



Shepherd of the Prairie

Forward in Faith

Building Team Q & A

May 1, 2016



QUESTIONS:

From our members

ANSWERS:

From the SOTP Building Team

**Pastor Mark Boster, Jodi Dowell, Cliff Dungey, Mark Frendreis,
Deb Hansen, Bob Malm, Larry Newbanks, Don Schneider**

With commentaries from:

- **Paul Barribeau, GDG Architect**
- **Bill Wilson, SMC Construction Manager**

I. Introduction

The purpose of this pamphlet is to respond to the questions and comments the Building Team has received from members of the congregation regarding the expansion of Shepherd of the Prairie's Mission Center.

Since the congregation authorized the expansion of the mission center on May 3rd, 2015, the Building Team has strived to keep the congregation informed of the project's progress and to answer any questions or concerns.

Means of communication include development of a **website page** devoted to the expansion project, **timely news articles**, a **suggestion box**, and a **Construction Corner in the Crossroads**. SOTP's architect, Paul Barribeau of Groth Design Group (GDG), led a **Visioning Workshop** on August 18th with 130 members attending. On August 27th, Paul conducted **Ministry Group Interviews**, with 40 key leaders from SOTP Ministry Groups, where ideas, wishes and concerns were documented. On October 6th, Paul Barribeau and Bill Wilson, from SMC, presented the **First Reveal** with preliminary sanctuary designs to the congregation, and on October 25th, the **congregation voted** unanimously to approve to change the vision of the building expansion from a multi-purpose room to the focus of building a sanctuary. In January 2016, a **Temple Talk** entitled, **SOTP's Mission Center Expansion Journey**, detailed the history of the project and future steps to be taken. The **Big Reveal** on March 9th, highlighted the conceptual Master Plan for the expansion, including building elevations, floor plans, and interior perspective of the new sanctuary.

This pamphlet consolidates the questions and comments the Building Team has received. In addition to the Building Team's responses, [comments by Bill Wilson of Shales McNutt Construction, SOTP's construction manager \(CM\), are shown in blue](#). The congregation's project architect, [Paul Barribeau, has also shared his thoughts which are printed in red](#). As a former ELCA pastor, Paul brings a unique perspective to the project with his Liturgical background in theology and pastoral practice. His experience and insights are incorporated in the design elements of the project.

The responses to the questions and comments are organized in the following sections:

- I. Introduction
- II. Project Time Frame
- III. Exterior
- IV. Interior
- V. Finances
- VI. Operating Costs

The Building Team would like to thank the congregation for their questions and suggestions. Please continue to reach out to us with any further questions and comments. Looking forward to starting the expansion, and moving Forward in Faith!

Many Blessings from the Shepherd of the Prairie Building Team,

*Pastor Mark Boster
Jodi Dowell
Cliff Dungey
Mark Frendreis
Deb Hansen
Bob Malm
Larry Newbanks
Don Schneider*

Definition of Architectural Terms:

Conceptual Design:

Conceptual design is the general direction for the project. At this point, the components and features, the functional requirements and the probable cost are broadly understood, but the refinement and specifics of the design are yet to be fully worked out. It could be referred to as the “broad vision.”

Detailed Design Phase:

During the 5 months of detailed design phase, there will be a lot of value engineering with potential changes and tweaks. Detailed design phase will begin after anticipated Congregational approval on May 11th, 2016.

II. Project Time Frame

With the Big Reveal on March 9th, the conceptual design of the project was basically completed. Conceptual design is a broad view of the project with most of the components, features, functional requirements, and probable cost of the project understood. The next phase of the project is detailed design. In this phase of the project, the architect and construction manager refine building elements and materials, value engineer concepts, perform code analysis, and plan specification and bid documents. Detailed design will begin after anticipated congregational approval on May 11th.

