



Questions & Answers

Kitchen Remodel Campaign

Section I – The Kitchen Remodel

1. When was St. Mark's kitchen adjacent to Fellowship Hall originally installed?

St. Mark's kitchen, included in the original construction of Fellowship Hall, was installed in 1966. Since its installation, the kitchen has only had a superficial facelift. In comparison, Fellowship Hall has had multiple refreshes to the interior in the five-plus decades, with the Welcome Center added to the exterior in 2002.

2. What are some of the factors that have affected kitchen usage since its installation?

Fellowship Hall was originally comprised of a Chapel (the only worship area) and the kitchen. Five classrooms were nearby. In 1966, St. Mark's average attendance totaled 129. Because worship services were conducted in Fellowship Hall, an event impacted the use of the kitchen. Each event required reconfiguration of the folding chairs, followed by chair repositioning for the next Sunday's worship service.

As St. Mark's congregation grew to an attendance of 300-325 (590 members), planning for the future began, and new building commenced. On Christmas Eve 1983, St. Mark's congregation worshiped in the new Sanctuary for the first time. This transition offered greater flexibility in Fellowship Hall and contributed to kitchen usage, combined with congregation growth and additional programs/ministries. By 2019, with an average attendance of 664 (969 members), St. Mark's kitchen usage expanded from a kitchen of limited usage to a kitchen needing the same qualities and capabilities of a food service kitchen.

3. What is a food service kitchen?

A food service kitchen is designed for increased food production and greater food safety. These kitchens typically have special equipment requirements and workflow that promote enhanced function, safety, and efficiency.

4. How is St. Mark’s kitchen used that contributes to a food service kitchen classification?

Kitchen Usage	Number of individuals Served	Types of Food Service	Meal Types	Frequency and Ministry/Event and Examples
48 Different Ministries / Events	9,296 (Various meal types) 11,440 (Post-worship service coffee/ refreshments)	Food Prep, Cooking, or Serving Catered, Prepackaged, or Home-cooked meals in crock pots	Coffee Beverages Breakfast Snack Luncheon Cookies/Drink Soup/Bread Full Tea Potluck Dinners	Daily - Vacation Bible School Weekly - Soul Station Weekly - Coffee Hour Monthly - Primavera 4-5 X Yr. - Children’s Events Annual - Multiple Biannual - Multiple Varies - Memorial Services

5. Why is a kitchen remodel being proposed at this time?

There are multiple reasons why our kitchen remodel has been proposed:

- A. The majority of St. Mark’s campus has been updated and presents an attractive appearance. Some areas have been refreshed multiple times. In contrast, the kitchen shows obvious signs of age, and issues have arisen.
- B. Food handling and safety codes have changed in 50+ years. Our current kitchen has no separation between food prep and food disposal areas. It has no handwashing sink, prep-sink, or three-compartment sink. The dishwasher is a residential model versus commercial. Counters and surfaces are porous tile-and-grout, making cleanliness and maintenance more difficult. A complete kitchen remodel is needed to correct the above and better align with best practices for food service kitchens.
- C. Our range was a used appliance when installed decades ago and needs to be replaced along with a fire suppression hood. The Golder Ranch Fire District brought safety concerns to the attention of St. Mark’s Board of Trustees. St. Mark’s users can no longer fry or perform similar cooking in the kitchen due to the potential safety issues from airborne particles/pollutants. Fire District authorities are requesting a plan to bring the kitchen up to current standards. Without a plan, and implemented updates, **cooking options at St. Mark’s will be restricted.**

6. When is the planned start date and completion date of the Kitchen Remodel?

St. Mark’s has asked the contractor to begin the Kitchen Remodel the day after Easter, on April 13th. The contractor estimates the project will take from five to six months to complete because of the complexity of the requirements, including demolition, relocating utilities to improve the kitchen’s workflow and efficiency, finishing, and installation of the new cabinetry/shelving and commercial appliances.

7. Will St. Mark’s constituents have access to view the kitchen as it progresses, or will they be provided with construction updates during the remodel process?

Because of the typical debris during demolition and various building materials and appliances during the remodeling phase, the “Construction Zone” is not considered a safe environment for St. Mark’s constituents/children. The Leadership Team plans to provide constituents with ongoing updates on construction progress to keep everyone informed and prevent injuries in the potentially hazardous area.

