



First Church HUB would become a central space to hold space for various proposed projects, community, and future projects.

**Who, What**

For Church Members to Nurture Spirit Service, Music Meditation

For Families with Gaps: Childcare, Tween-teen engagement

For Justice Seeking Community Orgs

For intergenerational audiences seeking spirituality, justice, environmental advocacy

For homeless, freshen up, find a meal, community

**Goals**



Community conversation spaces



Youth and family engagement



Music/art

**Community Gathering & Conversation Space**

**Engaging Youth & Families**

**Music & Conservatory**

**Extension-Hospitality**

**Staffing Resources**

**CREATE OR HOST:**

**Covenant/Affinity Groups**  
**Meals/Food/Gathering Space**

*Fellowship*  
*Breakfast*  
*Book Club*  
*Cancer Support*  
*Grief*  
*Hobby, Etc.*

**Community Dinners**

*Commune with New Alpha Congregation, New Americans, Abenaki Brothers and Sisters, Vermont Interfaith Action, and community partners working with individuals experiencing homelessness and mental health (COTS, Pathways Vermont).*

**CREATE OR HOST:**

**Religious Ed**  
**High School Ministry**  
**Peace Camp**  
**Parent's Night Out**  
**Mentoring Program**  
**Youth Drop-In Site**

**MAKE SPACE FOR:**

**Practice Areas**  
**Rehearsal Areas**  
**Performance Areas**



See Building and Renovations

**EXPAND:**

**Off Campus Social Programming**  
**The Art of Hospitality**  
**Training**  
**Church Directory**  
**Temporary Nametags**

**Backfill: Director of Creative Ministries**

**New: Ed Hub Coordinator**  
**Part-Time to start**  
**\$8,400-\$19,700 annually**

**Additional staff and volunteer hours programming**



**NEEDED**  
**Skilled volunteer affinity group facilitators**

**Additional Security**  
**5+ hours /week**

**Audio/Visual Equipment**  
**Upgrades \$10,000**

**Space planning**  
**Accessibility**

Submitted but not included

United Nations of Burlington, Economic Security for All, and Praying With Our Feet

*Determination: do not fit as a program/focus for HUB, but could be an Affinity Space*

Partnering w/Current Programs & Expansion

A way for us to become involved with systemic change while still offering opportunities for meeting immediate needs.

Goals – Who, What



We have chosen the Vermont Interfaith Action organization as the vehicle through which the preliminary proposals that lend themselves to systemic change can best be met.

Commit Year Round Support: \$1,000 annual dues

“VIA is a faith-based, grassroots coalition of congregations that transforms ordinary people into empowered and engaged citizens. Our goal is to create the hope, power, knowledge, and political will needed to make compassion and social justice a reality for all Vermonters.”

Core Principles



Economic Security for all

Via's Economic Justice Organizing Group  
  
We can exercise our influence in a robust way to make the case for the necessity of a livable wage.

Financial support for tenants to purchase the property they live in

Via's Housing Organizational Group  
  
Testing a concept used in NYC.

Social services position(s) on/affiliated with Burlington Police

VIA's Racial Justice/Public Safety Group  
  
Continued support.

New support for current, creative outreach; addressing mental health issues in the Burlington community.

This is a long-term issue which will take years to solve. For now, working with the Legislature to pass bills that will provide more funds to support mental health efforts would be a starting point. Addressing this issue through VIA by initiating a new community organizing group would be advisable.

Staffing Resources

Hub Coordinator Outreach Team



Stand-Alone Initiatives

Expansion of Jump (Joint Urban Ministry Project) offerings

Support JUMP in its efforts to hire new staff  
Up to \$20,000 as a one-time donation  
  
RMH funds, leveraging 2:1 matching  
  
Special offering at a service focused on JUMP and its mission.  
  
Encourage all entities included in this ministry to share the cost.

Support immigrant and refugee families

Invite VRRP to hold a community informational meeting about its mission.  
  
Follow up meetings could feature the personal stories of a variety of ethnic individuals living in the greater Burlington area. These meetings would ideally be held in our new HUB. Following these meetings individuals or groups will interface directly with VRRP to volunteer their time and talent.

REPARATIONS: Abenaki Community

Invite Chief Stevens to speak to our congregation, as part of a Sunday service and informally share during fellowship hour; or give a more formal talk.  
  
Invite him to speak about Abenaki customs, culture, and influence in the Northeast to the community at large.  
  
Discern what kind of reparation might be meaningful to the Abenaki.

Vermont Conference UCC Hope Fund

Investing in innovation and in our worship and service partners throughout the state.  
  
Cost: \$25,000 over 3 years (10,10, and 5,000)  
  
Sources: continued focus on Hope Fund as part of Easter and Christmas offerings  
Individual donations

Establish a street ministry.

Develop a job description and search for a trained street minister as soon as possible.  
  
Encourage other downtown faith expressions to join us in this endeavor.  
  
COST: \$45,000 - \$110,000 annually for street minister  
  
Share the cost among downtown faith institutions  
  
Inform the community at large about this initiative, including the need for financial support.





# Safety | Climate Justice | Infrastructure | Assessment for Reduction of our Carbon Footprint



Examine



Measure



Plan



## Climate Justice

Make changes to our practices and the land and facility we steward that do not contribute to the consumption of resources and climate warming and that are forward thinking demonstrations of sustainability in the face of climate changes.

