

New Facility Action Plan (Revised 1/22/06)

Objective	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Apr 06	May 06
Define scope of project	Arrange and complete tour of Immanuel, Perryville and inform group (Chris)	Check church constitution to determine any special directions for handling a decision of this import				Sell the plan to entire church with cost analysis of new vs. old		
Create & commission building & site committee		-Research physical & financial implications of updating current facility (Committee) -Obtain additional information from Perryville re: their project (Chris) -Obtain answers to follow-up questions from Perryville (Chris)	Consider purchase of additional adjacent property (Trustees)	-Report information from fire chief re: distance between buildings (Ron) -Plan for building size, room size, layout	-Schedule & implement building walk-through with Craig Viele (Chris) -Attempt to obtain plans from Perryville (Chris) -Sketch a floor plan to take to congregation and architect with consideration for needs assessment info (Com.) -Schedule mtg. With Charlie Rauh (Chris)	-Goal 1 grp. To meet with Charlie Rauh -Report to goal 1 group re: property layout, floor plan & walk-through		-Consider road and traffic flow for new site & transition period -Layout by professional
Conduct building needs assessment	Report facility needs assessment preferences (Chris)			Review needs assessment to guarantee maximum idea inclusion (Goal 1 plan grp.)				
Develop & enact finance plan for project			Begin account for new facility donations			Report preliminary finance plan (Randy)		
Solicit congregational support						Spokesperson from group to present @ congregational mtg.	Conduct survey of congregation re: interest and financial support	Educate entire church for the purpose of possessing same goal
Create & enact publicity plan	Create dot-point list of benefits of new school (Jane, Chris)					-Create publicity plan** -Promote need within congregation - Consider theme for project		

*Must include the following: Raising a set % of the cost before building & Cost for demolition of old building

*May include the following: Fundraiser (talent show) by present school children, Appeal to major contributors as “school for grandchildren” or “children and youth are the future of our congregation,” Capital campaign, Fundraisers

**May include the following:

- Speaking to families of our younger students
- Once plans are in place, solicit Chamber of Commerce to help promote