



Holy Apostles Orthodox Christian Church

Development Committee Activities Report May 5, 2009

Goals

The Committee established several main goals:

1. To determine the best overall usage of the land to meet the current and future needs of the parish.
2. To provide the parish council and parish body with development concepts and gain their feedback to incorporate into the plan.
3. To examine the current financial status of the parish and determine financial (use of funds and fundraising) requirements to accomplish short and long-term development goals.
4. To develop a comprehensive (professionally completed) site plan that has the support of the parish and can be used for regulatory approvals (INCOG – BOA, permits, etc).
5. To develop a comprehensive cost analysis once the site plan is completed and approved (by both the parish and the BOA).

Needs

The Committee has identified seven major areas of need (in order of timeline and priority):

1. Expansion of St. Matthew Chapel
2. Establishment of a Cemetery
3. Larger Community Building with Increased Functionality (Additional facility for Youth, etc)
4. Rectory
5. Future Temple
6. Completion and Expansion of Parking Lot(s) (Based on development 1-5)
7. Landscaping (Based on development 1-5)

Committee Action Items

1. Create a draft of the site plan and recommendation report to be presented to the parish council.
2. Locate and evaluate possible architectural/engineering firms for the site plan work.
 - a. Meet with a minimum of three firms to gain project insight and proposals for the work.
 - b. Present proposals from architects for the site plan work to the parish council to gain approval for architect selection.
 - c. Contract with selected architect for the development of the comprehensive site plan.
 - d. Begin comprehensive site plan development.
3. Develop a timeline for implementation of concepts.
4. Create a comprehensive financial analysis for site development.
 - a. Gain a comprehensive understanding of costs for proposed development.
 - b. Develop a proposal to submit to the parish for funding site development.
5. Provide Parish Council and parish body with final report and recommendation once action items are completed. (Action Items 1-4)

Other Action Items Required for Development (Not necessarily by Development Committee)

1. Develop timeline for parish meetings, make revisions and gain approval
2. Gain approval of completed site plan from the Tulsa County Board of Adjustment (INCOG)
3. Establish a “Building Committee” and “Building Fundraising Committee”
4. Initiate Plan (Needs 1-7)

Holy Apostles Orthodox Christian Church

Site Development and Facilities Plan Development Committee Recommendation May 5, 2009

The Development Committee recommends the following improvements and construction on parish property in the sequence presented (Please see site plan drawing draft that supplements this report.):

IDENTIFIED NEEDS AND GOALS

PHASE I (Immediately)

1. Expansion of St. Matthew Chapel:

- a. The committee believes that it is imperative that we expand the chapel to accommodate a minimum of 75 additional people. **The growth of the parish is vital to achieving any development goals.** We must expand our revenue base in order to reduce debt and to provide free cash flow to expand facilities.
- b. Expand the nave of the chapel westward to the current end of the narthex while maintaining the current architecture of the chapel as much as possible.
- c. Build a new narthex that extends to the north of the existing narthex toward the parking lot (new west end of chapel).
- d. Leave chapel restrooms in place as a cost savings. The restroom building can be later converted to a baptistery if desired (When new temple restrooms are in place).
- e. Finance chapel expansion by selling cemetery plots and via a capital campaign. (Please see the Finance section for more information.)

2. Cemetery

- a. Construct a cemetery adjacent to the chapel with a minimum of 150 plots.
- b. Use ornamental fencing to create a cemetery boundary.
- c. Construct cemetery entrances from the parking lot and chapel grounds.

PHASE II (Estimating 2011 – 2012)

1. Construct New Community Building/Establish Youth and Retreat Center

- a. Construct a 6,000 square foot facility in two stages to be initially built (stage one) north of existing community building with stage two built on existing facility footprint.
- b. The new facility will consist of a priest office, classrooms, nursery, choir room, full kitchen, restrooms, banquet area, meeting rooms and storerooms.
- c. Building will be constructed in two stages. 1) Three-fourths of the building to be built adjacent (north) of existing community building. Existing building will remain in place while construction is ongoing. 2) Move existing community to west end of property to become Youth/Retreat Center. Complete construction of the new building (southern exposure) while utilizing newly constructed area as community building.
- d. Use existing building as new Youth/Retreat Center. Move the existing building to the west end of the property.

