

## **FINANCE COMMITTEE**

Ben Briggs, Chair

David Miles

1. Establish a preliminary budget
2. Establish a working budget after initial early investigation
3. Develop the finance plan & integrate with parish & school budgets
4. Prepare approval application forms

## **PROGRAM SPECIFICATIONS COMMITTEE**

Stephen Begley, Chair

Ben Briggs

John Lenzmeier

1. Facilities requirements: number and types of spaces and rooms, sizes, features, extras
2. Establish priorities
  - a. Base – don't proceed with less than this
  - b. Modest – no frills, but some extras
  - c. Desired – most of everything
3. Acceptable phasing, if necessary

## **BUILDING COMMITTEE**

Timothy Hiltbruner, Chair

Joanna Burley

Stephen Begley

1. Convert program specifications into building specifications
2. Work with architect and builder through to completion

## **COMMUNICATIONS COMMITTEE**

David Miles, Chair

Sandra Maier

1. Design campaign for
  - a. School families
  - b. Whole parish
  - c. Lead-up to fund raising
  - d. Through fund raising
2. Establish budget for communications campaign
3. Implement campaign

## **FUND RAISING**

John Riedy, Chair

Sandra Maier

John Lenzmeier

1. Confer with fund raising professionals
2. Design campaign
3. Organize for campaign
4. Implement campaign

Break ground when 50% of project funds are on hand.

## **SCHEDULE (Proposed)**

10.25.07	Preliminary budget established
11.15.07	Communications campaign design and budget complete
11.29.07	Program specifications complete
12.27.07	Building specifications complete
1.24.08	Fund raising goal and campaign design complete
3.27.08	Building design and plans complete
3.27.08	Fund raising materials, procedures and organization complete
4.3.08	Major donors fund campaign starts
4.21.08	Diocesan approval of finance plan received
5.1.08	General parish wide fund campaign starts
5.29.08	General fund campaign complete (except mop up)
5.30.09	50% of project funds on hand, break ground
5.30.10	Occupy building