

Our Lady Miraculous Medal Church

Building Extension and Renovation Project Proposal, 2019

This document contains OLMM's Temporal Affairs Committee's' (TAC) formal proposal to the Archdiocese of Ottawa to build a 2-story extension onto the south side of our existing church building as well as a proposal to renovate and up-grade the kitchen and bathroom areas.

The proposal was developed in consideration of the needs analysis that was conducted in October 2016 by the TAC with parishioners who attended a 'Town Hall Meeting' that was organized for that purpose.

The results and recommendations that were gathered from that meeting along with the comments and ideas offered by members of the TAC were communicated back to parishioners by the TAC Chair at the Annual General Meeting held on May 24, 2017. It was the advice of the TAC at that AGM meeting that the parish move forward with the concept for and new addition to be built onto the existing church and the consideration of up-grades to the bathrooms and kitchen.

On 2 occasions in February 2019, TAC members along with Father Robert made presentations to Archbishop Pendergast and the College of Consultors who carefully reviewed the proposal along with OLMM's past/present financials (see actual OLMM proposal to the Archdiocese on next pages).

On February 27, 2019, OLMM received written confirmation from the Director of Finance at the Archdiocese that our building and renovation proposal was approved as submitted on a total building/renovation project cost of \$500,000.00.

Roman Catholic Archdiocese of Ottawa
Diocesan Centre
1247 Kilborn Place
Ottawa, Ontario

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February 4, 2019

Bradley Reid
Temporal Affairs Committee Chair
Our Lady of the Miraculous Medal Parish
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Russell, Ontario
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Attention: Members of the College of Consultors

***Subject: Proposal to extend church building at Our Lady of the
Miraculous Medal Church***

I am writing to you on behalf of our church community, our Temporal Affairs Committee (TAC) and Father Robert Masternak, Pastor of Our Lady Miraculous Medal church (OLMM) to express our interest in building an extension onto our existing church building.

This extension will help us to address some important issues and opportunities facing our parish at this time, which are set out as follows:

1. The need to provide a proper learning center to accommodate the growing interest of our youth and adult parishioners to receive training and education in Catholic programs such as Catechism of the Good Shepherd (CGS), Life in the Spirit, Alpha, Bible study programs and other programs which have attracted a growing number of our parishioners throughout the past decade.
2. The need to carry out much needed upgrades to the parish kitchen and food serving area to properly accommodate existing parish activities such as the regularly held Knights of Columbus parish breakfast, Catholic Women's League events, baptismal, wedding and funeral receptions as well as our own parish based social events and activities. The current size of the kitchen is very limited and without proper ventilation or adequately sized appliances to

service the needs of current and potential user groups and staff needed to prepare and serve food.

3. The need to construct compliant handicap access bathrooms with required access door sizes, stall sizes and reasonable number of toilets/stalls to accommodate the number of parishioners using the church hall at any given time.

Background and rationale

Over the past 5 years our parish has seen significant interest for dynamic programming geared towards increasing knowledge and faith through Catholic teaching. This has been particularly true in the case of the young children and youth of our parish through our very successful CGS and EDGE programs. With our adult parishioners, Life in the Spirit, Bible study and Alpha and have all been well attended year over year.

The steady use of our hall by our numerous and active committees has made it increasingly difficult to schedule and accommodate all of these groups. This led to a decision to acquire additional space across the street from the church to properly service the needs of our very successful CGS program. A program which requires the dedication of a semi-permanent space to set up/deliver the course content and teaching materials. Rental costs for the past 2 years to accommodate CGS have amounted to approximately 25 thousand dollars.

Although the Village of Russell has seen some significant growth in residential development over the past 5 years, it has only translated into very modest growth in the size of our parish family. It is based on this reality that we are proposing to build a suitably sized addition to our existing church building rather than to pursue any ideas involving the construction of a new church facility.

