

SFBC Transformation Statement of Work Facilities

Long Range Plan Recommendation:

Guide the work of addressing our future facilities needs by determining our facility needs based on our program plans, working with developers or others to identify options, and involving and listening to the congregation and leadership throughout the process.

NOTE: The tasks below build on this recommendation, and include other factors raised during considerations by the Diaconate and Executive Committee.

Key Dates:

To be determined

Collaboration required:

- Other Taskforces
 - Pastoral Transition
 - Small Group Ministry
 - Senior Ministry
 - Anti Racism
- Lay Leadership
 - President/Executive Committee
 - Diaconate
- Pastoral and Administrative Staff
- Potential development partners
- Experts such as architects, engineers, designers
- Program Office
 - Participate in joint tasks as needed
 - Provide regular updates for communication with the congregation

Description of Work:

- Confirm that this Statement of Work is understood and makes sense. Coordinate with Program office to make adjustments as needed throughout this process
- Ensure that the congregation is continually informed and involved in this process
 - Collaborate with program office on this
- Establish a timeline for this work, understanding that it may be adjusted as the work proceeds.

- Determine the current status of our facilities using existing information and gathering new information as needed
 - Factor in the Seismic Study
 - Survey for outstanding or deferred maintenance needs
 - Consider ancillary factors such as lighting, sound, video
 - Consider parking arrangements
 - Consider cost of operation – utilities, staffing, etc.
 - Consider potential for income from space rental going forward
 - Consider other factors, such as:
 - City building requirements going forward
 - Historic designation
 - What is happening in the neighborhood regarding transportation, development, vacancy rates, etc.
 - Prepare materials to educate the Diaconate and Congregation on this current state. Coordinate with the Program Office to present this information to the Diaconate and Congregation.
- Develop an understanding of our key ministries going forward, and implications for facilities. Provide input or recommendations relating to key ministries as appropriate throughout this process.
- Define requirements for our facilities going forward based on the key ministries
 - Determine whether building use income is required to support church programs going forward. Factor this into requirements.
 - Collaborate with other taskforces to determine their anticipated facility needs
 - Factor in our current building use (pre and post COVID)
 - Include parking as a requirement. Analyze what those needs are likely to be.
 - Consider ongoing costs to maintain – utilities, staffing, etc.
 - Make accessibility to all programs a priority
 - Consider ecological factors
- Identify potential partners who could aid in moving forward
 - Sponsoring organizations
 - Funding sources
 - Developers
 - Facility users
 - Other?
- Define alternatives for our facilities going forward. All options are on the table, including:
 - Keep and retrofit all existing buildings to meet our requirements
 - Keep the sanctuary and tear down the other buildings. Retrofit the sanctuary and build new facilities on the site of the other buildings.
 - Tear down all three buildings and build new facilities on the site.
 - Sell the existing buildings and property and relocate.
 - Other?
- Analyze cost and feasibility of the various alternatives

- Work with partners and professionals as needed
- Recommend one or more alternatives to the Diaconate, for presentation to the congregation
- Work with SFBC leadership to implement the approved recommendation
 - Determine if this taskforce takes the work forward or if another group takes over
 - Engage with partners as appropriate
 - Obtain professional project management and development assistance, as needed