*Per Burlington Electric, 1 and 2 could significantly reduce energy consumption.*

- 1 Using relatively inexpensive equipment such as motion detectors to **reduce consumption of electricity** by turning devices down or off when they are not needed.
- 2 Optimizing the efficiency **heating equipment**, including the boilers and furnaces. According to our consultations, improvements can be achieved by setting up the systems to more accurately track outside temperature and building usage.

### MOST SIGNIFICANT AND MOST COSTLY

- 3 Perform a thorough examination and modeling of the **building envelope**, conducting blower door and infrared camera tests to determine where the improvements are needed most (i.e., where are the greatest air leakages?).
- 4 Switching from gas to electric for **lawn mowing**.
- 5 Reviewing **rooftop mounted ventilation fans** for efficiency and operation. Air leaks need to be stopped, but intentional ventilation is necessary for a healthy building.
- 6 Replace 6 old window **air conditioners** with more efficient modern units. (See 16 or higher.)
- 7 Installing new **air handling systems** in the library, front office, and potentially the Possibility Shop as well to ensure proper ventilation and the delivery of fresh air after the air leakages are sealed.
- 8 Installing **solar panels** on the roof, which will involve structural analysis, replacement of the 30-year-old membrane, and installation of new solar panels and electronic components to tie the system into the grid and our electrical panels.

**Total estimated cost without solar:**  
\$158,000 - \$183,000  
2-year project

**Solar estimated cost:**  
\$210,000 - \$290,000  
Approx 20-year payback  
6-8 month project

#### Resources Needed:

VGS, Burlington Electric – guidance & rebates  
Burlington 2030, Vermont Green Building Network – Public/Private Partnership  
Avonda (service contractor)  
Engineers  
Volunteers

**2022 Natural Gas Use Emissions:**  
140,000 pounds of CO2



## Environmental Assessment of Building & Grounds

Lead and asbestos testing, mold testing, and polychlorinated biphenyls (PCBs) testing.

- 1 **Lead & Asbestos Testing**  
Approx. Cost \$500 to \$1,400
- 2 **Mold Testing**  
Approx. Cost \$1,675
- 3 **PCB Testing**  
Approx. Cost \$1,675



## Capital Projects Endowment

Provide seed money and set aside an amount each year as part of the annual budget. These proceeds would fund projects up to a certain amount – we suggest \$50,000 – and could also be used in an emergency while a decision is made about funding for a larger amount if the need arises. Interest should accrue into the same account.

Cost that might be funded through this account include:

- Boiler replacement (\$15,000 every 5 years anticipated)
- Painting (Interior of Sanctuary \$30,000)
- Flooring replacement.
- Flood damage repairs.
- Roof replacement (\$80,000 for Sanctuary)

#### Total Cost

\$35,000 year one plus  
Annual contribution starting in 2024  
of ± \$ 6,500



See Building and Renovations



## Infrastructure Assessment for Long-Range Planning & Budgeting

**1st Phase Cost**  
Nothing

**2nd Phase Cost**  
\$7-8,000 for Assessor

1. Review the test results and assessments
2. Discuss these test results and assessments with the Building & Grounds Team, determine punch list
3. Combine the projects in the "punch list" with the spreadsheet maps of the church's layout to create a single document that lists all identified projects by floor, room, and priority to allow for easy sorting and visualization of which areas of the church are most in need of work.
4. Research options for hiring a professional for a full building assessment.



Research the feasibility of operating a childcare center or supporting existing programs to serve those in our community who can ill afford that service today, to include immigrant or refugee populations.

### Key Findings

- 1 Greatest need is for infant and toddler care
- 2 Cost of care is too high
- 3 Staffing is insufficient
- 4 Competitive quality of space

### Recommendation

We would best serve the community by leasing space to an established nonprofit childcare provider.

#### Use of Ronald McDonald Sale Funds:



1. Paying for the cost of necessary **renovations and fit-up** of the childcare space (less any available grants).



2. Establish an annual budget item that provides funds for **student** scholarships and scholarships for **educators'** further education and /or stipends to increase their income.

Lease the space to an established nonprofit childcare provider, with a proven track record. The lease agreement with the childcare provider would grant them exclusive use of their space.

Mission: Serve our greater church community by living out our Christian commitment to provide substantial assistance to others. Serve the underserved, including low-income families, single parents, new Americans, children from all races and creeds, including a percentage receiving scholarships.

### Option 1:

#### Space behind and below the pulpit (current teen space).

*Accommodates 16 infants and toddlers.*

- New mini-kitchen
- New Buell Street door & sidewalk
- New bathroom
- Toddler play area on exterior grounds near Buell St.



See Building and Renovations

#### PROS:

Dedicated entrance, adjacent to playground, leasable for future use if needed.

#### CONS:

Teen room needs to move, extra construction to meet accessibility requirements.

### Option 2:

#### First floor Ed Wing

#### (current Sunday School rooms).

*Accommodates 20 infants and toddlers.*

- Pinpad security for space
- New staff/visitor bathroom
- Toddler play area on exterior grounds near Buell St.

#### PROS:

Less construction to accommodate more children, Sunday school easily moved.

#### CONS:

More visible change to higher-use church programming space.

