

Update: March 2, 2009

**WOODROFFE COMMUNITY CHURCH
Relocation Steering Committee
Workplan - 2009**

TASK	ACTIVITIES	DELIVERABLES	RESPONSIBILITY	TIMELINE/ PROGRESS
1. Administration/Liaison with HQs	Prepare next phase of Program Proposal	Program Proposal document to identify: <ul style="list-style-type: none"> o Date to move o Financial scheme o Rental property o Plan for assets o Outline of phased plan for purchase of property and construction 	Connie, Simon, Carl, Terilynn	February 2009 Update to Mission Board and submitted to AC via e-mail February 25/09
2. Program/ministry development	Continue work with Algonquin Nursing Students for winter term with focus on planning Youth Forum.	Info/consultation session and lunch with reps from Barrhaven youth service providers. Final presentation from students to whomever can attend.	Bob and Kathie Samways, Bill, Stephan, Ryan, Connie, RSC and Mission Board	March 6, 2009; invite finalized Invitation to all congregation on Sunday.
	Participate in/support developing a ministry plan for Barrhaven.	Any information that would assist Stephan and Simon in this job.	RSC, Simon, DHQ, all through Mission Board	Jan-April 2009
	Use info from ministry development to discussion specs and inform decisions for both rental space and property purchase.	Terilynn looking for rental space for admin office.	Simon Terilynn	School lease in to DHQ;

3. Develop Financial Scheme	Confirm committed funding with DHQ, including appraised value of current property.	Financial Scheme to insert into Program Proposal for DHQ. (operating and capital)	Carl with DHQ DSBA and F&P Committee	Financial Scheme in with updated Program Proposal
	Determine capacity of congregation to sustain operations and create a capital relocation account, in framework of general stewardship program for church.	Viable budget with congregational commitments to cover interim operations plus capital accrument.	Carl with F&P Committee	February 2009
4. Fundraising	Develop and implement a fundraising plan that complies with SA guidelines	<p>Constitute a fundraising committee to develop a fundraising plan that identifies:</p> <ul style="list-style-type: none"> ○ Scope of need for funds to be raised (e.g. general building account, specified furnishings) ○ Process for working with PR/Development office re legacies, etc. ○ Develop an actual event, challenge, etc. plan for implementation in September/09 <p>Determine composition of committee besides CS. Send suggestions to Connie or Carl. Only three or four people with others engaged in specific initiatives.</p>	Fundraising Committee RSC (Carl, Harold, Winston) with DHQ Development Director	March-September and ongoing

5. Property	<p>Arrange for rental space for meetings in a school in Barrhaven. This includes:</p> <ul style="list-style-type: none"> ○ Identifying appropriate space for Sunday morning and one program evening ○ Identifying amount of storage space needed, on-site if possible 	A signed lease to start Sunday, May 3, 2009.	Terilynn, Carl, Simon	Lease in at DHQ.
	<p>Conduct Inventory of current assets. Determine storage needs. Identify options available for storage.</p>	Arrangements finalized.	Carl with F&P Committee and participation of RSC members.	February 2009
	<p>Explore options for admin office space in Barrhaven, preferably near meeting site; e.g. an extra office in a non-profit agency.</p>	5-year lease for office space	Terilynn, Connie, Simon with DHQ	March 2009 ?
	<p>Identify possible properties to purchase. Negotiate process with DHQ/THQ.</p>	Finalize purchase.	Terilynn, Carl, Simon with HQs	December 2009
	Develop design and construction plan		With THQ resources	???
5. Communication	<p>Develop next steps in communication plan, including:</p> <ul style="list-style-type: none"> ○ Internal/external strategy ○ Regular updates to congregation ○ Web page/chat room ○ Support from Bible Study and Prayer Groups 	<p>Documents posted on bulletin board and web site as soon as available.</p> <p>Congregational meeting with Major Graves in attendance on Sunday, March 8</p>	<p>Bill and Connie</p> <p>Simon, Connie</p>	<p>Ongoing</p> <p>Q&A to finalize for March 8</p> <p>Congregational meeting with AC on March 8</p>

