



**Capital Campaign  
Common Questions and Answers**

**Updated September 10, 2015**

## Pledges and Finances

**Q:** How can I make my pledge?

**A:** There are two ways to make a pledge:

1. **During a visit with a volunteer:** About half of our registered parishioners, or 650 families, will be contacted by a volunteer to arrange a short, face-to-face visit. During this visit, the volunteer can answer your questions. Then, once you have made your confidential pledge, they will take your sealed pledge card to the parish on your behalf.
2. **Via direct mail:** Slightly less than half of our registered parishioners, or 600 families, received a direct mail pledge card on or around Sept. 1. Simply fill out the pledge card, seal it in the return envelope and put it in the mail or turn it in at the information desk before or after Mass.

**Q: Is my pledge a legally binding contract?**

**A:** No. Your pledge is a confidential agreement made in good faith, but it carries no legal weight. It can be modified as needed.

**Q: Can I increase or decrease my pledge amount if my circumstances change?**

**A:** Yes, you may change your pledge at any time. As a courtesy and for the parish's records, we ask that you contact Darcy Cangilla, Our Lady of the Valley's business manager, at [darcy@ourladyofthevalley.net](mailto:darcy@ourladyofthevalley.net) or 970-686-5084, ext. 102, when you do so.

**Q: How will I be reminded about my pledge payments?**

**A:** Pledge payment reminders will be mailed out regularly, based on the frequency of your pledge (monthly, quarterly, semiannually, or annually). Once you have completed your pledge card, if you sign up for automatic payments through the parish website, we will not send you reminders until the campaign is completed in November 2019.

**Q: Is my pledge tax-deductible?**

**A:** Yes, to the fullest extent of U.S. law. Whatever portion of your pledge is paid in a particular year is tax-deductible. This will be included in the year-end annual tax statement letter that the parish sends out to you.

**Q: Is the capital campaign different from the building fund? If so, how?**

**A:** The building fund was put in place several years ago to fund parish construction projects. With the launch of the current capital campaign, this fund has been renamed. We are asking all parishioners to commit to this campaign and complete a pledge card.

**Q: When I am considering a pledge to the capital campaign, can I reduce my weekly offertory?**

**A:** A contribution to the capital campaign goes above and beyond weekly offertory. Weekly offertory helps keep the parish operating at its current level. It is used to fund ministries, outreach, service to those in need, special events, staff salaries and utilities. In contrast, a pledge to the capital campaign is limited to a four-year timespan; this helps us begin work on the expansion. We strongly encourage parishioners, if at all possible, to keep their offertory giving at its current level and make the sacrificial effort of giving to the capital campaign. Otherwise, the parish could experience financial hardships while pursuing a long-term goal.

**Q: How can my pledge make the greatest impact?**

**A:** There are several ways to do this:

1. **Company donor match:** Check with your company to see if they will assist you with a matching donation. If you need help inquiring about this, you can contact our campaign manager, John Rogers, at 651-366-0908 or jrogers@steiergroup.com.
2. **Initial payment:** When you pledge, consider an initial payment up front. This will help the parish collect the necessary funds more quickly and get the building project started sooner rather than later.
3. **One-time gift:** When you pledge, consider fulfilling your entire donation at one time. This will help the parish collect the necessary funds more quickly and start the building project sooner.
4. **Other assets:** Gifts of stock, property, or life insurance can also be accepted. Contact Darcy Cangilla, Our Lady of the Valley's business manager, at darcy@ourladyofthevalley.net or 970-686-5084, ext. 102, for more information.

## **Campaign and Finances**

**Q: How much money does the parish need to have on hand before we begin building?**

**A:** According to the guidelines put forth by the Archdiocese of Denver, Our Lady of the Valley needs **half** of the cost of the project on hand in the bank before we can begin building. Since the estimated cost of the project is \$6.72 million, the parish has set a goal of \$3.5 million for the campaign.

**Q: How will the \$6.72 million cost of the project be raised?**

**A:** Of the total \$6.72 million cost, funds will be raised in the following ways:

1. **Pledges:** The campaign goal is to raise \$3.5 million, or 52 percent of the cost of the building project.
2. **Parish Savings:** \$720,000, or 11 percent of the cost of the building project, will come from parish savings between now and 2019.
3. **Loan:** \$2.5 million, or 37 percent of the cost of the building project, will be come from a loan provided by the Archdiocese of Denver.

**Q: Does the cost of the project include furnishings, appliances and audiovisual equipment?**

**A:** Yes, the estimated cost of the project includes all necessary items to ensure the new and renovated spaces are functional upon completion. This includes kitchen appliances, furnishings for all new and renovated areas, and audiovisual equipment.