### Total Estimated Cost:

\$250,000

Less approx. \$50,000 grants

### Possible Interested Childcare Partners

Pine Forest Children's Center, Burlington

Robin's Nest Children's Center, Burlington

### Key Organizing and Funding Partners



### Consulted

Ohavi Zedek Full Circle Preschool, the YMCA, ONE Arts Community School in Colchester, and Children's Preschool and Enrichment Center (housed in Essex Junction Congregational Church).



Each proposal can stand on its own but fall in this general category of building-related projects.



### Capital Fund

Develop and implement a comprehensive Capital Plan as well as appropriate ways to fund it. Encompass small & medium capital projects as well as large capital projects that may emerge from the Visioning process as well as in the future.

→ See Environmental Assessment

- Develop Capital Plan. Include a list of all proposed projects and maintenance needs looking out on a one-to ten-year planning horizon.
- Establish a capital fund, separate from the operational budget, out of which these projects would be funded.
- Develop funding sources.
  - Include annual sources of income including but not limited to potential transfers from the operational budget, Possibility Shop, and I&T. These would fund small- and medium-sized projects.
  - Sources could include contributions from RMH funds and once-every-several-years capital campaigns when needed for large capital projects.

**Timing:**  
Planning in 2023  
Implement in 2024

**Costs:**  
\$0 to start



### Community Music Space

Offer private lesson and performance spaces to local musicians and music teachers in our community.

**Timeframe:**

- 2-3 months to examine current arrangements, create new or modify existing contracts, and create additional outreach.

→ See Ed Hub

→ See Support Worship Life

- We see potential in smaller rooms in the church to host lessons and practice space that could then lead to recitals in the larger spaces.
- We propose to increase outreach to promote this use, directed to local school music, dance and theater programs, arts organizations, performing art organizations, professional musicians who teach, etc.
- As we get more people into the space we can reasonably anticipate increased interest in membership, particularly with families of children in music.

**Considerations & Resources Needed:**  
Space Planning & Coordination  
Marketing  
Booking

**Costs:**  
\$50-\$500  
Printing/ mailing/ advertising



### Generate Rental Income

Configure the building so that it generates enough to pay for maintenance, capital improvements, including an employee to manage all the aspects of the building and property.

**Timeframe:**

- Recommend a dependency with the Improve Accessibility and Security Proposal implementation.
- 2-3 months to examine current arrangements, create new or modify existing contracts, and create additional outreach.

- Upgrade the kitchen to meet commercial kitchen standards for future rental use.
- Better organize, document, and streamline the rental process. Provide office manager additional training and documentation that clearly explains our rental process, the required information, fees, a sample agreement form, which groups should receive rental inquiries.
- Explore key underserved community needs and map a plan for further outreach and accommodation.
- If action is taken on the Church Sponsored Space for Music Proposal, we can create additional revenue from music practice and performance rentals.
- Create a schedule of regular review of vetting criteria, progress, implement and socialize changes as necessary. The more our congregation knows about this process the better outreach we can provide to our community.

**Considerations & Resources Needed:**  
Space Planning & Coordination  
Marketing  
Booking

**Costs:**  
\$50-\$500  
Printing/ mailing/ advertising

Kitchen upgrade costs TBD



Each proposal can stand on its own but fall in this general category of building-related projects.



## Improve Accessibility and Security

Making modifications to allow the building to be more fully used by ourselves and the community.

### Timing:

- New security system planning, installation: 1-2 years
- 2nd floor Lift planning, installation: 9 months - 1 year

- Replace existing door alarm system with new system that allows keypad access to multiple interior rooms and exterior doors for designated use with community partners and public events.
- Design, purchase and install a lift that allows accessible access from Cake Room to 2nd floor Ed Wing. Relocate some bell choir storage, renovate the existing closet near where the choir robes are at the bottom of stairs to Cake Room.



### Costs:

**Security System** (comparable estimate to Lyric system): \$35,000 for 6-door keypad system, includes dedicated laptop for administration. Does not include the additional staff hours.

**2nd Floor Lift** Design, Permitting, Engineering, Hardware and Installation: \$40,000-\$50,000  
Closet renovation: \$10,000



## FCCB Music Program Home Base

Designate a permanent space for our FCCB music program including music and instrument storage and rehearsal space.

### Timeframe:

- Within 1 year

- Develop/modify a space within the building with good acoustic properties on an accessible level to become home base for choirs to rehearse, prepare for worship, and store their material. Candidate spaces to be investigated are the Dining and Chapel/Stone Rooms. The ideal rehearsal space would include: a quality piano, counter space to lay out music, seating, quality acoustic and lighting.
- Supporting space within or adjacent to rehearsal space(s) would include: robe hanging space with mirror and space for multiple people to robe, folder storage, instrument and stand storage, and music library storage in the same vicinity. \* [See Support Worship Life Proposal](#)
- Plan for addition of a second/remote organ console located on the main Sanctuary floor in the vicinity of the piano. [See Support Worship Life Proposal](#)
- Modify seating in Sanctuary as described under the [Support Worship Life Proposal](#).
- Develop and designate storage for music stands in the vicinity of the front of Sanctuary.

### Costs:

Space redesign and storage: \$20,000-\$25,000 (45 x \$500/lin ft of cabinetry)

Organ console: TBD

*\*Note: Bell choir has recently developed built-in cabinets for bell & table storage in the rear Sanctuary balcony where they also play for worship. Perhaps their robes, music, and rest of their supporting equipment currently stored in Cake Room closets could be relocated to the same area as they rehearse in.)*



Each proposal can stand on its own but fall in this general category of building-related projects.

