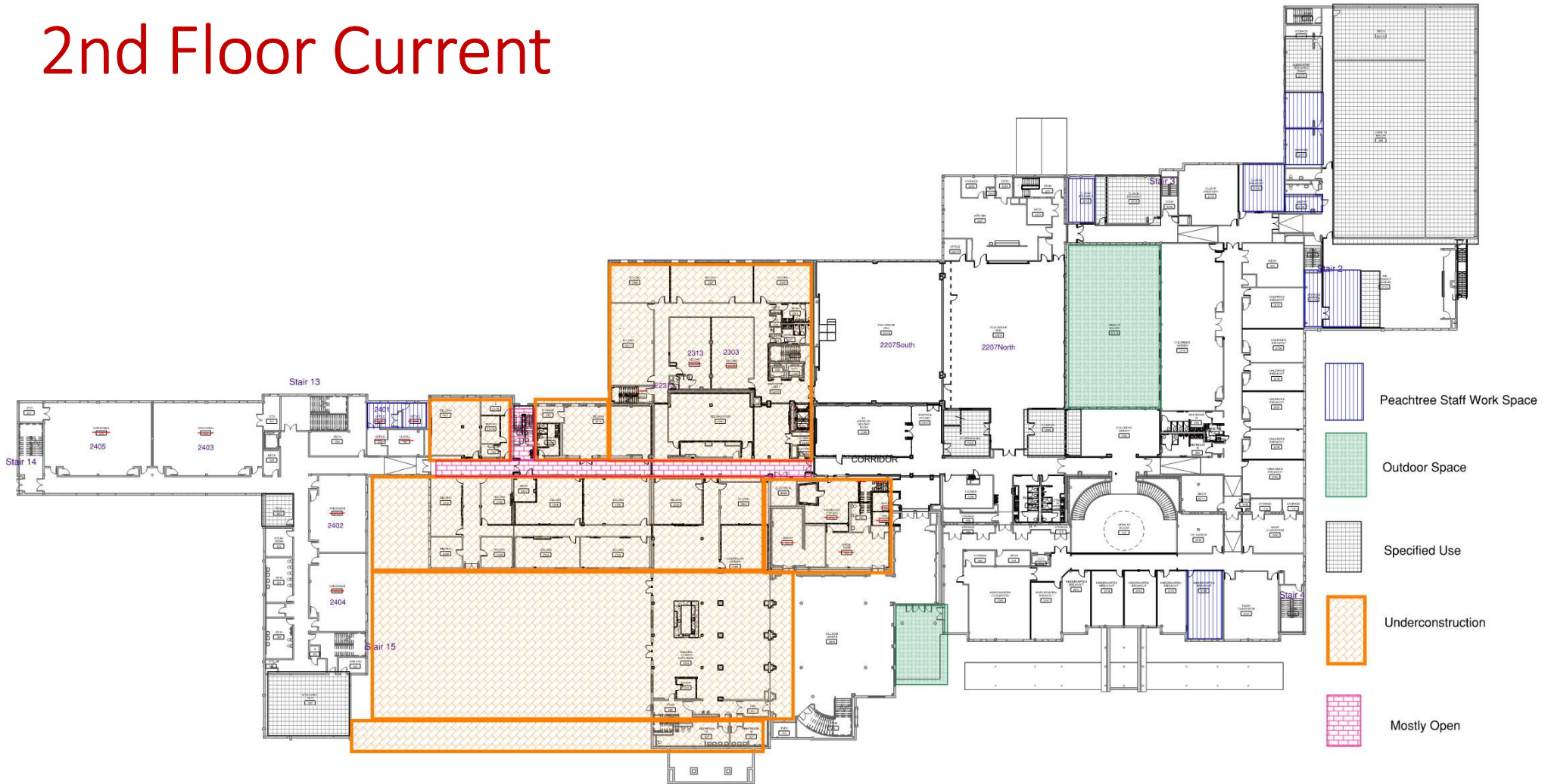


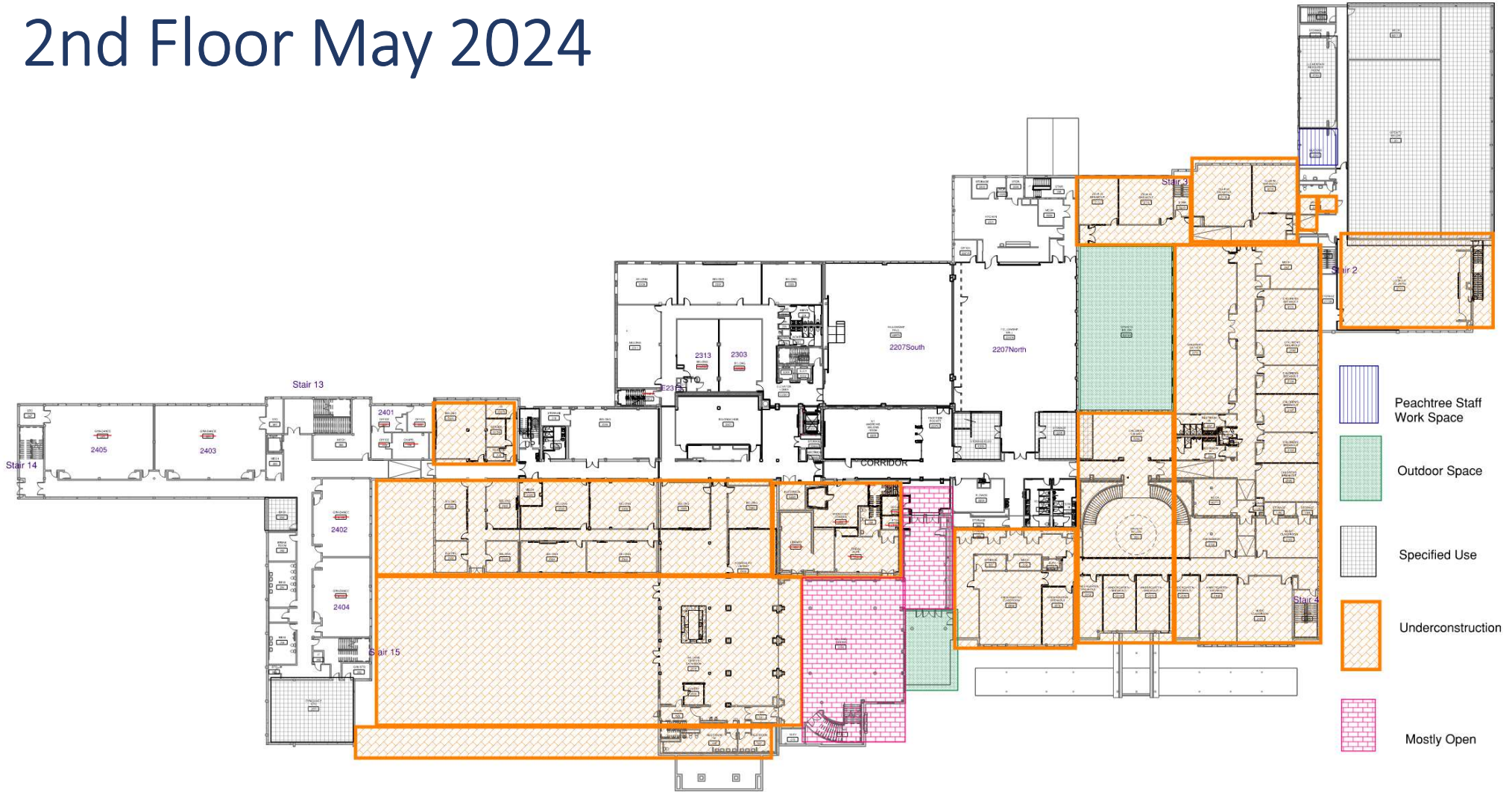
Renewing the Promise