## **Building Process**

### **Q: Do we have an architect?**

**A:** Yes, we have employed Integration Design Group to design the expansion. Adam Hermanson, the founder, created Integration Design Group in 2006 to specifically address the design needs of religious and community-oriented organizations. The firm has specific expertise in the design of buildings within the Catholic tradition. Adam has already worked with Our Lady of the Valley doing some supplementary architectural work on our church sanctuary. He comes recommended by the Archdiocese of Denver. He is a parishioner at Immaculate Heart of Mary in Northglenn where Fr. James Spahn is pastor.

### **Q: Do we have a general contractor?**

**A:** At this point in time, no. The parish has a strong architectural design and a commitment to raising the money necessary to begin building. However, we need to have a successful campaign before we hire a general contractor. At that point in time, we would seek bids from general contractors that are approved by the archdiocese.

### **Q: When was this project first envisioned?**

**A:** Ten years ago, in 2005, the parish created a master plan for a multiple-phase campus construction project. The first phase was the church sanctuary, which was completed in 2011 and paid off in 2015. The second and third phases of the master plan include multipurpose meeting spaces and a larger social hall. The fourth phase of the master plan includes making the church sanctuary larger, if needed.

### **Q: Why are we completing phases two and three of the master plan at the same time?**

**A:** There are two main reasons. First, the parish is realizing about \$1 million in saved costs by going forward with both of the phases at once; if phases two and three were built separately, the parish would incur more costs related to construction crews coming and going and the rising price of materials. Second, completing both phases at the same time means we will have a fully functioning social hall throughout construction.

### **Q: Are we done building after this?**

**A:** Yes, for the foreseeable future. The optional fourth phase of the master plan does allow for the expansion of the church sanctuary. Current growth projections from the city of Windsor and the surrounding area indicate that our current church and renovated campus will sustain us for many years to come.

### **Q: How will parking be affected during and after construction?**

**A:** The impact will be minimal. A small portion of the parking lot will be used to store building materials. After construction is complete, those spaces will be restored and parking will remain as it was before the project.

### **Q: How will the prayer garden be affected during construction?**

**A:** During construction there will be a fair amount of noise and activity, but the garden should still be available for parishioner use. Once the project nears completion, the prayer garden will need to be modified slightly to accommodate the new building layout; the pathway on the northeast side of the garden will be rerouted. However, all essential elements (e.g., the Stations of the Cross, the Rosary path, the fire pit) will remain.

### **Q: When will we start building?**

**A:** As soon as the parish has \$3.5 million in the bank, we will begin construction. Assuming a successful campaign, we would begin building between spring 2017 and spring 2019. If parishioners decide to make initial payments on their pledges, thus increasing the available funds on hand, we could begin as soon as spring 2017.

### **Q: How long will the building take?**

**A:** The architect anticipates 14 to 16 months of construction for the entire project.

**Q: What will be built first, second, last?**

**A:** The sequence and phasing plan has not been finalized. However one possible strategy would be to construct the new social hall and nursery first. While that is being built, the parish would still have our current hall available. Once the new hall is built, the church will have a complete kitchen and large flexible gathering area while the old hall is remodeled into multipurpose meeting spaces. The Eucharistic Adoration chapel and new parish offices will likely be the last portions to be completed.

**Q: Have we met all the requirements of the city of Windsor to begin building?**

**A:** Yes. Thus far, we have preliminary approval from the city of Windsor based on the parish's architectural designs. However, a building project of this size is a process and specific details will need to be worked out in the future. A formal process of continued approval will follow.

## **Nursery**

**Q: What are the benefits of having a nursery?**

**A:** A nursery serves two functions, one during Mass and one during other events:

1. **At Mass:** The Code of Canon law states that once a child reaches the age of reason, he or she is required to attend Mass if they are able: "...ecclesiastical laws bind those who have been baptized in the Catholic Church or received into it, possess the efficient use of reason, and, unless the law expressly provides otherwise, have completed seven years of age" (CIC 11).

Parents who attend Mass with their small children (those who have not reached the age of reason) may find it to be a beautiful and formative experience for their family. At the same time, some parents prefer, and Canon Law permits, small children to be cared for while their parents are at Mass. Because Our Lady of the Valley wishes to be of service to all parishioners, we want to have nursery facilities available.

There will not be a "policy" at the parish about whether or not small children should attend Mass. It is both the right and responsibility of the parents to decide what is best for their children.

We plan to have the nursery open and staffed during all Masses so that parents with small children may have the freedom to choose what is best for their family.

2. **Other Events:** The vision for the nursery is to have it open during adult education events, small groups and guest speakers. That way, parents with small children will have a convenient childcare option if they wish to attend these events. Perhaps one of the greatest benefits of the nursery is that parents will be able to attend events to help them grow in their faith, and they will pass these lessons along to their children.

**Q: How will the nursery be staffed?**

**A:** The parish plans to hire a part-time nursery director who will have the responsibility of staffing the nursery with volunteers who have been trained in all the necessary areas: first aid, childcare and safe environments. Each volunteer will also undergo a background check.