3



### Support Worship Life (Sanctuary, Chapel, Dining Room, Stone Room)

Sanctuary modifications to facilitate worship planning and provide varied worship experience.

#### Cost:

- \$20-\$30,000 sanctuary
- \$30-\$150,000 moving existing organ console to adding new console
- \$15-\$20,000 Chapel chair storage, media, connectivity upgrade, lighting control upgrade
- \$20-\$25,000 Stone Room cabinetry
- \$40-\$55,000 Dining Room/Stage
- \$5,000 Dining Room Media *to be confirmed*

#### Funds

- \$17,000 existing dedicated funds for organ console
- \$250,000 existing dedicated funds for organ tuning and maintenance

#### Timing:

- 1-3 years
- Sanctuary is priority



See Ed Hub

#### Stone Room

- Improve lighting & lighting control.
- Possibly install a suspended acoustic ceiling to improve acoustic and support enhanced lighting.
- Study likely uses and creates a supporting intentional, functional, and unified interior aesthetic.
- Given proximity to Chapel and main floor location, this space may be a candidate for the proposed Music Home Base, and still accommodate circulation through it.

#### Sanctuary

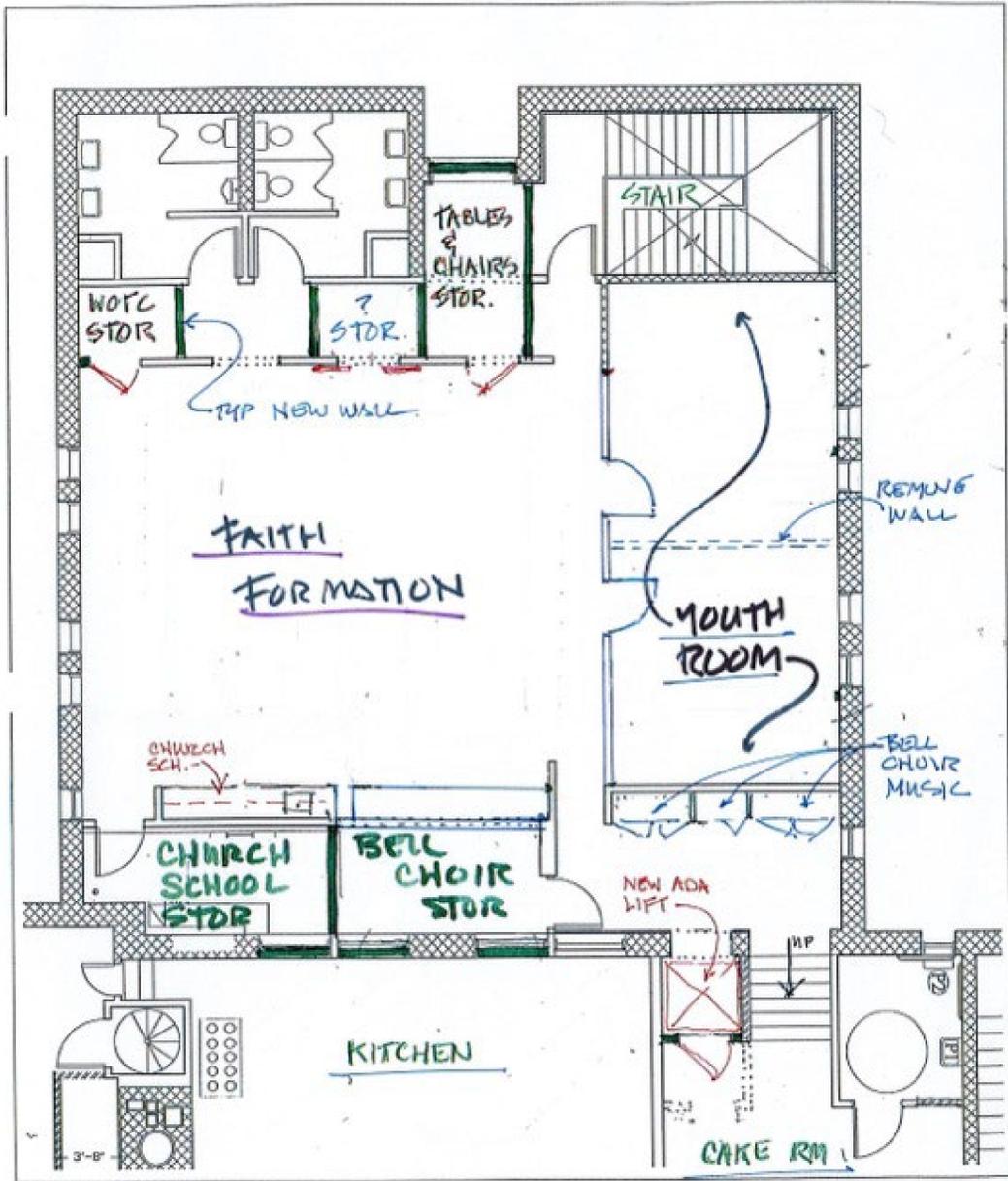
- Modify the area in front of Sanctuary for better function with a design that respects the original architecture and maintains the area as the focus of the room. (See sketch)
- Transform lowest curved riser in front of pulpit to removable risers; provide built-in storage for risers under chancel below pulpit.
- Modify/rotate 6 or 7 front pews on south and north under balconies to face the center aisle to provide more easily accessed seating, better choir support of congregational singing. Possibly create storage space below newly relocated pews along the wall.
- Remove front 1 or 2 pews in front of each of the remaining pew sections to create larger and more flexible space. Keep traditional stepped relationship of pew areas to each other and reinstall knee wall in front of relocated pews.
- Install new hardwood flooring at the front of Sanctuary.
- Install hearing loop for Sanctuary.
- Engage acoustics consultant to analyze natural room acoustics of Sanctuary and recommend other improvements.
- Remove the last 4 or 5 pews, and replace carpet under south balcony and furnish as welcoming comfortable family area; perhaps leave pew against wall and create storage under it.
- Consider eliminating under-narthex restrooms, and develop built-in storage below north stair landing. Basement access remains under south landing.

