

# Parking Lot Study Committee

Status Update - September 2022

## Governance and Project Management

The Study Committee highlights the following references to the UMC Book of Discipline as these establish the ground rules and governance for the activities of the committee.

May 21, 2022 - Mount Olivet Church Conference approves motions to:

- Establish the development of a building project on the Parking Lot according to The United Methodist Book of Discipline (2016) Paragraph 2544(4). This action authorizes a Building Committee to proceed from Paragraph 2544(1) through 2544(6).
- Establish a Building Committee (now referred to as the Parking Lot Study Committee) to comply with Paragraph 2544 (1 through 6) of the United Methodist Church Book of Discipline (2016).

For maintaining project management records and controls, the committee established a project in Mount Olivet's BaseCamp3 to support:

- Records management and retention
- Communication coordination across team members
- Tracking action items
- Maintaining meeting minutes
- Developing key project documents in a collaborative work space
  - Project Plan
  - Communications Plan
  - Frequently Asked Questions (FAQs)
  - T&Cs for Developers

**District Meeting:** Representatives of the Committee met with the District Board of Church Location and Building Committee on September 22 to communicate the status and proposed actions of Mount Olivet with regard to this project.

## Work Products and Deliverables

The committee has several documents that are work-in-progress (WIP) and has issued: ***Report of the Task Force Exploring the Potential for Development of the Mount Olivet United Methodist Church Parking Lot in Arlington, VA - June 27, 2022.*** This

report is posted on the Mount Olivet portal for the [Parking Lot Study](#) and documents the activities, results and recommendations of the Property Development Task Force leading up to the Church Conference meeting on May 21, 2022.

**Project Management Plan (WIP)** - The committee is drafting a written Project Management Plan that will evolve as the project evolves. The plan provides a structure and format for planning and executing various actions of the committee. It includes a Gantt chart to illustrate and manage timing and sequencing of tasks.

**Frequently Asked Questions (FAQs) (WIP)** - To be posted in conjunction with the rollout of the congregation's communications activities. The FAQs form a critical foundation of the messaging of Mount Olivet's intent for the project and provide consistent and repeatable communications to stakeholders.

**Communications Plan (WIP)** - The Communications Plan is to identify project stakeholders and establish a structured, repeatable and fact-based process for communicating with them. This plan will evolve to accommodate information as it is developed and to address issues and questions that come up over the course of the project. This plan does not replace or supersede but rather complements the web-based FAQs that will be posted on the Mount Olivet Website.

**Provisions for a Mount Olivet Ground Lease** - Initial draft is in review by the Study Committee.

### **Next Steps**

The Parking Lot Study Committee will be scheduling presentations, meetings and activities to roll out the overall communications plan. Announcements of those events for the congregation, neighboring civic organizations and other stakeholders will be forthcoming.

**Questions or Comments:** Kindly submit questions or comments using the comment form on the [Parking Lot Study](#) portal.

Submitted by:

Chuck Mitchell - Chair