

Contents

Introduction	1
Ministry needs	1
The solution	2
Funding Model.....	3
Capital Fund	3
Special Projects Fund	3
Completed Project Milestones	3
Next Step – The Tender Process	4
Summary	4

Introduction

At the Towards 2021 event held Wednesday night 25 November, Mal Griffin and Tim Collard presented an update about the outdoor project. We were updated on the board’s April 2020 decision to pause the project until the impacts of COVID on our people and finances were understood.

We were asked if the timing was right to now progress the project. There was healthy and open discussion with people voicing their thoughts on both sides.

At the end of the night (after ice-cream, budget presentation, and singing), Mal asked for an indication of the desire to progress by show of hands those for and those against. This is was not a vote as such (the project is approved) but an indication of the congregation’s desire to move forward.

Overall, there is a desire to move forward and it has been agreed to proceed to tender and for the committee to come back to a future meeting with progress and recommendations from the tender process.

If you’d like to review the presentation, please find it [recorded here](#).

Ministry needs

We are blessed to have the Creek Road ministry centre. The facility had its 1st service on Sunday 16th June 2002. We acknowledge with thankfulness the determination and vision of the men and women who faithfully (and with lots of challenges) prayed about and laboured for this amazing facility. Praise God.

Since then, and as ministry grew, the mezzanine was built in, and 5 additional ministry rooms were commissioned. The indoors facility space has been well utilised.

Our ministry model is small group based. Our pre-COVID facility use is seeing all available spaces used. Space for outdoor events and ministries is a current limitation. Much of the kids, youth and adult ministries that use the hall are better served in the outdoors. This is most evident in the hall for playtime, youth physical activities and Friday night meals. If you are here after the morning church service, the kids are using the auditorium and stage for physical play. It is not ideal and is (at

times) unsafe. At our most recent outdoor event (Growth Group leader end of year dinner), one of the children was sitting on the ground, next to mum playing in the dirt. That is one example.

The existing building was built with expansion in mind. The eastern wall structure was built to allow extension of the facility. The kitchen is designed for external use catering.

The solution

The fenced area between the ministry centre and Prescare Vela has long been explored as a prime space for an established safe, shaded, and purpose-built outdoor ministry space. After consultation with ministry leaders, they envisioned an area for outdoor events, playtime, kids church, youth wide games as well as serendipitous spaces for discipleship meetings, prayer, and growth group meetings. In its current state it is largely unsuitable for people to be out there for large parts of the day due to being exposed to direct sun and rain.

A committee was formed with the plan to scope to these requirements.

As we widened the consultation and spoke to many of the ministries, it became clear there is a need greater and substantial than the initial shade sail design. The design concept went through many versions. At the peak, the design included a dedicated stage area, with a PA system, a community garden, several seating areas, storage for outdoor furniture, the spare block of land with new turf and fenced and mature trees.

We engaged a cost estimator, with that design estimated at over \$1,000,000. In all good conscience, the committee decided that was not a palatable option, so we went back to the drawing board. We looked hard at the requirements and de-scoped. The revised, scaled back, design proposal integrated an open multifunctional area that catered to the widest range of ministry activities while balancing their individual ministry needs. A key feature of the design was a structural solution that would allow the ability to double the covered outdoor area in the future by simply adding portal frames and extending the roof. The Development Approval sort from Council reflected the adaptable nature of the facility with a Stage One and Stage Two proposal. The design can now be visualised in [this virtual video fly through](#).

In our discovery of design, we came to understand that (according to Brisbane City Council) the current approved use of the Creek Road Ministry Centre does not include any activities outside. Any current activity or future improvement to this space (like erecting a simple shade structure) leaves us open to a breach notification. At the simplest shade sail design required Brisbane City Council Approval. Gaining council approval comes with costs, therefore the committee needed to find a design with a balance of longevity, functionality and within reasonable cost worthy of the investment of professional services and application fees.

As part of the Brisbane City Council approval (called a Material Change of Use), we can use that outdoor space (with conditions of no amplified music) between the hours of 7am – 6.30pm Monday to Thursday and 7am – 9.30 Friday, Saturday and Sunday.