#### Chapel

- Study natural acoustic properties; replace flooring as recommended.
- Install media equipment and controls; possibly install hearing loop.
- Study and improve lighting and/or lighting control.
- Re-home extraneous furniture, floor and table lamps, etc.
- Create intentional, functional, and unified interior aesthetic.
- Provide adequate out-of-sight storage for tables and chairs.
- Add mechanical ventilation to provide adequate air change.
- Modify window treatment for adequate control of sunlight in summer and of daylight year-round in support of media.

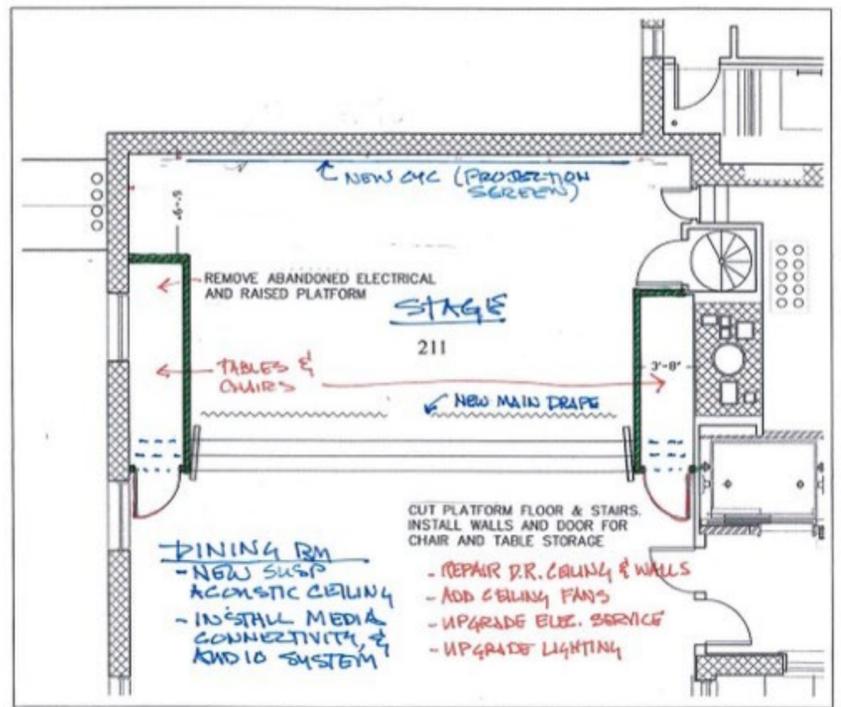
#### Dining Room

- Improve lighting & lighting control.
- Install media equipment and control area; possibly install hearing loop.
- Study natural acoustic properties.
- Install suspended acoustic ceiling to conceal piping and support enhanced lighting.
- Add mechanical ventilation to provide adequate air change.
- Provide adequate storage for tables and chairs, probably in new storage areas at floor level on each side of stage. (See sketch)
- Improve aesthetics and function of the stage (new curtain, upstage synch, stage lighting).
- Modify window treatment for adequate control of sunlight in summer and daylight year-round in support of media.
- Enclose, remove seating, and develop balcony area for media control area and storage.



2<sup>nd</sup> floor Ed Wing

Second Floor - Ed Wing  
First Congregational Church, U.C.C.  
Burlington, Vermont  
FEB 2023 - Spring 2014

