



CITF October Update

Dear Friends,

The Church Interiors Task Force (CITF) has been hard at work this quarter on the evaluation and renovation plans for our facility. The team has made considerable progress in the few short months since the July newsletter that we'd like to share with you. We continue to forge ahead with the "Design" phase and are appreciative of the interest, excitement, and most importantly the helpful and constructive feedback we have received to date. It is clear that you are excited to work together on solutions for the enrichment of our church home.

CITF Accomplishments in the last 90 days:

- **Communicated Widely with Church Family:** Implemented a full suite of communication methods to provide information and gather feedback from church members on ideas and plans for the renovation.
 - **Focus Groups:** August, nearly 100 folks in attendance.
 - **Information Booth:** September, 15 more *each week* come to explore and discuss.
 - **Frequently Asked Questions (FAQ)** located on the website under <https://www.stmatthewsumc.org/church-interior-task-force>
 - **Worship Announcements:** Weekly during the services.
 - **Newsletters:** Quarterly, to keep you up to date on important milestones.
 - **Website:** <https://www.stmatthewsumc.org/citf> , created a section dedicated to CITF updates.
 - **EMailbox:** citf@stmatthewsumc.org for questions and ongoing communications.
 - **In Person Meetings:** Ongoing to gather inputs.
 - **CITF Mailbox:** In church mailbox area.
- **Completed Schematic and Pricing Packages:** Worked closely with INTEC to develop and deliver the Schematic and Financial Packages including detailed architectural renderings of major areas, floor plan designs, and budgetary pricing that was shared at the Focus Group presentations and again now during the Information Booth sessions.
- **Conducted Focus Groups:** Completed a total of six Focus Group sessions in August, reaching a diverse cross-section of nearly 100 church staff, leadership, and members of the congregation. We were pleased so many members could participate, ask valuable questions, and provide thoughtful feedback.
- **Formed the Information Booth:** Located in the Commons for all four Sundays in September, the Information Booth is available before and after all services for the entire month. Open from 8:30am-12:30pm each week, it creates the opportunity for everyone to review the architectural renderings and pricing package details and discuss their ideas with members of the Task Force.

- All feedback from: conversations with the CITF, Focus Groups, Information Booths, and emails have been recorded and consolidated with comment forms and will be considered in the final evaluation and planning.

CITF Goals for the next 90 days:

- Further **Presentations of the Schematic and Pricing Plans** including:
 - Youth Group presentation to gather inputs and feedback on the Youth Wing and Social Hall
 - Weekday School Families presentation
- Continue Ongoing **Communication Plan**:
 - **FAQ Updates**
 - **In-Person Meetings**
 - **Continuing to respond to emails at citf@stmatthewsumc.org**
 - **Website at <https://www.stmatthewsumc.org/church-interior-task-force>**
 - **Newsletters** to provide updates on important milestones
- **Establish a Kitchen Stakeholder group**: to provide input on options for a kitchen update.
- **Update the Frequently Asked Questions (FAQ) Document** per feedback and input.
- **Revise and Refine Renderings and Design Plan**: Amalgamate feedback from Focus Groups, Information Booth, and feedback forms to refine architectural renderings, space utilization, design options and pricing structure.
- **Scope of Work**: Determine revised scope of work from inputs above and develop refined cost plan.
- **Finance Committee**: Create and present preliminary financial plan for renovation.

We are thrilled with the insightful and valuable feedback we have received thus far. Thank you for the important contributions you are making to the plan.

This is a very exciting time in the life of the church, and we are eager to continue to share our progress every step of the way. Together we are building the foundation for growth on which the church will Thrive!

In service,

The CITF Task Force
Shawn Guth, Chair