and Pastor. Team members may be called on to assist in future construction design reviews to ensure the intent of the Team's recommendations is realized.

## Team Inputs

The Pastoral Planning Committee provides a *Facilities Statement of Needs* to the Master Facilities Planning Team. The *Facilities Statement of Needs* incorporates needs identified from parishioner and staff inputs, demographics and other related data, and prior facilities studies. The *Facilities Statement of Needs* addresses the areas described below.

- Currently unmet program, ministry and school needs.
- New program, ministry and school needs that are likely to arise during the planning horizon (i.e., next 10 years).

- The types of new buildings, modifications to existing buildings and/or repurposing of existing buildings that are needed, including any special purpose building features that need to be incorporated (e.g., walk-in freezer, loading dock).

The *Facilities Statement of Needs* is just one of the many data sets the Master Facilities Planning Team should consider in developing its set of facilities recommendations. Examples of other data sets to be considered include:

- A recent (or new, if necessary) engineering analysis of our current buildings' structure, condition and life expectancy,
- An up-to-date analysis of space utilization of current facilities,
- An analysis of current and future storage needs based on planned use for each building,
- Major needed repairs contained in the facilities maintenance "cost table",
- Anticipated school enrollment, and
- Generally accepted "rules of thumb" for planning church facilities.

## Team Outputs

The Master Facilities Planning Team will provide the following outputs to the Pastor and Pastoral Council.

1. Within 45 days after its formation, the Master Facilities Planning Team will provide its anticipated schedule to develop facilities options.
2. For each viable option identified, the Master Facilities Planning Team will provide the following information.
  - A summary description of the option.
  - An explanation of the pros and cons for the option.
  - A conceptual site plan / layout.
  - A definition of any new buildings or building modifications that includes:
    - The estimated size of the new building or building modification (i.e., dimensions, number of floors and square footage)
    - The allocation of floor space to specific uses (e.g., meeting rooms, offices, multipurpose areas, kitchen, rest rooms, storage, etc.)
    - The identification of any special purpose features incorporated.
  - Conceptual estimate of implementation costs developed using parametric or other appropriate estimating methods that provides visibility into major cost elements.
  - Identification of any secondary impacts to existing facilities.
  - The recommended implementation sequence based on construction considerations (if any).
  - Estimated project span after award of a contract.
3. Identification of the team's preferred or recommended option (if any).