Project Update

Plans for Transition to Office and Summer/Fall Programming

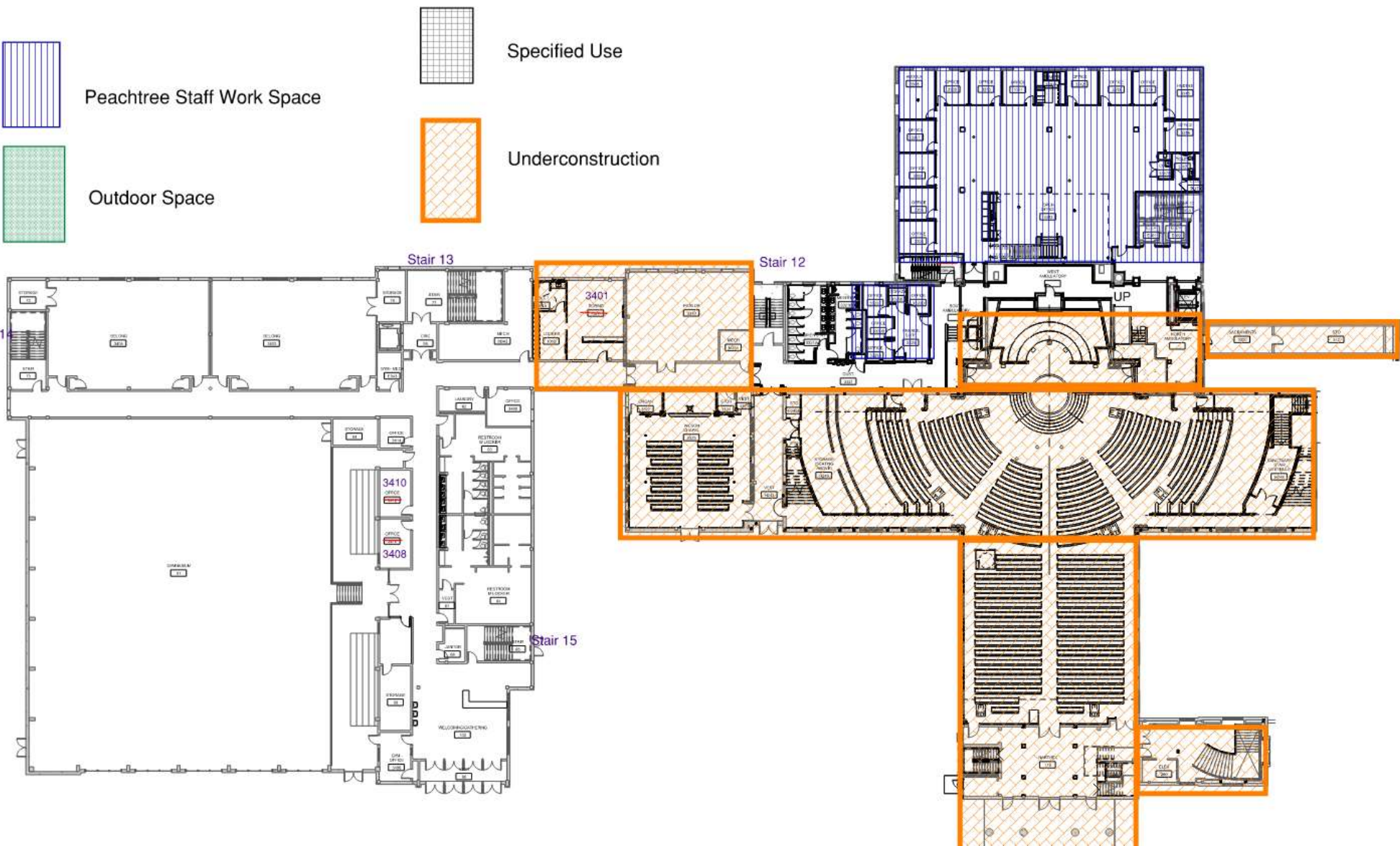
