

**Capital Needs Discernment Committee Recommissioning  
Charter St. John's Episcopal Church, Norwood Parish  
February 21, 2023**

**I. Name**

The Capital Needs Discernment Committee (CNDC) is a special committee of the Vestry that operates in all respects within the boundaries of current law and Diocesan Canons. The purpose and objectives of the Committee will be publicized to the Parish as a whole.

**II. Background**

The original CNDC finished all of its initial obligations under the original charter submitting its Final Report, master plan and recommendations to the Vestry in October of 2020 during the Covid 19 pandemic. Since that time, changes in priorities and church use have occurred and may impact the direction originally envisioned.

The original charter to this committee sought to complete the following tasks:

- To identify important capital needs projects for the Parish whose funding through a capital campaign would help strengthen our foundation and allow the Parish to thrive, adapt, and grow in the future, consistent with and furthering St. John's mission and vision statements.
- To gather preliminary input from Parishioners and Staff about the scope and nature of potential capital needs projects.
  - To identify potential capital needs projects for further investigation.
- To appoint necessary subcommittees to engage in preliminary investigations of the potential costs and nature of each of the identified projects.
- To prepare an Interim Report and a Final Report to the Vestry identifying up to three potential capital needs projects recommended by the Committee for further consideration as the subject of a future capital campaign, along with descriptions of the potential scope and preliminary costs of each project and the ways in which each would further the mission and vision of St. John's.

**III. Purpose and Responsibilities**

The re-commissioned CNDC seeks to build on the information previously gathered, gather new information related to priorities and needs that have developed since that time and make recommendations to the Vestry for consideration of investments that will ensure our property is capable of meeting our mission and is consistent with the Vision of St. John's Episcopal Church.

This Committee's roles are:

- A.** To work with the Property Committee to provide the Vestry with a list of the immediate property needs of the church, likely costs and priority for action.
- B.** To analyze the original master plan's proposed use of the current educational wing to fully understand what would need to be done to transform the educational wing into a missional space. This analysis would be provided to the Vestry. The analysis will include an examination of all space needs (e.g., Sunday school, meeting space, missional space, administrative offices, etc.) within the totality of the church and the various options available to meet these needs.
- C.** To gather preliminary input from parishioners and staff about the scope and nature of new needs that may have arisen because of and during the past three [pandemic] years and recommend how these can be integrated into plans for investments in the church property.
- D.** To make recommendations to the Vestry on criteria categories to be used by the decision-making body in evaluating space use alternatives. These criteria may include: sources and uses of funds, timeline, phasing, risks – operational impacts, loss of income, security, technology needs, compliance with code, etc.
- E.** To prepare and submit a recommended action plan for Vestry consideration that prioritizes immediate and capital-intensive actions for the St. John's property that may be funded through property reserves or a new capital campaign and recommend a timeline for parish input into the master plan based on the CNDC Final Report recommendations.

#### **IV. Authority**

- A.** The Committee may create subcommittees from among its members, as contemplated above, and may request such information from and participation by other members of the Parish and committees of the Vestry as may be necessary to complete its Purpose and responsibilities. These members will be a part of the CNDC Advisory Committee.
- B.** The Committee may consult with a capital campaign consultant identified by the Vestry to the extent authorized by the Vestry and as may be necessary for the Committee to complete its Purpose and Responsibilities.
- C.** From funds provided by the Vestry or awarded as a grant by the Norwood Parish Fund, the Committee may commission consulting experts to provide necessary information for adding details and budgetary calculations for designing the appropriate capital campaign.

#### **V. Membership**

The Vestry will appoint Committee members and co-chairs for a term of no more than one year (subject to Vestry renewal). The Committee will have ten members that include the following:

- One Clergy member
- One Warden
- One representative from the Justice and Outreach Committee
- One representative of the Property Committee
- One representative of the Parish Life Committee
- At least one Vestry member
- At least two additional Parishioner(s)
- One member of the original CNDC
- The Executive Director of Operations will serve as ex-Officio member

Key parishioners and experts will form the pool of advisors to the CNDC and will be called on when necessary to add information to the setting of priorities and needs of the church. These members may include (among others) the following individuals and representatives:

- Rector
- The Norwood Parish Fund
- Director of Music Ministries
- Children Youth and Family Ministry Director
- Drama Troupe co-chairs
- Former wardens
- Church property consultant
- Church finance manager
- Minister for Community Engagement

## **VI. Meetings**

- A. The Committee will meet at intervals determined by the programmatic decisions of the Vestry. In the first few months after Vestry approval of the recommissioning, the Committee will meet at least three times prior to completion of the interim report discussed below and its submittal to the Vestry on March 17, 2023.

After that deadline, the Committee will reconvene as needed, at monthly intervals for the purpose of finalizing any required priority use scenarios and guidelines, and to complete the work described in section III. The Committee's recommendations will be submitted to the Vestry after April 2023.

A simple majority of the Committee will constitute a quorum. Regular meeting dates will be set by the Committee in advance, but in the case of an urgent matter, a co-chair may conduct the business of the Committee with respect to that urgent matter by electronic or telephonic means, either by conducting the meeting by teleconference or by seeking approval of an otherwise permitted action by email, after due opportunity for comment and questions pursuant to a procedure and a process approved by the Committee at a regular in-person meeting.

- B. Committee meetings will follow an agenda circulated in advance, and the Committee's recommendations to the Vestry will be made by consensus or, if needed, by majority vote.
- C. Regular meetings will be advertised to the parish in advance and open to St. John's parishioners and any guest invited by a member of the Committee, except that the Committee may, by majority vote of its members present at any meeting, resolve itself into executive session, for discussion but not voting on any matter, at which other members of the parish shall not be present, unless by specific invitation.

## **VII. Reporting**

- A. Minutes. Following each meeting of the Committee, the co-chairs will ensure that the Vestry receives a copy of the agenda and a brief report of the discussion, recommendations, and any potential expenditures identified at the meeting.
- B. Interim Report. By March 17, 2023, the Committee shall deliver its preliminary report to the Vestry. This report will highlight the immediate property needs of the church and their likely costs; what the Kerns Group Architects master plan previously provided on phases, costs and timelines for design and construction; and, a preliminary list of potential space modifications recently raised and discussed in various meetings with the Vestry and between the CNDC and church staff and ministries. The interim report will also include recommendations for criteria categories that will need to be included in any proposal(s) for the missional space (section III part A, B, C).
- C. Recommendations and Proposed Action Plan. The balance of the work described in section III will be presented to the Vestry by December of 2023 (or later date determined by the Vestry), for discussion and feedback.
- D. Final Report. Taking into account feedback received from the Vestry as well as the results of further investigations and analysis by the Committee and any consultants retained as a result of priorities set by the Vestry after March 2023, the

Committee will set the goals for additional meetings and the final report, to be completed no later than February 2024. The Committee and the Vestry shall coordinate a presentation of the Final Report to the Parish.

**(rev. 9)**