

St. Benedict Catholic Church

Parrish Building Committee

Minutes

March 6, 2008

In attendance: Harriet Bauer, Jim Buswell, Butch Enderle, Doug Ingalls, Pam Ingalls, Steve Klima, Kye Lehr, Joe Preston, Mary Preston, Deacon Lynn Sherman

Opening Prayer: Led by Deacon Lynn at 7:10 pm.

Minutes: A motion was made by Jim Buswell to approve the minutes of the February 21, 2008 meeting, seconded by Joe Preston. Motion approved.

Old Business: The committee had a brief discussion regarding the Master Plan sub-committee that would ultimately write the draft on the Request for Proposals.

The committee members went over the Town Hall lists to which the Parishioners have added their ideas. Additional ideas from committee members were added, items that did not relate to a facilities plan were deleted and some categories were combined. These lists will continue to be posted after Mass through Easter for Parishioners to add more ideas. Doug Ingalls has created a spreadsheet so that this information can be captured in a more concise format. Once the data is transferred to this spreadsheet, the committee will be supplied copies.

During the above discussions, under the Parish Staffing category, it was questioned whether offices for the Priests be a part of the Parish Center or be added to the Rectory when it is built. Deacon Lynn stated that the Diocese requests that the Rectory be the Priests living area and not have offices in them. Deacon Lynn stated that he will have a needs assessment meeting with Priests in April to determine what will be needed in a Rectory.

New Business: Deacon Lynn informed the committee that we would not be able to finalize the Project Proposal Letter in time for the next Building Commission meeting which will be next Tuesday, March 11, 2008. After a short discussion on the demographic numbers and where the information was obtained from, the committee went over the Draft of the Project Proposal document and made changes, additions, and deletions. The importance of following the Diocese New Construction and Renovation Guidelines and structuring the letter following these guidelines was discussed. Deacon Lynn will finalize this draft of the Project Proposal document and have Pam forward it to committee members. Members are asked to look over the letter as soon as possible and send any suggestions, etc. so

the letter can be finalized by the end of the month. Deacon Lynn will then contact the Diocese and ask to have the Project Proposal be put on the calendar for April's Building Commission meeting.

Butch Enderle discussed developing a Mission Statement for the Master Plan committee and putting it in the Parish Bulletin so people can get information and hopefully have an interest in volunteering for this important sub-committee. Mary Preston made the motion that a Mission Statement be placed in the Bulletin, seconded by Kye Lehr, motion carried. Deacon Lynn will try to get it into this Sunday's Bulletin if possible, if not, it will be placed in next Bulletin.

Once all the data is collected from the Town Hall lists it will be transferred to the spreadsheet and the committee will be able to use that information to do needs assessment statements. Those statements will then be used by the Master Plan Sub-Committee.

The next Building Committee meeting will be held Thursday, March 27th, the first Thursday after Easter at 7:00 pm at the Parish house. This meeting will target finalizing information and reporting back to the Parish.

Closing Prayer: Led by Deacon Lynn at 10:10 pm.