2nd Floor Current



2nd Floor May 2024



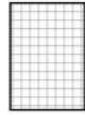



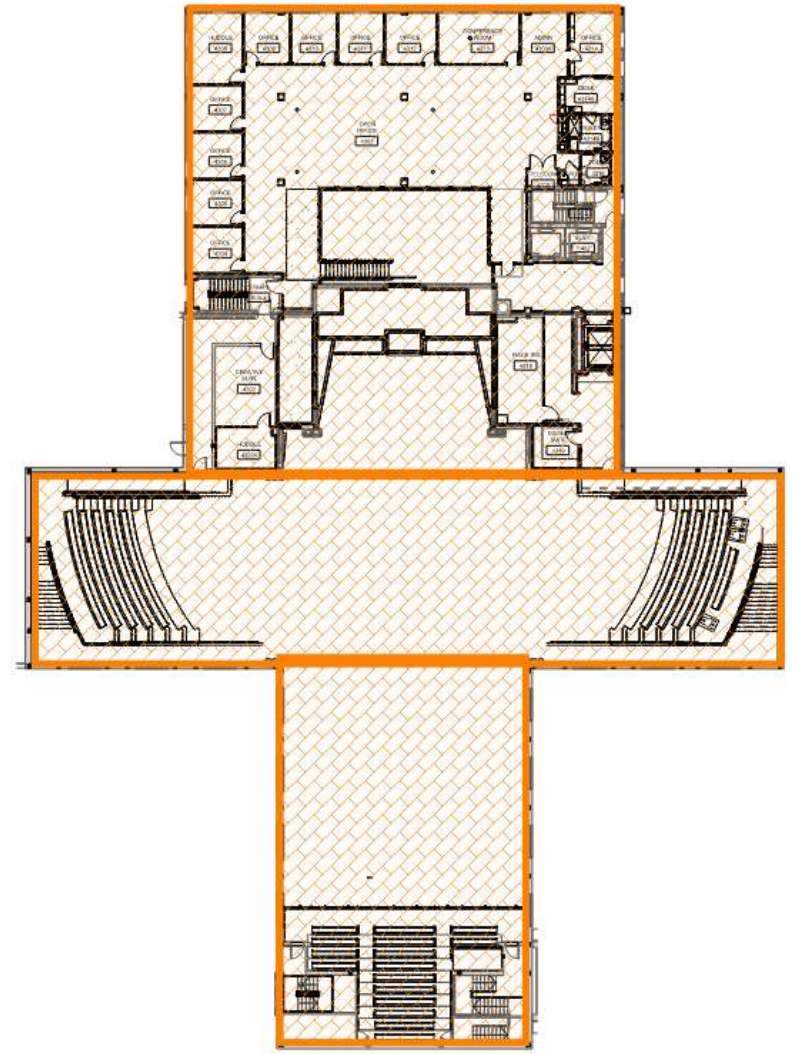
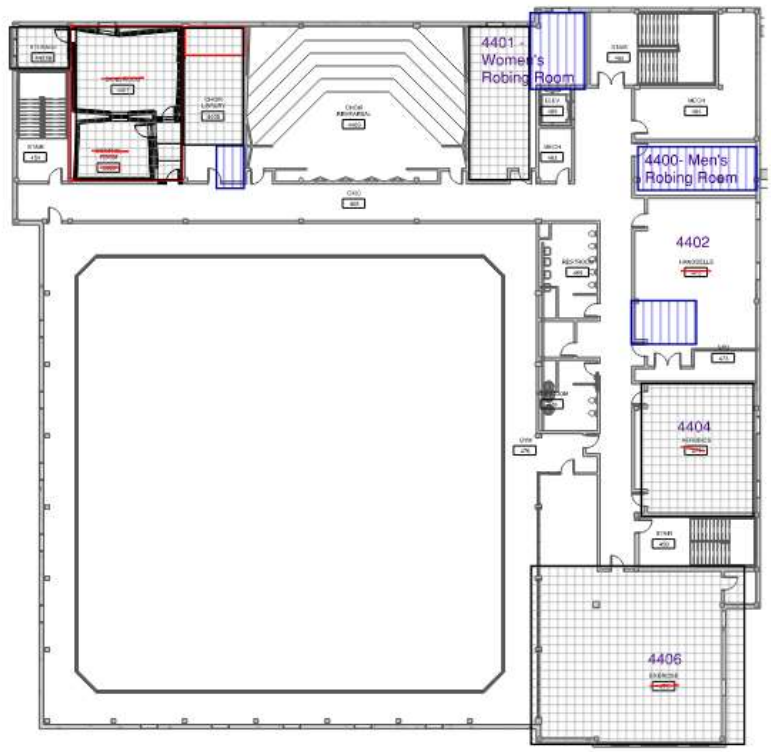
3rd Floor May 2024