PHASE III (Estimating 2011 – 2013)

1. Rectory: Build a new parsonage for the priest on the southeast corner of the property.

- a. Construct a 2,500 square foot home with four bedrooms, two full baths, a half bath, dining room, kitchen, living room, utility room and two car garage.
- b. Use quality brick construction with modest amenities and complete the home with landscaping and sidewalks.

PHASE IV (Estimating 2014 – 2019)

1. Future Temple

- a. Construct a traditional Orthodox temple with a capacity of a maximum of 400 people.
Note: The size of the temple and the number of people that it will hold may be limited to regulatory restrictions (primarily the number of parking spaces required per square foot of space.)
- b. Add new exterior restrooms to accommodate the new temple.
- c. Build a bell tower in the center of the existing circular sidewalk pad that connects all facilities.

AS PART OF DEVELOPMENT PHASES I–IV

1. Completion and Expansion of Parking Lot(s)

- a. Complete the existing parking lot
- b. Add a new parking lot adjacent to new community building and temple
- c. Add lighting as needed to parking lots
- d. Connect existing parking lot with new parking lot with driveway

2. Landscaping/Other

- a. Construct pond on SW corner of property.
- b. Add permanent sign, fencing and ornamental gate on Peoria Avenue.
- c. Add trees along both the north and south perimeters.
- d. Construct procession pathways around the chapel and future temple.
- e. Add a bridge across the creek from the rectory and sitting area south of the pond.
- f. Create new sidewalk/open space (paving stone) that connects new temple, community building and chapel. Space can be used for outdoor gatherings.
- g. Create pathways around the pond and grounds with sitting areas.
- h. Add flower beds and green space to create a natural and relaxing environment.
- i. Add one additional playground near the Youth/Retreat Center
- j. Add sidewalks as needed to connect the facilities and rectory.
- k. Add irrigation as needed.

FINANCING

- a. It is clear that the primary financial goals of the parish should be the continuation of the reduction of debt and the expansion of revenues (both operating and capital). Currently the parish is not in a position to acquire more debt **thus making the expansion of our revenue base a top priority.** This can only be accomplished by increased giving of current members or through growth. The Committee believes that growth of the parish is the best solution to achieving our long-term development goals. In order to realize this growth the St. Matthew Chapel must be expanded.
- b. Establish a “Building Fund” and “Fundraising Committee” as part of a capital fundraising campaign. The fund should be used exclusively for the building program.
- c. In order to finance the expansion of the St. Matthew Chapel, the Parish Council should consider selling cemetery plots to parish members (although plots could be made available to other Orthodox Christians as well). It will not be required to wait until the site plan is completed and approved to sell the plots. Selection of plots by donors can be made on a first paid, first selection basis. Plots in the Tulsa area range in price from \$750 to \$2,000; it is recommended that St. Matthew Chapel cemetery plots sell for a minimum of \$1,250 with discounting for hardship situations.

Financing continued

- d. The opportunity exists to use the priest's housing allowance (33% of the priest's monetary compensation package) as a way to offset the cost of building (paying for) the rectory. However, the committee suggests that the council consider some type of compensation be made to the priest to make up for any possible equity and/or tax benefit loss the priest may experience. *(Note: A parish owned rectory builds no equity for the residing priest. Some mechanism (Equity sharing, Pension or 403(b) plan) should be considered.)*
- e. Once the site plan is approved as a long-term strategy (both by the parish and the Board of Adjustment) and the St. Matthew Chapel is expanded the Parish Council should evaluate growth and corresponding revenues to determine when additional phases can be implemented.

Development Priority Recommendation (Parking Lots and Landscaping completed as needed.)

Phase I

- a. St. Matthew Chapel Expansion
- b. Cemetery

Phase II

- a. New Community Building
- b. Establish Youth/Retreat Center (using existing community structure)
- c. Sexton Storage Building

Phase III

- a. Rectory

Phase IV

- a. New Temple

Respectfully Submitted by the Holy Apostles Development Committee,

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