The subject of additional/upgraded church space requirements was discussed at a special meeting with parishioners organized by the TAC in late 2016. Their input and ideas were incorporated into the proposal that is now being presented to you for serious consideration.

A building extension which we estimate would need to measure about 30 feet by 30 feet, would be constructed on the south side of our existing church building and would incorporate an additional 6-7 parking spaces. TAC has already consulted with the Township of Russell Planning Dept. who are generally accepting of the proposed construction and additional parking.

As mentioned previously, the basement level of the extension would provide much needed additional space to build compliant wheelchair accessible washrooms, a commercial grade kitchen that complies with food safety requirements and a meeting space for adult faith courses/programs. These essential upgrades and increased square footage will serve to create a more attractive setting to entertain larger groups of people and offer proper services and amenities. All of which will serve to create additional revenue opportunities for the parish.

The upstairs portion (main floor level) of the addition will offer a large space to accommodate our growing CGS program for children and youth as well as private meeting space for the Pastor. This large main floor level space could also be opened up through retractable doors to accommodate additional seating for Masses if required. While OLMM may not be experiencing significant growth in attendance, it is a very active parish in terms of programming and services to parishioners. This much needed addition would help alleviate growing program and meeting scheduling conflicts and provide a space more conducive to learning and prayer.

OLMM Current Financial Picture

Our parish is in a healthy financial situation at this time with no outstanding debts. This year our parish spent over \$32,000 dollars in much needed sound system upgrades and foundation repair work and still managed to generate a surplus in revenues. This has allowed us once again to place another \$20,000 dollars in the diocesan loan fund while maintaining a healthy bank account balance. This will result in an immediate \$96,000 dollars being available to kick start our fundraising efforts. Building the much-needed addition will also provide the parish with an annual savings of \$12,000 dollars currently being spent on off-site rental space for the CGS program.

A preliminary building quote was obtained from an experienced local contractor in 2018. The estimate to build the proposed addition and carry out the needed renovations is between \$450,000 and \$500,000. Please see Appendix A (attached) for a detailed account on how we propose to finance the project.

OLMM was successful in building an addition on the North side of our church in 1998 which saw a handicap lift elevator, basement level office and main floor foyer being constructed. We were proud of the successful fundraising campaign and diligent loan repayment plan carried out on that initiative and are confident we can do it again.

We thank you for your serious consideration of this important and worthwhile proposal. We believe this is a good news story not only for our parish but for the Ottawa Archdiocese as well. Pastor Robert Masternak and I look forward to meeting with you and the College of Consultors on February 26th, 2019 to continue the discussion regarding our building project and the positive impact it will have on Our Lady of the Miraculous Medal Parish.

Sincerely,

Brad Reid, Chair, Temporal Affairs Committee
Our Lady Miraculous Medal Church

Father Robert Masternak, Pastor
Our Lady Miraculous Medal Church

Appendix A

OLMM Building Addition Funding Proposal

Current Financials/ Fundraising and Loan Requirements

As previously mentioned, the estimated cost of building an addition to properly service the current and expected programming needs of the parish and the much needed up-grade requirements to existing kitchen and bathroom facilities is estimated at \$500,000.00.

Please refer to the itemized report below which sets out the current financials for OLMM parish as well as the loan amount requested. Note that the current annual average income of the parish is \$200,000.00

Part 1.

Amount currently deposited by OLMM in Diocesan Loan Fund:	\$56,000.00
Amount currently available in OLMM Reserve Fund:	<u>\$45,000.00</u>
Amount available:	\$101,000.00
Amount which could be fundraised for the project by OLMM in the 2019 calendar year:	\$49,000.00
Total amount which could be contributed by OLMM in 2019:	\$150,000.00

Part 2.

Loan amount requested by OLMM from Archdiocese:	\$350,000.00
Anticipated annualized loan re-payment amount by OLMM (incorporates annual savings of \$12,000.00 currently paid for CGS rental space):	\$43,444.00
Loan repayment period (at 4.5% interest, as per current diocesan loan rate):	10 years