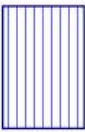
4th Floor Current

Legend:

-  Peachtree Staff Work Space
-  Outdoor Space
-  Specified Use
-  Underconstruction



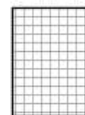
4th Floor May 2024



Peachtree Staff Work Space



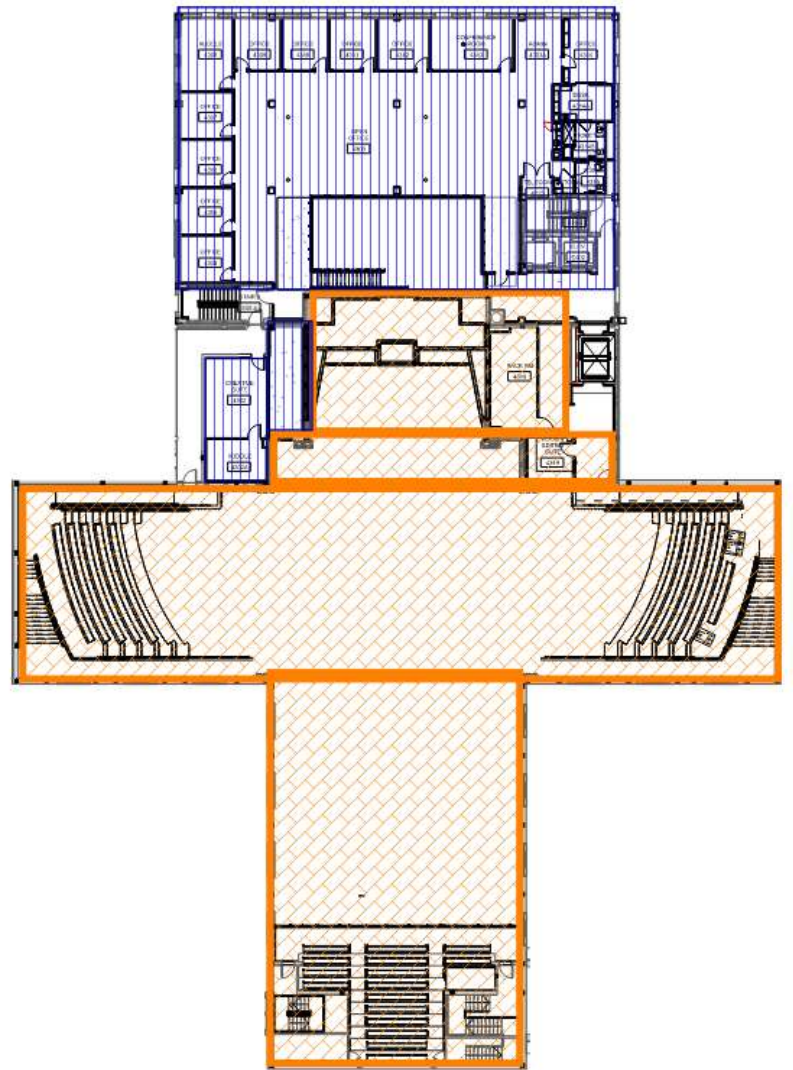
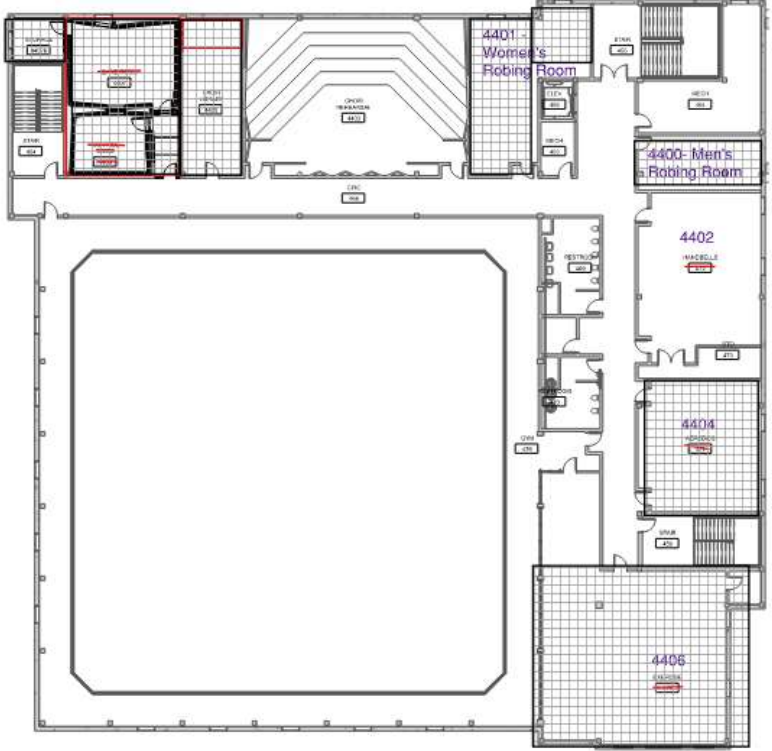
Outdoor Space