1. Why will it be delayed 2 years to 2017/2018?
 - a. This project has not been delayed. Rather, it has changed direction with the Congregational vote on October 25th to approve pursuing the building of a sanctuary instead of a multi-purpose room.
 - b. The plan is to start the parking lot in May 2016 pending anticipated Congregational approval on May 11th, 2016.
 - c. Conceptual design was completed in time for the March 9th, 2016 reveal. Detailed design will start following the expected Congregational approval on May 11th, 2016 and will require a minimum of 5 months. After completion of detailed design, construction documents will be prepared for building permits and bids. Once all this is completed, construction of the building can begin. Target to begin construction is spring of 2017.
 - d. If the time line made it possible to start construction of the building in 2016, SOTP would not have enough cash from FIF to support the cost of construction. See V. Finance questions.

III. Exterior



Architect comments about design concepts

1. SOTP's building is a billboard. It proclaims who you are and what you believe to people who do not know you twenty-four hours a day, seven days a week, whether you are there or not. If people do not know you are there, or if they get the wrong impression about who you are, SOTP's mission and outreach suffers. Most churches want to convey permanence, quality, refinement and beauty.
 2. The second consideration, and this is also important: will people notice SOTP or just drive by and not give you a second thought. As anyone who makes announcements in bulletins will tell you, it is not enough to say it once. You have to say it over and over for people to get the message. The same is true to the building as a proclamation to the people in the surrounding area. If people drive by, look once and see no other compelling reason to look over and over again, SOTP's outreach just suffered. People come back again and again to things that are beautiful and designed with meaning and depth. That is why it is important to articulate the building in a way that is interesting, complex and inspirational. People pay attention to it! Think about the buildings people continually pay attention to and are compelled to go into---when they don't have to! They are usually beautiful buildings or complex and interesting designs.
1. Would like to see a steeple added with or without a carillon.
 - a. Current design does not include a steeple. The cost of of a steeple involves reinforcement of the roof structure thus adding a lot of cost. Further potential maintenance costs of a steeple were factors in not including one. With the other construction priorities there are not enough funds available.
 - b. During discussion about a possible carillon, it was brought to the Building Team's attention that SOTP wants to be a good neighbor and this could be an imposition on them.
 - c. The current design includes a number of factors to highlight our Christian faith.
 2. Our current mission center only limits our "statement of purpose and guiding principles" on special holidays when we have larger than normal attendance.
 - a. This in one of the main reasons SOTP is building a new sanctuary. Given "normal" planning factors, the current sanctuary should only seat about 140 though it's normal to regularly pack in more people than this. Normal weekly seating is planned for 351 plus 40 seats for choir members as well as capability to expand seating within in the sanctuary (20) and in the gathering area (126) for festival worship, overflow or special events.

- a. As mentioned further in the responses, it is very likely that the area may be simplified to make it more affordable and easy to maintain. But we will need to balance that with the need to create an environment for entry and the Font that is worthy of the symbol and proclaims--to members and visitors inside and out of the building--that symbol of saving grace is an important part of our theology and an opportunity for inspiring people to greater faith.
- b. Here are comments from the construction manager (CM), Shales McNutt.
 - It is difficult to estimate the cost of simplifying this area at this time. This is something that is better addressed during detailed design. There may be some opportunity to reduce costs some though the CM didn't think it would be significant.
 - The CM noted the area has both liturgical and practical purposes. This area will be needed just for circulation from the gathering area to worship area – this is the primary entrance to worship. It is intended to be a beacon of light to the community – something that makes SOTP distinctive from Main St.
 - Simply removing the higher roof line could be done but this will reduce the volume of the entry to worship. The CM compared it to the difference of entering through SOTP's main entry today versus coming through the east or west wing doors. The current design creates an inspiring and celebratory entrance with the raised roof line.
 - The CM noted that once finalized, it will not be practical to redo the entry in the future. There will still be a gable over the entrance area.

