

# Explanatory Paper – Outdoor Project

## Preamble:

This document aims to inform the congregation on the vote before us at the congregation meeting concerning the outdoor project. The meeting is scheduled for Sunday 18th April 2021 (straight after the morning worship service). Please prayerfully consider how you will vote.

Voting will be available for those in person and those joining online via a Zoom meeting. For those voting via Zoom, please have your cameras on. Here is the link and passcode:

<https://us02web.zoom.us/j/84755507841?pwd=aUtUc1Q4MjV2dzFNRkZBaGlxSk5MQT09>

Meeting ID: 847 5550 7841

Passcode: 4152

“

Andrea Pryde  
Connect Grow and  
Serve



“We live in a beautiful place. We have a huge underutilised space”

“We often run out of space”

Newcomers tell us our buildings are a draw card. This will be true for our outdoor project space.

Tish Fittell  
Playtime Ministry



“ If we had it, we could have done playtime all through COVID last year.”

“Another space for the kids to play; to eat outside”

“Limit the vacuuming”

Tom Fittell  
Kids Pastor



“... Friday afternoon, we get 100 + people for dinner, it would be lovely to have some (outdoor) cover”

”

## Contents

Preamble: .....	1
Links to related documents .....	2
Motions for voting at the congregational meeting 18 <sup>th</sup> April 2021 .....	3
Steps taken in 2021 .....	3
Board directive – reduce the scope .....	3
Reduced Scope - The result of the board directive .....	4
Funding.....	4
How will we fund the Outdoor Project? .....	4
What is the Impact on Living Church Finances?.....	5
Conclusion.....	5
Appendix 1 – Revised Scope - Inclusions and Exclusions .....	6
Appendix 2 Revised scope drawings .....	8
Appendix 3 Revised scope conceptual images .....	9
Appendix 4 Background on how Living Church is financed. ....	10
Appendix 5 – Capital Plan for 5 Years .....	12

## Links to related documents

What	Hyperlink
For project context and history (to Dec 2020)	<a href="#">Outdoor Project Towards 2021-Final (December 2020)</a>
Conceptual video fly through – revised scope	<a href="#">Video fly through of revised scope</a>
Ministry Leaders talking about their hope for the project	<a href="#">Video of Ministry Leaders talking about the needs.</a>

## Motions for voting at the congregational meeting 18<sup>th</sup> April 2021

Here are the motions for your consideration:

1. **Note** the explanatory paper outlining the revised scope of outdoor project and funding and discussions provided at meeting (this paper).
2. **Approve** the revised plan and scope of works as explained in (this) explanatory paper and at meeting.
3. **Approve** additional funding from the capital fund of \$54,700 above the agreed project budget of \$505,000, approved in October 2018, to be applied to revised project scope.
4. **Authorise** the committee of management and session (board) to negotiate a satisfactory contract with preferred builder resulting from tender evaluation to commence works as soon as feasible for submission to appropriate signatories.
5. **Advise** Mowbray Presbytery of the revision in costs and scope to the approved project.

## Steps taken in 2021

### Board directive – reduce the scope

At our Annual Congregational Meeting (28<sup>th</sup> February 2021), Malcolm Griffin advised us the board...

**Is supportive** of the project and the Ministry outcomes for Kids, Youth (Friday / Sunday) and Sunday Fellowship.

**Is not supportive** of it going ahead at the tendered price.

### Therefore

Work with preferred tenderer to **reduce the scope** of the project and seek a reduction in price.

## Reduced Scope - The result of the board directive...

Since the February board meeting, our architect (Matt Hooper) has been working with, the preferred tenderer (Scott Harris) to re scope the project, to get the best value by leveraging the modular design of the main building structure.

The roof size has been rescope to 75% of original plan

With the aim to present a reasonable project budget, further reductions are achieved by the removal of elements that can be achieved later. These elements do not require the skills and overhead of a construction builder. The plan is to leverage volunteer labour and smaller suppliers with lower overheads as needed.