Specified Use





Underconstruction



THE LODGE—EAST CAMPUS
FIRST FLOOR



-  Peachtree Staff Work Space
-  Outdoor Space

SECOND FLOOR

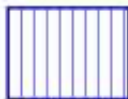
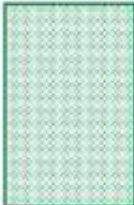


-  Underconstruction
-  Inaccessible

May 2024


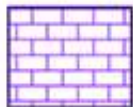
THE LODGE—EAST CAMPUS FIRST FLOOR



-  Peachtree Staff Work Space
-  Outdoor Space

SECOND FLOOR



-  Underconstruction
-  Limited to No Accesibility

Campus Navigation Issues (May thru December)

- Family Commons Entrance Closed;
Preschool enters Williams Center Atrium
- Double Elevator Entrance is ONLY entrance for Offices and for any meetings/services in FH or the Office Tower (Floor 2)
- Parking on Westside of the Building (Gym to Gymnastics) is designated for guests at ALL times.
- Staff parking designated in the “Back 40” and Dogwood Deck
- Gym one-way entrance from Roswell Road is closed in July

Sunday Programing Impact (May thru December)

- Tool Time moves to Gymnastics Event Room
- Grades 1 through 5 move to Second Floor Gym Classrooms
- Student Ministry Sunday Morning – 3rd Floor Gym Classrooms (***evaluating*** keeping in Canyon/Summit, subject to construction)
- Student Ministry Sunday Evening – FH, gym and gym classrooms
- Belong Communities move & consolidate within Office Tower (Floor 2)