7. Not sure that we like the front exterior with the one window off centered. Feels off balanced.

- a. Firstly, the articulation of the windows on the building needs to be driven by concerns for glare and functionality in worship.
- b. Secondly, with glare as a concern, windows are necessary and beneficial for being a beacon to establish presence in the night and open the building up for the invitation of people all the time. For years we built our churches walled off from the outside. This suggests that members do not want outsiders to come in; and it allows insiders to forget that their ministries are in the outside world serving the world.
- c. Thirdly, the windows then can be straightforward and simple. Or complex and unusually interesting. It is more likely that the latter will challenge and inspire people and keep them coming back to paying attention to the building.

IV. Interior



Baptismal Font Related Questions

1. Concerned with the entry to the church past the Font. With only two main entrances to the sanctuary, this area could get crowded for exiting. With the Font in the present location, it will slow down and crowd exiting. The sky lights would illuminate this area vs all the glass in the original design. Perhaps a redesign simplifying this area would save monies that could be used toward the music wing.
 - a. Flow into and out of the sanctuary will be addressed in more detail during the detailed design phase (May thru Nov 2016).
 - b. The entrances and exits, as they are refined in the process of detailed design, will address the ease of getting in and out of worship. The architect and design team understand the need for functionality for movement between Gathering and Worship.
 - c. Similarly, with the area in which the Font is located, this may be simplified to be cost effective, easy to maintain and functional. But the environment in which the Font is placed should be inspiring and worthy of this symbol, which is sacramental and foundational to our faith.
 - d. The presence of the Font, while it could be perceived as in the way, also proclaims the centrality of our sacramental promise of baptism. The cross of Christ, into which we are baptized, is central to our faith. Placing this symbol in a location that cannot be overlooked or unnoticed reminds people of their baptismal vows and the saving grace of our savior.
2. Will the baptismal Font be movable to the altar area for baptisms? If not, what will be done to insure the congregation can easily view baptisms?
 - a. A movable Font is desirable. All aspects of the baptismal Font have yet to be discussed during detailed design.
 - b. There are many traditions for the location of the Font throughout the history of Christian tradition. Sometimes in the back and sometimes in the front. When the Font is located at the entry it underscores that our belief that we enter into the family in Christ initially through this sacrament. Everyone coming to the worship passes through that portal by which we are drowned to sin and risen to new life in Christ.
 - c. Secondly this location reinforces the Christian tradition that we cleanse ourselves for worship and for entering into the presence of the divine. (See Exodus 40:7; and Exodus 40:30)
 - d. The location also reinforces Luther's contention that the saving act of baptism needs to be relived by the Christian daily. (See Luther's writing on Baptism in his Section 3 of his treatise, "The Babylonian Captivity of the Church, 1520)
 - e. The Font is a beautiful symbol that will inspire people in worship and people in the Gathering Space.

- f. The location at the entry is an easy place for children (and adults) to encounter this fascinating symbol every time they enter the worship.
3. Though we understand the exterior effect of the structure that is designed, it looks out of place from this angle. Looks like a lot of monies spent in design and construction. Seems that there could be monies saved by keeping the lines a little simpler, just putting in a normal peaked roof with a couple sky lights. The baptismal Font area could be better used for exit/entry and the Font put up by the altar. With the Font at its depicted location, it will slow down and crowd exiting vs the Font located in/on the altar area.
 - a. In all design of places of worship, we need to consider the functionality of the space for Christian and Lutheran ritual.
 - b. Worship and the Ritual of worship, at their best, inspire people to greater faith.
 - c. The space needs excellence in acoustics, natural and artificial lighting and comfort.
 - d. But beyond the functionality, the experience of worship is multi-sensory. The more it creatively engages the senses, the more it reinforces in the participant (whether encountering the space alone or in communal worship) that the truths of the church are beautiful, compelling, engaging and healing. This is place where God is encountered. The design needs to be worthy of housing the celebration of the Good News in Christ.
 - e. The design of a place of worship is a complex and challenging endeavor. It needs to balance multiple considerations with sound, visuals and technology—at the same time being true to the theology of our faith. We have a skilled design and construction team that are capable of creating a place for the celebration and mission of the church that will endure.
 - f. Of course, we also have a design team that will be cognizant of the need for the space to be affordable. As the detailed design proceeds, where we can maintain the beauty of the space and building while being cost effective, we will do so.