8. What are the interim plans for kitchen users during the remodel?

Even before kitchen remodeling begins, the Board of Trustees will implement changes to the auxiliary kitchen on St. Mark's campus. (*Information will be provided on the auxiliary kitchen and its use at a later date.*) These changes will ensure it's as functional and equipped as possible for situations when a very small kitchen will suffice. The Trustees will also be reviewing other possibilities that may address our current needs.

During the remodel, it's recommended that users try to keep their food-related requirements as simple as possible. Any inconvenience now will be rewarded in the future with improved functionality and efficiency in St. Mark's beautiful new kitchen!

Some of the options include those below. Kitchen users may also have other creative ideas to share during the Kitchen Remodel period:

- Using the small auxiliary kitchen for **very limited** food storage, prep, and cleanup. This kitchen will be fully operational and equipped prior to the planned start date of the Kitchen Remodel.
- Bringing in/taking home previously prepared food in crock pots, to be served in the Welcome Center, or
- Ordering food items with no preparation and little clean-up required. Examples are pizza, deli-sandwiches, pre-packaged salads, fruit, and simple desserts such as cookies, etc.

9. What are the anticipated benefits of St. Mark's new kitchen?

The kitchen's new design will provide an efficient workflow at each stage in the process: from prep to cooking to cleanup. This will allow individuals to perform separate activities without interfering with one another or cross-contamination between food preparation and food clean-up areas. It also offers improvements in cleanliness and ventilation. A summary of these benefits are shown below:

- A stainless steel (SS) handwashing sink is adjacent to the center island and prep-sink.
- A stainless steel center island offers a prep-sink and open shelving below. It's located across from a SS triple-compartment sink.
- For a greater flow between refrigeration and cooking, the commercial-grade appliances are grouped at the opposite end of the kitchen. There will be a new refrigerator, range/oven/hood, warming drawers, and microwave.
- A separate window from the hallway into the kitchen allows the delivery of soiled dishes away from food prep and serving areas. Inside the kitchen, debris is quickly cleared into a receptacle before the dishes are loaded into a high-capacity, sanitizing commercial dishwasher. A rack on the dishwasher's receiving side permits speedy unloading of clean dishes. An overhead ventilation system removes heat/steam above the dishwashing area. The dishwashing system minimizes the labor required today, the water involved in handwashing dishes, or the cost of paper products.
- Wall and counter surfaces are smooth, some of which are stainless steel. These surfaces optimize cleanliness and cleanup.
- A new ventilation and HVAC system will improve the comfort of kitchen users.
- An outside door through the hallway into the kitchen allows easy provisioning or food delivery into the kitchen versus going through the Welcome Center or Fellowship Hall entrances.
- The hot water heater is being moved into a closet outside the kitchen, and the ice machine is being relocated into the alcove opposite the kitchen serving window.
- Remodeling the kitchen will bring its appearance into alignment with the balance of St. Mark's campus.

- The remodel will result in a kitchen compliant with best practices for food service kitchens and addresses the safety concerns expressed by Golder Ranch Fire District authorities. St. Mark's will also benefit from greater efficiencies, economies, and an improved environment for kitchen activities.

10. Will the restrooms near Fellowship Hall and Welcome Center be included in the Kitchen Remodel?

No. Remodeling the adjacent restrooms will be deferred to a later date. The Kitchen Remodel will be the focus of raising Campaign funds at this time.

On the positive side, having only one area inaccessible at a time causes less inconvenience to our constituents. While the Kitchen Remodel is in progress, it allows individuals using Fellowship Hall, the Welcome Center, and St. Mark's office to continue having access to these restrooms. *(Note: There may be some dates of exception when Kitchen Remodel work involves the hallway.)*

If the Campaign yields funds greater than the Kitchen Remodel's goal, it's likely that restroom remodeling will be included in the Board of Trustees' near-term project schedule. Otherwise, these restrooms will be upgraded as soon as funds are available.

Section II – The Capital Campaign

1. When is the planned launch date of the Kitchen Remodel Campaign?

The official launch date of the Kitchen Remodel Campaign is February 16th, 2020. However, there will be a number of pre-launch activities associated with the Campaign.