Weekday Programming Impact (May thru December)

- Large Groups (i.e. Ironmen, MOPS & WCBS) meet in FH with breakouts in Office Tower (Floor 2)
- All Programming to be in Office Tower (Floor 2) & Kellett
- Gym and related classrooms are not available
- Support groups to meet on Mondays
- Bible studies to meet on Thursdays
- Entire Lodge is closed for construction

Transition Timeline (March - May)

- **3/22**
Patillo Library is completely emptied of books
- **5/6**
Lodge Café closes and readies for construction
- **5/6 – 5/10**
 - Belong furnishings moved to New Belong Rooms
 - Children furnishings moved to Gym Classroom Closets (2nd Floor)
 - Student Ministry furnishings moved to Gym Classroom Closets (3rd Floor) and Summit/Canyon

Transition Timeline (Continued)

- **5/6 - 5/27**
Event **Blackout** (Ministries Wind Down in April)
- **5/13 – 5/17**
Staff clear existing areas and get move-ready
- **5/13 – 5/22**
Staff Vacation **Blackout** (Staff in-office, No Remote Mondays)

Transition Timeline (Continued)

- **5/20 – 5/22**

Staff move into new office space and ensure existing areas are cleared

- **5/23 – 5/24**

Decommissioning of Furniture

- **5/28**

Construction takes over CFM and Lodge to commence final project phases

Transition Task Force

Purpose of Task Force

1. Ensure a timely, efficient move of staff to the Office tower
2. Ready the new spaces for adaptive programming for May-December
3. Ensure deadlines are met so that new areas to come under construction are cleared and ready by May 28th
 - Family Commons Entrance
 - Children's Ministry on Second Floor
 - The Lodge

Transition Task Force

Responsibilities of Task Force Members:

1. Represent ministry area to support and communicate Task Force actions to team members
2. Attend meetings and actively engage to create optimum outcomes
3. Accept responsibility for achieving the overall purpose and objectives of the Task Force

Task Force Members

Heather Ellison

Task Force Director

- Yee-Lynn Chen
- Heather Cooper
- Xavier Dalton
- Maggie deGolian
- Amanda Hanrahan

Rodney Milligan

Special Projects VP

- Liz Head
- Leslie Lambert
- Wes Nichols
- Kelli O'Flaherty
- Jesika Ruiz
- Scott Tucker

Office Tower & Kellett Schedule (May-December)

Congestion!

OFFICE TOWER 2nd Floor

		Monday	Tuesday	Wednesday	Thursday	Friday
2301	AM		█			
	Midday		█	█	█	█
	PM		█	█	█	█
2303(A)	AM		█	█	█	█
	Midday		█	█	█	█
	PM	█	█	█	█	█
2313 (2303B)	AM		█	█	█	
	Midday	█	█	█	█	
	PM	█	█	█	█	
2305	AM		█	█	█	
	Midday		█	█	█	
	PM		█	█	█	
2307	AM		█	█	█	
	Midday	█	█	█	█	
	PM		█	█	█	
2309	AM		█	█	█	
	Midday		█	█	█	
	PM		█	█	█	
2311	AM		█	█	█	
	Midday	█	█	█	█	
	PM	█	█	█	█	

OFFICE TOWER 2nd Floor (cont)

		Monday	Tuesday	Wednesday	Thursday	Friday
2315	AM	█	█	█	█	
	Midday	█	█	█	█	
	PM	█	█	█	█	
St. Andrews	AM	█	█	█	█	
	Midday	█	█	█	█	
	PM	█	█	█	█	
Fellowship Hall	AM	█	█	█	█	
	Midday	█	█	█	█	
	PM		█			

KELLETT CHAPEL

		Monday	Tuesday	Wednesday	Thursday	Friday
Sanctuary	AM	█	█	█		
	Midday	█	█	█		
	PM				█	
Seminar Room	AM	█	█	█	█	
	Midday	█	█	█	█	
	PM		█	█	█	
Brides Room	AM					
	Midday					
	PM			█		