Storage Related Questions

1. Will there be more storage for Quilters, Crafters, VBS and other ministries?
 - a. Storage space is a key factor. All space needs are being considered as practical in all the iterations as the Building Team goes through the detailed design process
 - b. The master plan for the sanctuary, office space and the music/education wing includes plans to reassign current space for new storage.
 - c. However, the current plan is to only complete shells for office space and maybe the shell for music/education wing. Until these areas are completed, new storage space will not be available because it will continue to be used for its current purpose.
2. Will there be storage on the second floor above current sanctuary?
 - a. There is no second floor above the current sanctuary.
3. Can a basement be included for storage for VBS items?
 - a. One of the things discovered during the conceptual design phase is that basement space is not necessarily the cheapest alternative for space. There are a number of code requirements for public buildings such as larger stairwells, elevator, structural requirements for the floor above, etc. that make usable basement space more expensive than above ground space. There are also higher construction costs for high water table areas such as exist for on the SOTP property.
 - b. There is potential to store seasonal items in the new attic above the new office space. Any decision about this will have to be made after construction.
 - c. Exactly how new (and existing space) will be used for storage is a detail to be worked out during the detailed design phase.
 - d. With having a dedicated sanctuary as well as a multi- purpose room (the current sanctuary), there will be more flexibility.

4. If we do add on to our present building, I think it would be wise to consider a basement under part or all of the addition. I also would like to see the west wall of the work room moved west into the office. The room is really too small for all the activity that is conducted there.
 - a. See 3.a. above.
 - b. Remodeling of existing space is not included in the construction project. Any remodeling must be considered after construction.

General Interior Related Questions

1. Will we move copy machine into a workroom due to loudness? Also will we move file cabinets and supply closets too as it makes for much noise in the office for Michelle to work?
 - a. This will be addressed during detailed design.
2. Can we have a meditation room or area?
 - a. Our discussions on the Master Plan envisioned some type of quieter, reflective, chapel-like area. Early drawings showed this as part of an expansion of Gathering spaces. In the current Phase I, this type of space needs to be multi-use. Certainly the worship can be used for personal reflection. But if a more intimate space is desired, the best location would be in a classroom space that could be designed to be more private and contemplative.
3. Can the sanctuary and multi-purpose room be completed at same time?
 - a. With a new sanctuary the current worship space will become an exclusive multi-purpose area.
4. Can there be a more inviting welcome/gathering area center with couches and chairs, lamps, plants, etc. for inviting atmosphere.
 - a. These factors will be considered in detailed design.
 - b. There will be committees made up of members to guide furnishing decisions.
5. Please consider an actual stage. Am envisioning this to be used also for an altar for teen worship. This also allows people in back rows to see whatever is presented. One of the main ideas that this could also be used for would be a kids summer theater projects. A drama camp or whatever like VBS but with some changes and a definite outreach to older children from 8 to 18.
 - a. The current conceptual design for the new sanctuary includes flexibility to use the altar area as well as some of the forward seating for concert and dramatic performances
 - b. Once the new sanctuary is finished, the current sanctuary will be an all-purpose room. One option could be to use or enhance the current platform area. However exactly what is done to the current sanctuary has yet to be decided and is a separate effort from the construction of a new sanctuary and addition of office and music/education space.
6. On the south wall of the gathering area, what is the big black box on the wall? Is it a fire place location to be included in the future?
 - a. The box does only indicate the location of a possible fire place. However, for cost reasons, a fire place is not in the current construction budget.
 - b. The design team left room on the site for expansion of Gathering to the south. This might be open area or spaces that can be opened or closed off as programming necessitates. It is not uncommon to place a fireplace in the center between two areas (open or closed) as a way of preserving intimacy within a large space or creating multiple areas within a larger space.
 - c. Most gas fireplaces are relatively inexpensive and because venting is easy, should they need to be relocated later, it is not difficult to do.

