

Capital Appeal Feasibility Study

Report to Halton Presbytery – September 27th, 2005

REVIEW OF STEPS IN THE PROCESS

Following more than a year of consultation and preparatory work, a **Request For Proposal (RFP)** was developed by John Fargey and approved by Halton Presbytery on June 14th, 2005. The RFP was sent to three firms for response by August 15th, 2005.

Three proposals were received on August 15th and circulated to 10 persons who had agreed to be part of a panel to interview representatives of the three firms.

A preparatory meeting of the interview panel was held on Thursday, September 8th, and the members, clustering in 3's, accepted responsibility for studying all proposals, but to undertake a more intense scrutiny of *one* of the three.

On Monday, September 12th, interviews were held with the representatives of the three firms. The interview panel gathered again on Wednesday, September 14th to evaluate the three presentations and to indicate a preference. There was much commonality in the evaluations, and a feeling that the Presbytery would be well-served by any one of the responding firms. One response, however, stood out in the group's evaluation.

A second interview, conducted by three members of the interview panel, was held with a representative of this firm. The interviewers reported back to all members of the interview panel, suggesting that we recommend to the Presbytery that an agreement be signed with the firm of Paul J. Mack and Associates of Burlington to conduct the feasibility study.

Summary of Responses from the fund-raising firms

FIRM 1:

- A firm with considerable experience in working with individual congregations/parishes and with regional church bodies.
- Time to conduct study would be about 10 weeks.
- A total of four staff would be available to assist in doing the study.
- Interviews would be conducted with about 55-70 key persons (lay and order of ministry).
- Fee for the study – \$21,000.

FIRM 2:

- A firm with considerable experience primarily with community not-for-profit organizations, but also with churches
- Time to conduct the study would be 12-15 weeks
- A total of four staff would be available to assist in doing the study
- Interviews would be conducted with about 80 individuals
- Fee for the study – \$24,000

FIRM 3:

- A firm with considerable experience both with congregations/parishes and with regional church bodies
- Time to conduct the study would be 4-5 months
- Four to five staff persons would be available to assist in doing the study
- Interviews would be conducted with **all** members of the order of ministry, and with about 125-150 other individuals
- Fee for the study – \$31,000

INTERVIEW PANEL:

John Ambrose*

John Fargey*

Tom Ferns+

Gerry Hofstetter+

Sam Horton*

Judith Johson+

Walter Marttila+

Eleanor Unsworth*

Albion Wright*

Tom Wright*

** Members of the Capital Appeal Advisory Group*

+ Co-opted to serve on the interview panel

MOTION: Moved by John Ambrose, seconded by John Fargey:

That the Executive of Halton Presbytery be empowered to sign an agreement with Paul J. Mack and Associates of Burlington to conduct a Capital Appeal Feasibility Study for Halton Presbytery for a fee of \$31,000, the study to commence in the month of January 2006.