Also noteworthy is that the Outdoor Project committee believes building the roof structure in two stages of 50% now and 50% later (an option of tender was seeking to answer) is not feasible due to duplicate costs and lost efficiencies of (effectively) starting a new build.

For detail of the changes, please refer to these appendices:

[Appendix 1](#) a list of inclusions and exclusions of the revised design

[Appendix 2](#) revised drawings

[Appendix 3](#) conceptual images

## Funding

The motion before us is requesting the congregation approve an additional \$54,700 over and above the approved budget.

### How will we fund the Outdoor Project?

With this outdoor project in mind Living Church has set aside funds from giving into a bucket called the “Special Projects Fund”. It is forecast that fund will be \$192,395 by the end of this year. At the time of writing, this fund will provide 60% of the *Loan from Capital Fund* component of project funding.

So far, the outdoor project has received \$55,000 in direct giving for the project. This has been spent in design and approval requirements to get to this point (\$49,538) To complete the revised outdoor project will require a total project cost of:

	\$	Notes
Spent to Date	\$49,538	Congregation approved in 2019
Capital Fund Grant	\$250,000	Congregation Approved in 2019
Loan from Capital Fund	\$200,000	Congregation Approved – fully repaid from Projects Fund Giving by Dec 2021
Additional Capital Fund Grant	<b>\$54,679</b>	Required congregational approval to fund from capital
<b>TOTAL PROJECT</b>	<b>\$554,217</b>	

If approved, the additional funds of \$54,700 will be drawn from existing capital funds.

## What is the Impact on Living Church Finances?

By using the capital and projects fund savings, Living Church will need to replenish these savings in order to fund expected future maintenance, purchases of assets and other ministry improvements, as outlined in [Appendix 5](#) – Capital Plan for 5 Years. It is estimated that this 5 year capital plan requires approximately \$70,000 per year to save for anticipated costs. This is an approximate 6% increase in 2021 giving budget.

In our planning, the team believe it is prudent to plan build our savings by another 10% to insulate Living Church from reliance on a few major givers.

The ministry operations costs, as at today, assuming a new pastor, requires an estimated \$1.15 million per year to fund. This is approximately a 2% increase over our 2021 giving budget.

Over the next 3 months, we start the 2022 (and beyond) budgeting process to be voted on later this year. The focus of future budgets year will focus what we can afford in the areas of ministry, savings and capital works.

Please join us in prayerfully considering our giving to fund our ministry plans, savings and future facility needs.

As you consider how you will vote (either in favour or against these motions), we offer an explanation on how finances work at Living Church. Please see [Appendix 4](#) Background on how Living Church ministries are financed

## Conclusion

Thank-you for taking the time to read this explanation paper. The paper aims to inform you of the scope changes (design and budget), and some further explanation of the financial impact.

Some of the Building Project Committee along with Matt Hooper (architect) will be available in the outdoor area **after the 9am service on Sunday 11<sup>th</sup> April**. The area of the proposed structure will be marked out and visible. Matt will also be armed with the detailed drawings.

If your unable to make that time, or you prefer to ask your questions at another time, please call the office on 3398 4333 or email [office@livingchurch.org.au](mailto:office@livingchurch.org.au).

In conclusion, it's been our wish to present a viable solution within reasonable costs. Please join us in prayerfully considering how to vote.

### Outdoor Project Committee

Malcolm Griffin (Chair)  
Tim Collard  
Ryan White  
Rob Storrs

### Architect:

Matt Hooper

## Appendix 1 – Revised Scope - Inclusions and Exclusions

### Inclusions

- Roof as indicated in the Tender documents, however, shortened by 4m in length to approx. 13.7meters . This equals 75% of original scope
  - 4x Steel Portal frames and lightweight steel framing.
  - Roof sheeting, Insulation, flashings and rainwater goods
  - Plywood timber ceiling lining
  - CFC Soffits
  - Linear Strip Drain
  - Coloured concrete slabs including concrete sealer
  - Electrical: 3x LED Uplighting, 3x Fans, sub board for switching and termination and service duct to portal frame
- Drop off Entry from Carpark
  - Concrete Slab including in front of the kitchen servery
  - Formed (DDA compliant) Kerb ramp
  - Coloured concrete slabs including concrete sealer
  - Access gates
- Perimeter fence
  - Replace full perimeter fencing. Includes approximately:
    - 18meters, aluminium picket fencing at 900mm high.
    - 65meters, aluminium tube fencing at 900m (Similar to typical pool fencing)
    - Access gates
- Existing container
  - Relocation of Existing container, on posts and footings, Timber stair treads for access