7. Are the pews gradually elevated from front to back?
 - a. No.
 - b. When I was first beginning to design churches at the start of my career, I was a fan of sloping seating areas. Over the years I have become less enamored with sloping floors for these reasons:
 - Sloping floors are difficult spaces for people with physical challenges and for people in wheel chairs. The slope limits their options.
 - Equally important is that the slope limits flexibility of seating and instrumentation—moveable seating and equipment/instruments need a level surface.
 - Expansion or future changes to worship spaces with sloping floors is difficult to achieve. Flat flooring allows for Chancel modifications and reorganization of seating area in the future, if necessary. Certainly the future expansion to the north would be easier without a sloping floor.
 - A final concern, while the slope benefits the visibility for people who are seated on the slope, the visibility for people seated on flat areas farther back, behind the slope (particularly overflow areas) is very poor; it is worse than if the whole floor was flat.
8. Will the altar in the front be raised so that when the children are singing or during the service when Pastor has the children's sermon, we are able to see what is going on?
 - a. The altar is planned to be on a raised platform for good sight lines. Specific height will be determined during detailed design phase.
9. Is the seating in the worship area – pews or seats? Is the cost of seats included in estimates?
 - a. The sanctuary design includes pews with some areas planned for movable chairs. The cost is approximately \$100,000 and the plan is not to include them at this time as they are furnishings that can be added later.

Will the windows have blinds as in existing church?

- b. Window coverings will be considered during detailed design.
10. Will the video screen be positioned so we can see over the heads of people in front of us?
 - a. Yes, 2 or 3 screens will be arranged for optimal viewing.
11. Would like a full view of front & back elevation.
 - a. There will be more details and elevation throughout detailed design. The Building Team will provide these as they become available.
12. Are you going to install ceiling fans?
 - a. Ceiling fans will be considered during detailed design phase.
13. Looking at the picture of the altar, the cross seems dwarfed by the two TV screens. Will there be back lighting on the cross?
 - a. This is only a conceptual design. Cross details will be addressed during detailed design phase.
14. Really want to have pews in the church. If there is a question of pews verses music wing, then we would opt for the music wing – we both feel this is critical to the church and congregation.
 - a. At this point, the priority is to build the music/education shell over installing permanent pews.
15. Please discuss the reason for the seating configuration in the new sanctuary.
 - a. The fanned type of seating puts more of the congregation closer to the center of worship.
 - b. Further, light from east windows will not interfere with congregation's line of sight.
 - c. The planned seating arrangement provides for possible future expansion.
16. Given the location of the choir seating, will choir members have to difficulty seeing the altar?
 - a. The design for the choir seating was based on input and approval from the SOTP Director of Music.
 - b. The location of the choir allows the choir to better lead worship.
 - c. Location of the choir seating area opens more seats to the congregation and its visitors.

17. Would like to have a kitchen with full cooking capabilities. Where is the kitchen?
 - a. With the changed direction from building multi-purpose space to a sanctuary, priorities for what kind of new space is needed has changed. If we had continued to plan new multi-purpose space, it would make sense to plan new kitchen space close to where meals would be served - in the new multi-purpose space. With the change to build a sanctuary and the increased expense for this type of space, it was decided any kitchen space changes would be part of some sort of remodel--not new construction. At this point we may not even finish the interior of the office and music/education space. For that reason, any kitchen changes have been set aside to be addressed later.