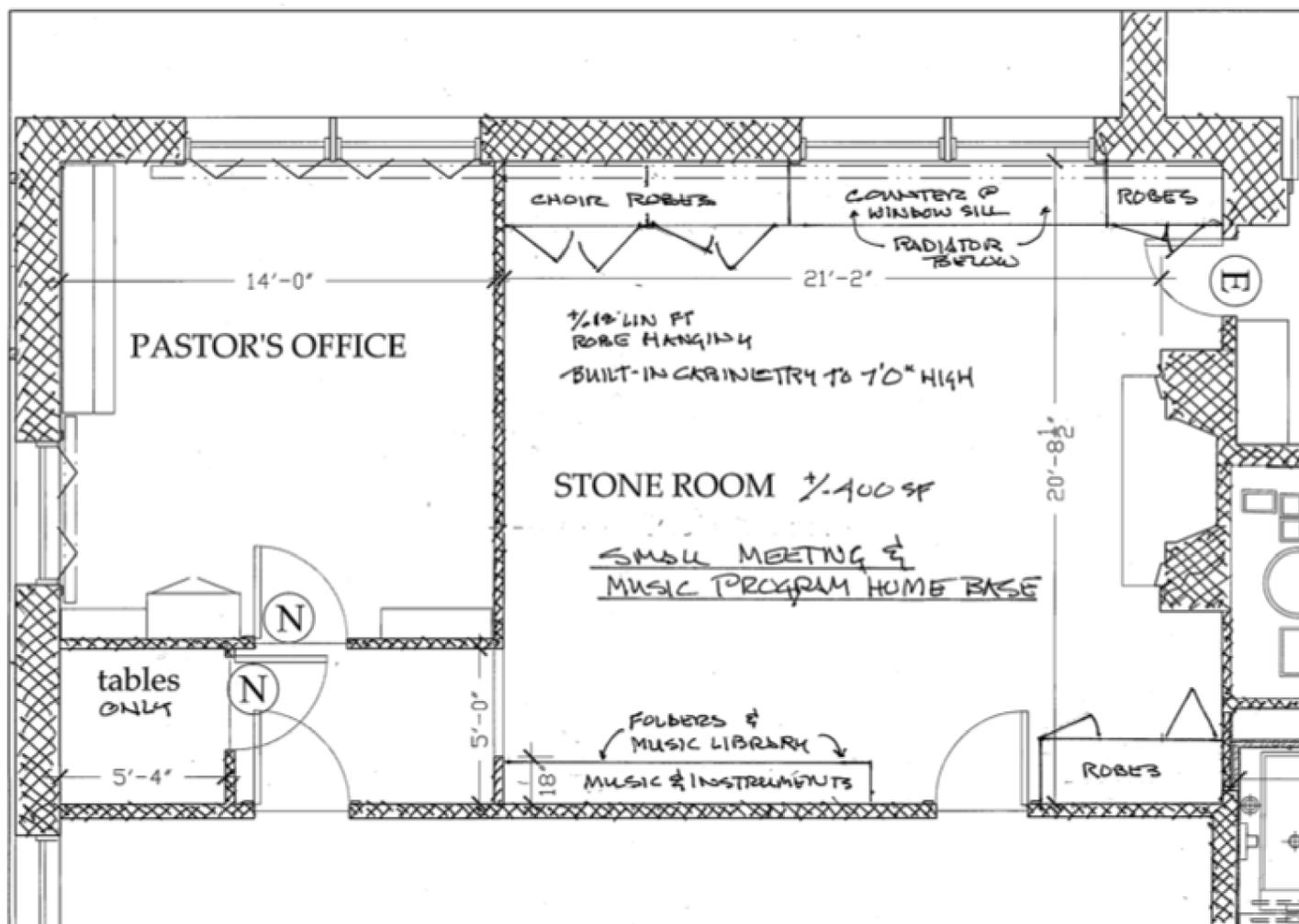


2<sup>nd</sup> Stage

Second Floor - Stage  
First Congregational Church, U.C.C.  
Burlington, Vermont  
FEB 2023