Groups Represented

EXECUTIVE

- Session Meetings
- Session Committees
- Staff Meetings
- Wonderfully Made

MEN'S MINISTRY

- Ironmen
(Large Group & Breakout Rooms)
- Ken Boa
- CLC Creech Bible Study
- Joe Wilson Bible Study

Groups Represented

WOMEN'S MINISTRY

- Women's Bible Studies -
 - Tuesday PM
 - Wednesday PM
 - Thursday MD
- Presbyterian Women
- Presbyterian Women CT/Bookclub
- Monday's Women's Prayer Group
- Anchor Women's Bible Study
- Yvonne Rizzo's Bible Study
- MOPS (Large Group & Breakout Rooms)
- WCBS (Large Group & Breakout Rooms)
- WCBS Prayer Group

Groups Represented (continued)

PASTORAL CARE & GRAND ADULTS

- Vicki's Morning Bible Study
- Current Events - MD, PM
- Stephen Ministry (3)
- Divorce Recovery
- Spiritual Life Recovery

MUSIC

- Chancel Choir
- Chancel Bells
- Children's Music (3)
- Choral Guild of Atlanta

Groups Represented (continued)

BELONG/BECOME

- Thursday Young Adults *
- Z-Fellows

OPERATIONS

- OAC & Project Committee Meetings
- Facility Meetings
- Hospitality Weekly Meetings

OUTREACH

- La Amistad Afterschool (2)
- Lifegate Meetings
- Preschool Chapel

Did not see your group listed?

Hospitality has a process to help you find new times/spaces for groups that meet irregularly

Examples:

- **Overflow groups**
- **Steering Committees (MOPS, Mentor Mom, etc)**
- **Other non-weekly events**

Room Booking Procedures

Prior to Construction Reservation Process

- All space use on campus is booked in EMS.
- Multiple EMS users
- Some EMS users could book “Their Ministry Specific Rooms” as they wished within the operational hours of the church.
- Large and Popular Spaces were only booked through Hospitality via an email request.

Current Reservation Process

With reduction in available spaces:

- All space use on campus is booked in EMS.
- A very few number of Ministry-Specific rooms are available to be booked through certain EMS users.
- Most spaces are booked through Hospitality via an email request.

New Room Reservation Process^(May-December)

- All space uses on campus are booked in EMS.
- As availability reduces, rooms will not be designated as ministry-specific.
- Hospitality Ministry will manage the church building calendar.
- All spaces will be booked through the Hospitality Ministry.

To Reserve a Room:

STEP 1

Fill out the form found on the staff portal.

STEP 2

Email the requested form to Kelli O'Flaherty and copy the following people:

- Liz Tash
- Your Core Team Supervisor

To Reserve a Room:

STEP 3^a

IF REQUESTING A SMALL ONE DAY EVENT

Hospitality will reserve space based on availability.

Note: There is little to no availability on Tuesday and Wednesdays.

To Reserve a Room:

STEP 3^b IF REQUESTING...

- A Multiple Day Event
- A Recurring Event
- An Event requiring Multiple Rooms
- An Event in St. Andrew's Room, Fellowship Hall, or Kellett Chapel

A meeting with your team will be scheduled with Hospitality and Operations to review the reservation request in order to ensure that space and resources are available to support your event.

To Reserve a Room:

STEP 4

For all approved events, Hospitality will book the space and send an EMS email confirmation.

To Reserve a Room:

STEP 5

After an EMS email confirmation is received,

- Promote the event.
(Please do not put in a COMMS Request prior to having designated space.)
- Enter service orders under your reserved rooms at least 30 days prior to the event.
- If requested, attend the weekly Operations and Hospitality “Hospitality Planning Meeting” meeting at 11:00 am on Thursday the week before your event.

Questions?