V. Finance

1. The \$310,000 that Pastor Mark mentioned that we needed to raise. What would this cover?
 - a. The \$310,000 is an estimate of the additional member contributions needed to build the shell for the music/education wing.
2. What would it cost to build the classrooms at a later date?
 - a. The cost to build the music/education shell in the future could be \$500,000 or more and would likely be delayed several years.
 - b. From a financial stewardship perspective, the congregation must see if it's possible to increase member contributions to cover the estimated \$310,000.
 - c. \$310,000 of new donations and pledges for the music/education shell must be committed by the end of December of 2016.
3. What is the timing of construction of the sanctuary if we need to have the \$310,000 by end of 2016?
 - a. The current target is to start construction of the sanctuary/narthex in the spring of 2017.
 - b. The additional \$310,000 is necessary to begin the construction of the music/education shell.
4. What interest rate was used to calculate the estimated monthly mortgage payment of \$20,207?
 - a. The interest rate is estimated to be 4.875% and once the building is completed the mortgage payment is estimated to be \$20,207/month for a period of 25 years. This is about 70% of the SOTP historical contributions to the building fund, a factor that MIF considers in determining the amount that can be borrowed. SOTP would not qualify to borrow any more than this.
5. Why is \$500,000 of donations used to pay off current mortgage? Why are we paying off the current mortgage? Why can we not borrow \$500,000 more?
 - a. SOTP has been preapproved by the Mission Investment Fund to borrow up to \$3,500,000. Just as one would apply for a mortgage for a house, SOTP had to apply for the loan from MIF. And, just as a bank looks at a borrower's credit history, income and other debts to determine the ability to repay the loan, MIF has done the same. MIF determined that SOTP was qualified for a loan of up to \$3,500,000.
 - b. Initially the Finance Team thought that \$3,000,000 was the most that SOTP could borrow. However, due to SOTP's superb history in paying down the current loan and the historical giving to SOTP's building fund SOTP was able to qualify for a \$3,500,000 loan.
 - c. Approximately \$500,000 of this new loan will be used to pay off the balance of the existing loan. This is also similar to when buying a new home and paying off the balance of a previous home. The existing loan will be paid off when the building is complete and the new mortgage is issued.
 - d. During the construction period, MIF will issue funds as necessary to pay construction costs. These funds will be issued on an interest only basis. SOTP will begin paying the full principle and interest payments when the building is completed and the final mortgage is issued.

Additional Financial Information

1. The estimated cost of the total project as presented in the conceptual design is \$4.77M. Based on Forward in Faith pledges and the amount of MIF loan, SOTP cannot cover the cost of the total plan at this time.
2. SOTP currently has adequate funds to build the Sanctuary/Narthex and the shell only of the new Office space. For an additional \$310,000 SOTP can also build the shell of the new music/education wing. If SOTP can build the shell of the music/education wing now there is a much better chance of completing the interior sooner. Also, SOTP can avoid modifying the west wall of the sanctuary and the roof line.
3. The Building Team is currently anticipating that the bidding process will begin in November 2016 and contracts awarded in early 2017. Construction would then begin in the spring of 2017. Prior to awarding contracts the Building Team needs to know for certain that the additional \$310,000 is available.

VI. Operating Cost

1. Questions on construction, on up-keep on lights etc. in the sanctuary. Will we upgrade to LED lights etc. to help with costs down the road?
 - a. The Building Team is mindful of being good stewards of the environment and will consider the most energy efficient and cost effective building project.
 - b. Specific lighting will be addressed during the detailed design phase.

2. Paul & Bill were asked to keep in mind the types of doors etc. we purchase, when the time comes to purchase these items, as the current ones are horrible.
 - a. The building team is aware of the issues with the current doors and will be looking for a better design solution.

3. Has the cost of heating/air conditioning been calculated for the expansion? How much is the additional operating cost?
 - a. The cost of the equipment is included.
 - b. The Property Team is aware that there will be additional operating costs for the building. They will see that the operating budgets will be planned based on when SOTP occupies the new building.

4. Will the new fellowship space and entryway have new flooring (not carpet)? If so, it will extend the possible uses and will facilitate better clean up.
 - a. The Building and Property Teams are mindful of the limitations of existing carpeting and this is something to be determined during detailed design phase.