### Exclusions (reductions)

- New Access link from Hall through Room 1.
  - Floor tile, waterproofing, grout bedding
  - Infill stud framing, Plasterboard lining, Decorative OSB Plywood, CFC wall lining.
  - General painting and Mural Artwork
  - 2x Aluminium bifold doors and lintels
  - Make good works.
  - Awning Roof for covered link to outdoor roof
- Kids play Enclosure
  - Astro turf and subsurface preparation
  - Approx. 22meter, Aluminium fencing 1200mm high and Self-closing Gate
  - Shade sail, posts and foundations
- New Entry from car park
  - Removal of portal frame with LED linear strip lighting.
- Breakout space
  - Grass turf including surface preparation

- Landscaping plants, Garden edging and topsoil
- Removal of exposed Rock in corner
- New shipping container, post, foundations and timber batten screen
- Timber decking/seat, Curved ramp, stair, and concrete slab
- Painting of existing bin enclosure
- Existing Servery outside kitchen
  - Paint existing walls and ceiling
  - Make good works
- New Path and infill slab. Located between hall and external roof
- New Path and infill slab



### Appendix 3 Revised scope conceptual images

Current	Conceptual
	
	
	

## Appendix 4 Background on how Living Church is financed.

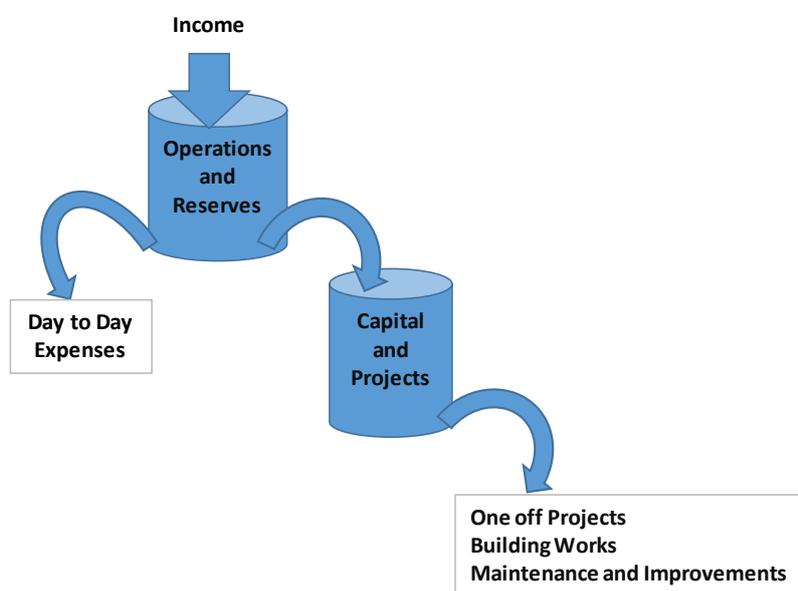
Living Church has prudently separated funds received over the years into two (2) main funding buckets – *Operations* and *Capital*.

The *operations* fund is where all day to day operating expenses such as wages, utilities, consumables and mission are funded. A reserve for unforeseen operational circumstances is maintained as part of the operational fund bucket.

The *capital* fund is retained to fund large projects, ongoing maintenance and improvements or purchase new assets (such as computers or sound gear).

Both of these funds provide Living Church with ministry opportunities in different ways.

The following diagram may assist.



