

**Building Project**  
**Capital Campaign Task Force (CCTF)**  
**A Board of Trustees Task Force**  
September 13, 2016, Rev. February 14, 2017

*Mission*

The mission of the CCTF is to market the capital campaign and raise sufficient money to fund the building project approved by the congregation.

*Membership*

The CCTF shall be co-chaired by Paige Smith, Cathy Cole and Ivy Brezina. Other members are at the discretion of the co-chairs and may be added as the workload dictates.

*Duties*

1. Select and propose consulting help that will be needed for fund raising.
2. As a follow-on to the report of the Space Reassessment Task Force and working with the Communications Task Force, develop a “case for support” document which “markets” the Building Project (renovation/expansion) to the congregation.
3. Develop and maintain a project timeline.
4. Work with the other project task forces to determine the feasibility of raising sufficient funds on the project timeline.\*
5. Work with the other project task forces to market the capital campaign.
6. Work with the chair of the annual budget drive to plan and execute coincidental campaigns. This includes recruiting, training and supervising member “agents” to make necessary fund raising appeals and communicating with the congregation.
7. Continue fundraising efforts after the formal campaign ends to completely fund the building project objectives.
8. The co-chairs shall be members of the project coordinating group with one serving as primary member and one as backup.

*Termination*

The CCTF will dissolve once the building project is completed or as directed by the Board.

\* The need for and execution of duties beyond this point depend upon the approval by the congregation to launch a capital campaign.