2. What is the funding goal of the Campaign?

The total Campaign goal for the **Kitchen Remodel Campaign** is **\$300,000 (our VICTORY GOAL)**.

3. Can constituents contribute to the Kitchen Remodel Campaign prior to the planned launch date?

Absolutely. The Leadership Team would welcome early contributions to this Campaign. In fact, the Team will be hosting Focus Groups in January, followed by a Congregational Open House in early February. The purpose of these events is to answer any questions, obtain input, as well as pursue early contributions to raise one-half of the Campaign goal before the official launch date to generate **\$150,000 (our INSPIRATION GOAL)**.

4. What is the Leadership Team's rationale for pursuing contributions prior to the official Campaign launch?

There are multiple reasons for this approach:

There's a trend in Capital Campaigns to raise a large percentage (one-half or more) of the total campaign goal in advance of the formal launch date. Early contributions are often received from those that are:

- Enthusiastic about a project (some wishing to see their contribution come to fruition),
- "Early adopters" wanting to be among the first to help, or
- Honoring a family member or giving in memory of a loved one.

The remaining funding requirement, significantly smaller than the original Capital Campaign goal, now appears very doable and can be readily addressed by the balance of the constituents.

Another factor contributing to the rationale for pursuing funds prior to the official launch, there's often an issue with timing overlap between a Capital Campaign launch and the construction project. This may occur due to securing the contractor of choice. This can be more difficult when scheduling a lengthy project.

Additionally, pre-project expenses or progress payments may arise and must be covered before the Campaign officially launches and is sufficiently funded. Early contributions are needed to cover expenses during the period of overlap. In St. Mark's case, if early contributions are insufficient, the Finance Committee is prepared to use its Unrestricted Fund to ensure the project continues on track.

5. How is this Kitchen Remodel Campaign different from our recent Stewardship Campaign or the previous Capital Campaign – “Shoring up the Foundation”?

As indicated above, the official launch date of the Kitchen Remodel Campaign is February 16, 2020, through May 31, 2020. As such, this is a **short-term campaign**. A short-term campaign is typically funded from constituent's [liquid] assets versus income that is contributed over longer periods of time. A short-term campaign is often used in lieu of a loan by a church or organization.

Since St. Mark's Kitchen Remodel needs to begin after Easter, it overlaps with the Kitchen Remodel Campaign. Consequently, it requires near-term receipt of contributions to fund the expenses and progress payments to the architect and contractor. However, if constituents wish to participate in the Kitchen Remodel Campaign through a commitment with incremental payments, their commitment would be welcome with all payments received no later than August 31, 2020, to ensure funds are available for the required remittances.

In comparison to the other campaigns:

- Stewardship Campaigns are designed to fund St. Mark's annual Operating Budget. Commitments are funded by constituents weekly, monthly, or annually since expenses are typically incurred throughout the year.
- The prior Capital Campaign, “Shoring up the Foundation,” was a long-term, multi-year campaign for various St. Mark's projects, including the parking lot resurfacing, west patio remodel, Wesley House update, and campus re-painting. Because it had no immediate requirement, commitments were funded by constituents weekly, monthly, or annually.

6. How should constituents identify contributions to the Kitchen Remodel Campaign?

Constituents wishing to make contributions should reference the **Kitchen Remodel Campaign** in the memo field on their checks and/or giving envelopes to ensure it is reflected appropriately in St. Mark's records and their personal Giving Statements.

For online giving, go to www.umcstmarks.org then the “GIVING” tab on the right. Near the bottom of the list, locate the **Kitchen Remodel Campaign** category, and indicate the amount.

Additional **tax benefits** may be available to those age 70-1/2 or older with a traditional Individual Retirement Account (IRA) that are planning to make a contribution through a Qualified Charitable Distribution (QCD) as part of their Required Minimum Distribution (RMD). (*Reminder: Following IRS requirements for remittance of QCDs is necessary to receive tax benefits.*) See updated information on RMDs/QCDs and 2019 Federal income tax standard deductions on St. Mark's website. Go to www.umcstmarks.org then the “RESOURCES” tab in the main menu at the top.

