



CHAPEL BY THE LAKE

Rev. Dr. Douglas Dye, Pastor/Head of Staff
Jessica Hoffman, Youth Director
Sheena Rice, Interim Director of Childhood Education
Kristin Price, Interim Worship & Music Coordinator
Harvey Knuth, Administrator
Donovan Grimes, Office Manager

Dear Members and Friends of Chapel by the Lake,

September 28, 2011

We are coming to you during PFD season to ask for your help with the building remodel/expansion and renovation/repair of the manse. While Above and Beyond has made excellent initial progress in reducing our loan principal, we also have an immediate need for additional funds to complete high-priority objectives for these projects.

Smith Hall and Narthex Building Project

The Trustees and the Trustee Finance Committee have determined that we have exhausted funds available to continue the project without depleting our operational reserve. Consequently, work has been delayed until additional funds are received. A remaining \$150,000 is needed to complete the entire project. **Most immediately**, we need \$25,000 to complete high priority items before winter arrives. These items include:

- The front door
- Exterior gutters and drainage; paving
- Exterior lighting, misc. electrical
- Stairs and insulation

The approximate cost to complete these items is \$25,000.

Manse

With the imminent arrival of our new associate pastor renovation of the Manse has begun in earnest. These renovations and deferred maintenance repairs will insure a comfortable home for our pastor and his young family. These items include:

- Flooring – laminate and carpet
- Kitchen remodel – cabinets and countertop
- Bathroom remodel
- Painting
- Exterior safety, back deck and front stairs

The approximate cost to complete these items is \$30,000.

Please contribute as you are able

Short term funding for the projects will be provided by the operating fund of the church, which must be replenished to ensure a prudent operational balance. Please consider a one-time gift of any amount or designated giving in support of these projects. Designate contributions by labeling your giving envelope or noting the designation in the comment line of a check in the offering or by designation in the comments box for online giving. If you have questions regarding the building project please contact Harvey Knuth the church administrator @ 789-7592 or any of the CBTL Trustees.

Sincerely,
The Chapel by the Lake Trustees