**Support Worship Life**  
(Sanctuary, Chapel, Dining Room, Stone Room)

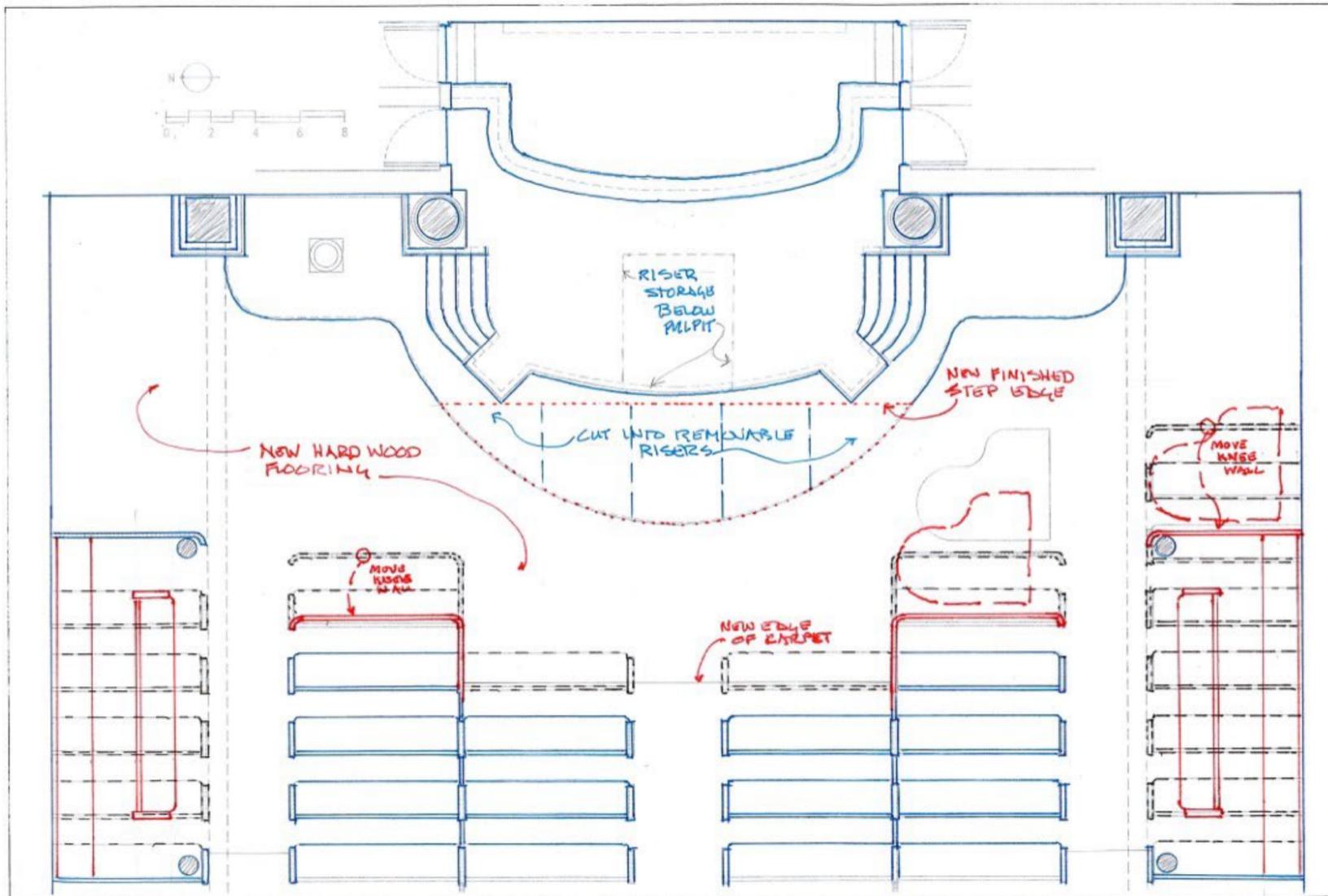


Stone Room

FEB 2023

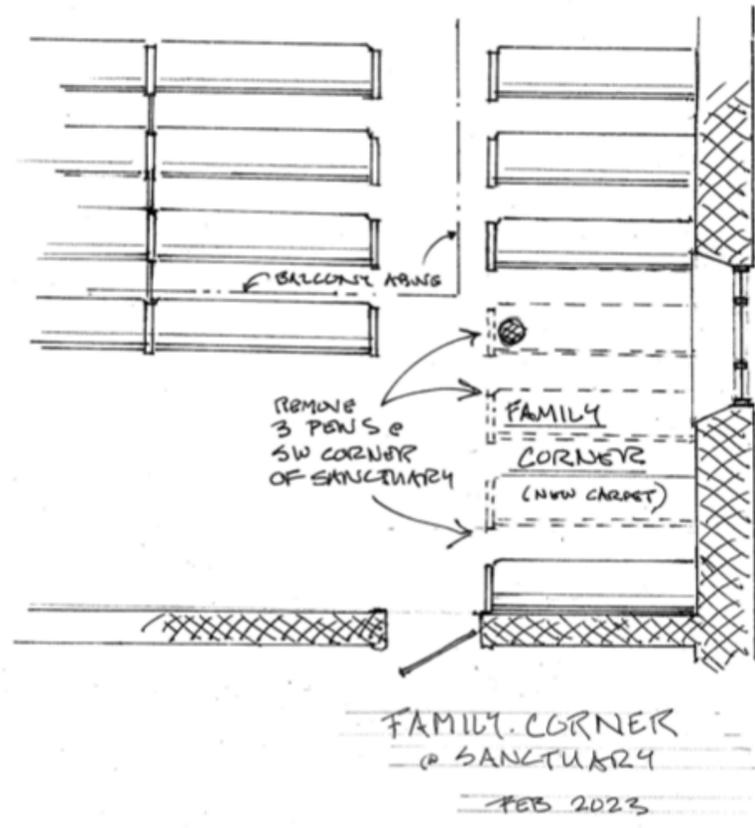


**Support Worship Life**  
 (Sanctuary, Chapel, Dining  
 Room, Stone Room)



First Congregational Church, U.C.C.  
 Burlington, Vermont  
 CHANCEL  
 GUILLOT YVONNE VERMANN ARCHITECTS, INC. BURLINGTON, VT 05402-8901  
 DATE: 5/1/2022  
 SCALE: 1/8"=1'-0"  
 FLOOR PLAN  
 SKETCH PLAN

Sanctuary



Family Corner in  
 Sanctuary



Each proposal can stand on its own but fall in this general category of building-related projects.

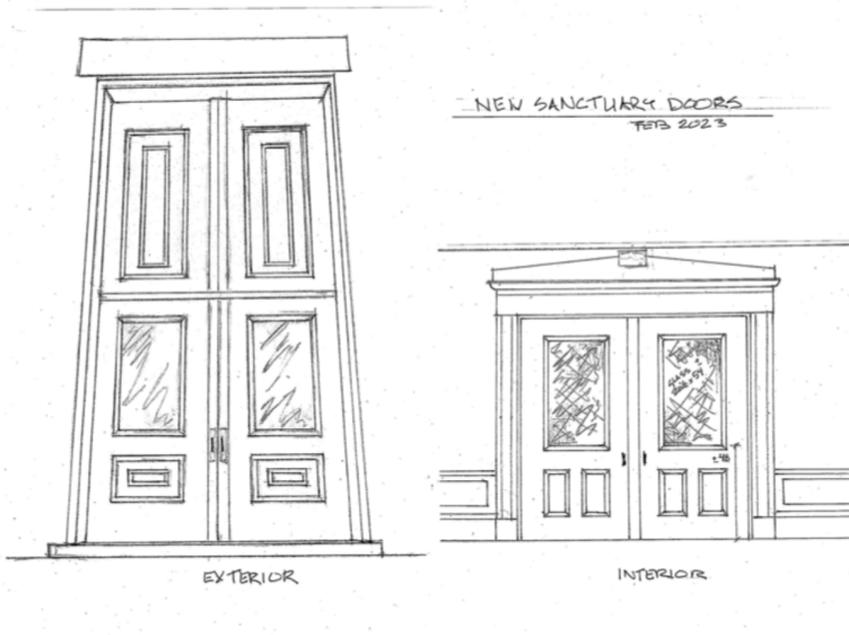


## Narthex/Front Door Entrance

Combination of 3 proposals:

1. To establish a more creative and inviting welcome to FCCB to passers by in the community.  
Advertise that we're who we think we are.
2. Make our church more inviting to passersby and possible visitors by replacing the existing front doors with new doors and an efficient vestibule.
3. Add more glass to our front door to be more open, inviting & welcoming to the community....to be able to see what's going on inside and outside...to be less of a visual barrier...to make it easier to operate and use.

- Replace front exterior Sanctuary door and stone threshold with design that respects the original architectural design.
- Design for a larger area of glazing that is transparent and more welcoming.
- Possibly relocate door location toward the interior of door jamb and in alignment with the original exterior fixed panels above the door, and so that doors when open to 90 deg project less into porch width and therefore are less susceptible to wind.
- Possibly add pair of automatic sliding full-glass doors just inside of new wood doors to add air infiltration control, add a layer of security, and allow outer wood doors to be fully open in a gesture of welcome even in colder and inclement weather, importantly helping the church look more open, active, and renewed.



### Cost:

- \$40,000 - \$60,000

### Timing

- 1-3 years for design, manufacturing, planning, installation



## Public Bathrooms and Laundry

Address homelessness needs. Potentially renovate the space under the Narthex of the Chapel to accommodate new bathrooms and provide showers and laundry facilities for the homeless community that gathers on and near our church property.

- In keeping with our church's mission of outreach, and in order to meet the human physical needs and dignity of the homeless population on and near our church property, we propose:
- To partner with the City of Burlington and/or local businesses. The church would provide the land on which a self-sanitizing toilet unit similar to the one in City Hall Park can be located; the City and/or local businesses would purchase, install, and monitor the unit.

### Cost:

- The primary cost would be a \$1/year for a lease agreement plus potential additional church insurance, as we propose the purchase and installation cost of the unit as well as its monitoring/supervision be undertaken by the City and/or local businesses. The cost of insurance would need to be researched further. A ball-park, potential insurance cost to the church could be \$3,000-5,000 a year.

### Timing

- Consulting with the City, the church would develop an agreement and monitoring plan. This plus purchasing and installing the unit could take potentially up to a year. The time frame will be determined by the City in partnership with local businesses; we would not approve a plan without a monitoring system.



Each proposal can stand on its own but fall in this general category of building-related projects.



## Housing at First Church

Address homelessness needs. Use church land to build affordable housing.

**Cost:**  
**\$10-13 million**

Partner org gains state and federal grants and loans and raises additional funds from donors.

Church provides land for the project at **\$1 a year** and a **leadership gift of \$200,000** as an initial investor and to have a stake in the project.

Partner org would also provide the annual funds for the regular monitoring and supervision of the project, overseeing the clients using and accessing the housing.

**Possible Partner Organization:**



- Wants to focus on transitional/permanent housing as that is more solution-oriented.
- Biggest needs/gaps are for homeless/almost homeless families with children including many single women and children.
- Families they serve desperately need
  - 1) deeply affordable, stable housing and
  - 2) childcare so parents can work and make payments towards this housing.

**Our site requirements:**

- Per current city zoning our church site could accommodate various uses including housing.
- Parking is not required for residential units in the downtown district.
- New buildings are supposed to be close to the street, however due to the location of existing buildings on the site, accommodations should be given to give the Church the most prominence.
- A new structure can be three to four stories tall.

**Location Options:**

1. **Over parking lot north of the Chapel.**
2. On green space in front of the Chapel.
3. On Buell Street east of Memorial Garden.



**#1 is the best option:**

- Allows the existing buildings to retain their cohesive feel as our Church Campus.
- Provides a large number of units with good access to daylight.
- Creates a new structure between FCCB and RMD to separate our identities but allows for a pedestrian connection.
- Keeps the existing traffic flow allowing ease of exiting for vehicles onto S Winooski Ave in both directions.
- Keeps our front lawn mostly intact and allows continued use for outdoor events.
- Housing at the back or the lot prevents a back alley feel for the remaining space.

**Proposal:**

- Partner with COTS (or a similar organization) to provide the land upon which a housing project could be situated and a leadership capital gift to jumpstart the project.
- Propose a 4-story building (similar height to the church's roof) "on stilts" over the side parking lot between the Chapel and the Ronald McDonald House.
- About 24 units (small studios, 1 and 2 bed units).

Partner org will:

- raise funds to build the overall project; church provides and lease land for the project.
- handle the ongoing, day-to-day running of the project.

Church provides a leadership gift as an initial investor in the project.

- ✓ **4-stories**
- ✓ **24 units**
- ✓ **Stilted to keep parking**
- ✓ **Partner-managed**