## **Social Hall**

**Q: What is the seating capacity of the current social hall?**

**A:** Our current social hall can seat 200 people for a meal or other event requiring tables. When the tables are removed, the current social hall can seat 350 people for a lecture.

**Q: How does this compare to the seating capacity of the new social hall?**

**A:** The new social hall will be able to seat 380 people for a meal or other event requiring tables. When the tables are removed, the new social hall will be able to seat 500 people for a lecture.

**Q: What will be the audiovisual capabilities of the new social hall?**

**A:** The new hall will feature a projector and sound equipment to handle any sort of event or presentation, whether in large or small group formats.

**Q: How will we be able to configure the new social hall?**

**A:** The new social hall will be able to be configured in a variety of ways. Most importantly, it will feature movable dividers so that the space can be split up into several smaller rooms. This way, many small meetings can take place in the space at once.

**Q: Why isn't the social hall being built on a larger scale?**

**A:** The new social hall design is predicted to be capable of handling Our Lady of the Valley's current and future needs. While it could be built on a larger scale, that might put the goals of the campaign out of reach.

**Q: If there is a need to expand the new social hall in the future, will we be able to accomplish that?**

**A:** The parish is currently looking into this. It would be possible to expand to the west and north side of the new social hall fairly easily. As was done with the church in 2011, discussions are underway about constructing the new social hall so that certain walls could be removed if a future expansion was deemed necessary. This would likely involve building those elements of the hall with materials that are cost-effective and easily removed.

## **Kitchens**

**Q: Will the current kitchen remain in place?**

**A:** We plan to keep the current kitchen in place. It will be used primarily to serve the multipurpose meeting spaces and youth room.

**Q: What will be the advantage of having the new kitchen?**

**A:** The new kitchen will be more spacious and will be able to comfortably serve 380 people at a time. It will be a working industrial kitchen able to handle large and small events.

## **Multipurpose Meeting Spaces**

**Q: Are we building a school?**

**A:** No, there are no plans to build a school at this time. There are several reasons for this:

1. There are three Catholic schools in close proximity to Windsor.
2. Each of these schools has open seats every year, which indicates that these schools are more than adequate to serve the needs of the area.
3. A Catholic school could not survive in a town the size of Windsor when it is competing with a local charter school.

**Q: How many rooms will there be?**

**A:** There will be 14 multipurpose meeting spaces on the main floor and four more upstairs. Two of the rooms on the main floor will be quite large and include dividers, to give us two more meeting spaces for a total of 20 new spaces.

**Q: What will be the size of these rooms?**

**A:** The rooms will be of varying sizes, but many will be set up to seat 24 adults. Some will be set up to seat 44 adults. The two largest rooms on the main floor will be able to seat 100 adults.

**Q: How will these rooms be used?**

**A:** These rooms will be used by all of our ministries and religious education classes. We will be purchasing chairs and other furniture for both adults and young children so that every room can be configured to meet the needs of several different types of groups.

**Q: What will the youth room include?**

**A:** While plans have not been finalized, we will have a dedicated youth room that will serve as a home for various youth group activities. It will be comfortable and inviting, but also a place for discipleship and learning.

## **Adoration Chapel**

**Q: How will the Adoration chapel function?**

**A:** We envision the Adoration chapel as a private room with its own locked entryway, accessible via a code or keycard. It will be a place for parishioners to come and be with Jesus in the Blessed Sacrament at any time that is convenient for them.

**Q: How will the chapel be kept secure?**

**A:** As stated above, there will be one secure entrance, locked at all times. Only those with the access code or keycard will be able to enter. Also, the chapel will be in front of the building, in a well-lit area that is visible from the parking lot and street. Although parishioners using the Adoration chapel will have access to one bathroom, they will not be able to access the rest of the building. We will make the chapel as soundproof as possible so that street noise, the bathroom, and parish events do not present distractions to those praying.

**Q: Does this mean 24-hour Adoration for Our Lady of the Valley?**

**A:** It is important to note that there are two forms of Adoration: praying in front of a closed tabernacle, where the Blessed Sacrament is **reserved**, or praying in front of a monstrance, where the Blessed Sacrament is **exposed** (also known as **Exposition**).

Parishioners will be able to come pray in front of the tabernacle 24 hours a day. There is no requirement for someone to be in attendance at all times when the Blessed Sacrament is **reserved** in this way.

We plan to offer **Exposition** of the Blessed Sacrament at specific times throughout the week. We do not plan immediately to schedule Exposition around the clock, as this would require someone to be in attendance at all times. The parish has a long-term goal of having 24-hour **Exposition**; however, in the beginning we will start with limited **Exposition** and build from there.