### ***Q: How do the buckets get filled?***

Giving to Living Church from church attenders is the source of income for these buckets. Some income comes from sundry use of the church by associated parties through hire revenue. Living Church has also been fortunate to receive a distribution from the Fabinrose Trust (AJ's Sports centre), a trust to benefit certain Presbyterian churches. Our church has faithful givers who have been able to give significantly over time.

On occasions a call to fund specific projects or building works and historical sale of assets (eg Norman Park Church) has provided additional income. These funds are allocated directly to the capital fund bucket in line with purpose.

Living Church has not routinely saved from the operations fund to the capital fund to cover future needs for many years. Recently, as agreed in our current budget, savings to capital fund from our giving has recommenced in a small way.

### ***Q: What level should be maintained in the buckets?***

The board has determined that at all times a reserve for operational activities be established to at least 3 months of operational expenditure. This equates to approximately \$300,000. The plan for Living Church ministry priorities over a 3 year period is funded from giving.

The board also wants to ensure that adequate capital funds are retained to allow ongoing requirements to maintain the ministry centre at Carina, assist Springfield achieve independence on a sound footing and enhance ministry with appropriate facilities. To this end the board has established a 5 (five) year capital plan (Table 1) reviewed at least annually to assist understanding our capital funding bucket requirements.

To maintain these levels is the challenge to our giving as both capital and operations adjust to meet ministry needs. Prayerful consideration to your giving commitment is essential for Living Church ministry and facilities to continue. When planning our budget we ensure our expenditure includes adequate funds to maintain our agreed reserve and capital fund priority.

## Appendix 5 – Capital Plan for 5 Years

The table below is estimates only for the purposes of planning. The timing cash flow and costs are subject to final confirmation at budget meetings with the congregation and board or delegated persons.

Living Church - A charge of the Presbyterian Church of Queensland							
Capital Plan							
For the 5 years commencing 2021							
		Plan	Plan	Plan	Plan	Plan	Total
Item	Description/ Justification	2021	2022	2023	2024	2025	
Foyer Ceiling	Repairs to plaster and improve Soundproofing	5,000					5,000
Carina Outdoor Project	Covered area for community activities	505,000					505,000
Carina Outdoor Project - enhancements	Items taken out of scope as possible enhancements		15,000	45,000	15,000		75,000
Carpet Replacement	Carina Auditorium, Stage and Upstairs Office		40,000				40,000
Carina Auditorium Sound	Enhance Sound Sytem (Phase 3)			50,000			50,000
Dishwasher (Carina)	Replace item at end of life and being regularly repaired				7,000		7,000
Resurface Carpark	Bitumen requires attention					20,000	20,000
Technology and communications	Regular updates required of IT and communications equipment	5,000	5,000	5,000	5,000	5,000	25,000
Air Conditioning at Carina	Provision for replacements and split units	2,500	2,500	2,500	2,500	2,500	12,500
Main Air-conditioner Chiller (full chiller replacement) - no air handlers	Like for like replacement - Carrier quote Mar 21 (\$85270 + \$2760 crane)			90,000			90,000
Lot 5 Development	Future development potential						-
Church Plant Support	Springfield				137,000		137,000
<b>Total</b>		<b>517,500</b>	<b>62,500</b>	<b>192,500</b>	<b>166,500</b>	<b>27,500</b>	<b>966,500</b>
<b>Planned Cash Flow</b>							
<b>Opening Balance</b>	As at 31 March 2021						
	Capital Fund	487,717	170,217	177,717	55,217	- 41,283	487,717
	Projects Fund	113,695					113,695
<b>Total Opening Balance</b>		<b>601,412</b>	<b>170,217</b>	<b>177,717</b>	<b>55,217</b>	<b>- 41,283</b>	<b>601,412</b>
Possible Savings		86,305	70,000	70,000	70,000	70,000	366,305
Possible Expenditure		(517,500)	(62,500)	(192,500)	(166,500)	(27,500)	(966,500)
<b>Closing Balance</b>		<b>170,217</b>	<b>177,717</b>	<b>55,217</b>	<b>- 41,283</b>	<b>1,217</b>	<b>1,217</b>