Throughout the process the below was conducted:

- 1x Pre-lodgement meeting was conducted with Brisbane City Council representatives, the design team (Architect and Town Planner) and Church Ministry team representatives.
- The above mentioned Professional Consultants services were engaged and conducted in accordance with the Churches revised requirements.
- A design was resolved, documented and coordinated.

- Documentation and Specialist Reports were collated in one submission to Council.
- 1x Request for Information (RFI) was raised by Council which was responded to by the various Consultants on our Churches behalf.

On the 9th of September 2019 we were granted development approval. Praise God!

Funding Model.

In the October 2018 congregational meeting, we approved the following:

Funding for this project is \$250,000 from capital savings, at least \$55,000 from a once off building fund campaign, and 2 years ‘repayment’ to savings of \$100,000 per year. Whatever is raised above \$55,000 will reduce the need to draw on savings.

In other words,

Fundraise	\$55,000
Capital draw down	\$250,000
Capital draw down (to be repaid)	\$200,000
Total Project Budget	\$505,000

Capital Fund

Living Church has a Capital fund. This fund is available for capital improvements and purchases. After supporting City South to independence, the forecast balance for January 2021 is \$595,000.

We are not borrowing to fund this project. Funds will be drawn from within this fund balance. We are a commitment to replenish \$200,000 of that fund over a two-year period. To achieve that commitment of replenishing \$200,000, a fund was set up called a “Special Projects Fund”. This fund has been accumulating funds throughout this year.

Special Projects Fund

The implemented strategy started in January 2020 is called a “Special Projects Fund”. Its purpose is to:

1. reduce reliance on large gifts for day-to-day expenses
2. a fund to support special projects. (the outdoor project is a “Special Project”)

It is a successful strategy. The forecast 31 Dec 2020 balance is \$102,000. With that continued strategy, this will support the commitment to replenish the capital fund within the 2-year commitment.

Completed Project Milestones

Please find a summary of milestones to date

- October 2018 – Congregation Approved Project and funding model (ref:277/18)
- November 2018 – Presbytery Approved Project (ref: Presbytery minute C10-2018-18)
- June 2019 – Project paused (after BCC approval) for financial consideration (ref: 161/19)
- September 19 - BCC Building Approval granted
- November 19 - From January 2020 - Budget allocation of allocating large gifts to be allocated to “Special Projects Fund” (ref: 231/19)
- April 2020 – as a response to unknown outcomes of COVID Board pauses project after tender document completion milestone (ref:178/20)

- October 4 2020 – advice from Stuart Hoadley (email 4:42) – PCQ funds available
“As this is deemed normal use of the Capital fund there will no problems with the release of funds on the basis outlined.”
- Towards 2021 event – attendees were asked for their opinion if the time is right to proceed to tender. Most attendees indicated a desire to progress to tender with a commitment to present the responses and recommendations to the congregation prior to proceeding to contract negotiation and agreement.

Next Step – The Tender Process

Please find the following milestones and desired timings. Note step 8 is a critical milestone.

#	Step	Potential Date
1	Choose tender process with selection criteria	18 December 2020
2	Final tender documents ready for release	15 January 2021
3	Release tenders - (Minimum of 2)	18 January 2021
4	Completed responses to tender enquiries	6 February 2021
5	Tenders Close	8 February 2021
6	Completed Tender assessment by committee	12 February 2021
7	Update Board – Recommendations (options to proceed/amend/seek more \$)	16 February 2021
8	Feedback / Decision of the Congregation	Sunday 28 February 2021
9	Negotiations with the preferred tenderer complete	12 March 2021
10	Contract documents completed	Thursday 4 th March 2021
11	Contract signed	Friday 19 th March 2021
12	Advise unsuccessful tenderers	Friday 19 th March 2021
13	Contract administration (Build)	May – Dec 2021 (TBC)

Summary

A project of this size and complexity, and with the passing of time, there is a loss of understanding and detail on the history of this project. This paper is an attempt to give context to the status of this project.

This paper does not attempt to answer every question. If you have an unanswered question, please do ask. We would be pleased to meet with you, or answer over the phone or email.

Please contact:

Via the office: 33984333 or office@livingchurch.org.au

Tim Collard – 0408758835 or TimCollard@LivingChurch.org.au

Malcolm Griffin - malcolm@psaconsult.com.au

In Jesus,

Tim Collard
Operations Manager – Living Church