## Parish Offices

### Q: What is the need for new offices?

A: There are several reasons for needing new offices:

1. **Accessibility:** Having offices on the first floor will allow staff members to greet all visitors to our parish, including the handicapped, infirm and elderly. In our current situation, the second-floor offices do not allow this kind of accessibility. This limits the staff's opportunities to show true Christian hospitality, especially to first-time visitors. Also, at the current time, visitors simply do not know when the office is open or which staff members are available without coming upstairs.
2. **Security:** Having offices on the first floor will help staff members to know easily what is happening on the entire campus and who is in the building. Staff members would be visible from the parking lot so that visitors know there are people present on campus. The staff would also be able to know what is happening in the parking lot and street. As it stands now, the parish staff has a difficult time knowing what is going on in and around our campus, relying on four security cameras. This puts the staff at risk because we do not always know who is coming onto campus or up the stairs.
3. **Efficiency:** New offices will grant staff the space, facilities and equipment they need to be of the greatest service to the parish. Our current space has three offices, which are shared among 10 employees. It makes phone calls, one-on-one conversations, and meetings difficult, especially if the topic needs to be kept in confidence. The small offices that will be constructed for each staff member will alleviate these problems and allow the parish to serve more people.

### Q: How many offices will there be in the expansion?

A: The current plan calls for 10 offices, a reception area, and space for office supplies.

### Q: Will we be adding staff members?

A: We plan to add a part-time nursery director and another maintenance employee.

### Q: What will happen to the current office space?

A: Once the new offices are constructed, the former office will be turned into four multipurpose meeting spaces for ministries and religious education programs.

## Miscellaneous

### Q: How many ministries do we currently have?

A: The parish currently has 40 ministries. 30 are chaired by parishioners.

### Q: How many people does the parish have in small groups?

A: 450 parishioners are in small groups this year.

### Q: How many children are involved in religious education?

A: There are 315 children registered in religious education classes this year.



**Q: How large is the parish now? How will it grow in the future?**

**A:** Currently the parish has 1,323 registered families. We expect steady growth. A recent study by the city of Windsor indicates a growth of about 4,100 people within a 5-mile radius is expected in the next five years. If the percentage of American Catholics nationally (25 percent) were to be applied to these expected new residents, there would be 1,025 more Catholics in our immediate area by 2020. This does not include the hundreds of families that the parish serves from nearby communities such as Greeley, Fort Collins and Loveland.

**Q: Will we have a third Sunday Mass because of our growth?**

**A:** Our Masses are well-attended, and Fr. Gregg is aware that there may come a time in the near future to add another Mass.

**Q: Will we have a second priest because of our growth?**

**A:** Although we are growing tremendously, many parishes in the Archdiocese of Denver are much larger than Our Lady of the Valley, and in Fr. Gregg's opinion (which he says carries no weight with the archdiocese), we would need at least another 1,000 families joining the parish before it would be considered. That said, it is still entirely up to Archbishop Aquila and the Presbyteral Personnel Board. Please pray for vocations and invite men that you know to consider the priesthood!

**Q: What are the drawbacks of having children's religious education classes off-site?**

**A:** Having children's religious education classes off-site presents a number of difficulties:

1. **Contract:** The agreement between the charter school and the parish is a short-term lease that could be terminated at any time. We currently pay the charter school a lease and technology fee to use their facilities, and since that money is leaving the parish for another organization, it does not benefit the parish directly.
2. **Facilities:** Religious education occurs during other events at the charter school. Because of this, the school has only allowed access to its classrooms 15 minutes before and after religious education classes. This does not give catechists the time they need to prepare for class, and it also makes pickup and drop off difficult for parents.
3. **Location:** Having children's religious education off-site separates families on Wednesday night and makes it difficult for the parish to minister to the entire family. If these classes were at the parish, many events for adults could be offered at the same time. We would also be able to incorporate prayer in the church and confession into children's religious education classes.

**Q: Will alternative energy be included in the new building?**

**A:** We would love to be able to incorporate alternative energy sources into the new building. However, the up-front cost is beyond the scope of the project. We are investigating funding for alternative energy sources, but grants are rare. The most common way to fund alternative energy would be a loan from the state of Colorado, but the state's programs exclude religious institutions.

**Q: Are there plans for storage space in the expansion?**

**A:** We are working with our architect to make sure that the parish has sufficient storage for current and future needs.

**Q: Is the city of Windsor planning to remove the stop signs near the parish and put in a roundabout?**

**A:** After consulting with the city of Windsor, the parish has learned that there is a design underway for a roundabout at the intersection of Eastman Park Drive and 7<sup>th</sup> Street. It will likely be constructed between May and August of 2016, and thus would not affect the parish's construction plans. The parish does not pay for the roundabout.

**Below: rendering of Adoration chapel, new offices, and multipurpose meeting spaces**



**Below: rendering of new social hall and nursery**