If assistance is needed to make a contribution to the **Kitchen Remodel Campaign**, contact St. Mark's Bookkeeper, Ruth Kester, in the church office at 520/297-2062.

Contributions to the **Kitchen Remodel Campaign** will appear on St. Mark's Balance Sheet within the **Capital Stewardship Campaign Fund**.

7. What are some of the project-related expenses that arose before the Campaign officially launched?

In order to determine the project cost and be able to present the Kitchen Remodel plans for Capital Campaign approval, several expenses were required:

- Asbestos testing was necessary to determine if asbestos abatement services were needed. A positive test would have impacted both the work scope and project cost. (*Note: The test for St. Mark's proved negative for asbestos.*)

- Architectural renderings (plans) were required to refine the design, and to make adjustments to align with St. Mark's budget. The renderings also provided visual images for the Capital Campaign review by St. Mark's Covenant Council and for Capital Campaign approval by the Special Church Conference.

In the future, deposits and progress payments by the architect and contractor, along with expenses for permits, are anticipated before the Kitchen Remodel Campaign launches and has been fully funded.

8. How have these expenses been handled to date?

Invoices have been received for the asbestos testing and architectural renderings (plans). Payments for each have already been disbursed from the **Capital Stewardship Campaign Fund** that had a sufficient balance from various prior contributions and a bequest.

9. How are contributions handled by St. Mark's when received for the Capital Stewardship Campaign Fund?

Contributions received are handled through St. Mark's process for incoming funds. This process is compliant with accounting practices and has been validated by an independent financial review.

A donor's contribution designations are recorded on St. Mark's Weekly Receipts -- Financial Secretary Report. Giving information on envelopes containing cash, or from checks or electronic payment designations are subsequently updated in Giving Statements for tax purposes.

10. What is the current balance in the Capital Stewardship Campaign Fund?

When the Capital Campaign was approved by St. Mark's Special Church Conference on December 15, 2019, the balance in the **Capital Stewardship Campaign Fund** was approximately \$60,000. This fund varies due to increases and decreases as additional contributions are added, and invoices are remitted for expenses incurred. The total of the **Capital Stewardship Campaign Fund** is reflected within St. Mark's financial records in the Balance Sheet prepared by St. Mark's Bookkeeper.

11. Who monitors the Capital Stewardship Campaign Fund?

The status and cash flow from the **Capital Stewardship Campaign Fund** is closely monitored by St. Mark's Bookkeeper and Co-Chairpersons of the Kitchen Remodel Campaign Leadership Team, represented by the Board of Trustees and Finance Committees. This Fund will be closely monitored throughout the Kitchen Remodel Campaign to completion of St. Mark's new kitchen to ensure monies are available for required payments, and the project stays within budget.

12. Will St. Mark's constituents be informed of the Kitchen Remodel Campaign's status toward Goals?

Yes. As mentioned previously, the Capital Stewardship Campaign Fund will experience both additions (income) through contributions/donations and subtractions (expenses) for remittances throughout the Campaign and Kitchen Remodel. Consequently, the amount in the Fund will vary depending on the date of contributions, and the date that remittances are reflected in St. Mark's financial records.

A periodic communication similar to the one below will keep our constituents informed of the status in reaching our Kitchen Remodel Campaign goals. Expenses to Date are also shown. These expenses will reflect phased progress payments and other expenses that occur during the project, including any additions to the work scope that may be necessary for the project.

EXAMPLE:

As of January 31, 2020

Kitchen Remodel Campaign SUMMARY	TOTALS	INSPIRATION GOAL \$150,000	VICTORY GOAL \$300,000
		(Before 2/16)	(2/16 - 8/31)
Commitments/Contributions to Date		\$115,000	
Commitments/Contributions Needed to Reach Goals		\$ 35,000	
Expenses to Date	\$9,610		
Capital Stewardship Campaign Fund Balance			

13. If I/we have any other questions or comments, who do I/we contact?

Co-Chairpersons of the Leadership Team of the Kitchen Remodel Campaign

Lezley Barth lezleykbarth@gmail.com 816/506-0026 Finance Committee
John Cecilia johncecilia@comcast.net 520/425-0769 Board of Trustees

Questions on a contribution that you made or want to make

Ruth Kester 520/297-2062 St. Mark's Bookkeeper, Church Office