



**Honoring Our Past  
Building Our Future Together**  
*St. Stephen's Episcopal Church*

## Honoring Our Past, Building Our Future Together 2026 Capital Campaign Prayer



Most holy, loving and life-giving God,

We give you thanks for the cloud of witnesses, past and present, who by their generosity of Spirit have given us a Sanctuary, a Light on a Hill, that welcomes and embraces all who seek communion with You and with one another. Bless us, yet again, as we look forward and prepare for the future through this Capital Campaign that we may remain grateful for the past and ever-growing in faithful ministry beyond our walls.

We pray in the name of Jesus Christ, our Lord, and through the grace of the Holy Spirit.

Amen.



## St. Stephen's Projects for Discussion

- Waterproofing Church Exterior
- Asset Replacement Fund
- Columbarium
- Organ Rehab
- Choir Loft and Railings
- Choir Rooms Refurbish
- Update Church Rest Rooms
- Outside Lighting and Ventilation
- Re-stain Building & Fix Parking Lot
- Repair Rectory Roof and Add Air Conditioning



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## Protecting and Preserving Our Historic Sanctuary

### Waterproofing the Church Exterior - \$105,000

Our church's striking Brutalist design uses concrete to express permanence, strength, and the timelessness of the Christian message. Yet even concrete is vulnerable to the realities of our climate. Years of exposure to rain, fog, and moisture gradually take their toll.

Best practice calls for waterproofing every 10-12 years; our last treatment was completed in 2013. Today, visible signs -discoloration and flaking within the sanctuary - point to water intrusion. More concerning is the damage we cannot see: moisture penetrates the walls, causing internal steel reinforcement to rust and expand, which can compromise the structural integrity of the building over time.

Waterproofing is the most urgent investment among our planned projects for this Campaign—protecting not only the beauty of St. Stephen's, but its long-term strength and stability.

St.  
Stephen's  
Inside  
Sanctuary



St.  
Stephen's  
Outer  
Pillar



Internal damage at Grace  
Cathedral due to their prior  
failure to waterproof their  
concrete walls

## Protecting What We Have Been Given Asset Replacement Fund - \$500,000

In 2025, the Vestry engaged a consulting firm with deep expertise in asset replacement studies. Their work identified the individual components that make up our buildings and grounds, evaluated the remaining useful life of each, and projected the timing and cost of future replacements. This type of study represents a best practice for building owners, supporting fact-based, data-driven decisions while helping to prevent unexpected and costly repairs.

The resulting 75-page report provides a detailed 30-year schedule of anticipated replacements, giving us a clear understanding of long-term budget needs and enabling thoughtful, timely planning for everything from walkways and elevators to kitchen equipment and fire safety systems.

The \$500,000 allocated to this effort reflects the present value of 15 years of projected replacement costs. Assuming assets age and costs align with the study's projections, these funds will be deployed gradually over that period, with the balance reaching zero at the end of 15 years. We anticipate undertaking another capital campaign within that timeframe to replenish the fund and continue this disciplined approach.



## Creating a Place of Remembrance Expanding the Courtyard Memorial Plots with a Columbarium - \$100,000

For many, St. Stephen's is not just a place of worship—it is a spiritual home. By expanding the courtyard memorial plots with a columbarium, St. Stephen's can continue to offer parishioners the opportunity to remain part of this sacred place, even after death.

Our courtyard was designed to include 70 spots for memorial stones. Some have used the space just for a memorial stone, whereas many others have spread the ashes of their loved ones in the ground under each memorial stone. We have charged \$7,000 for each space (assuming that the ashes of two people would be placed under the memorial stone).



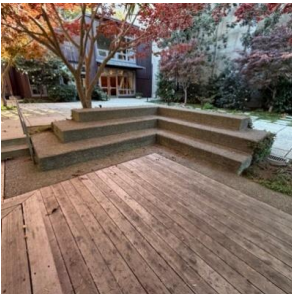
The proceeds from the sale of the courtyard spots have been placed in the operating endowment which supports our annual operating expenses. That endowment now has over \$1 million, which provides over \$40,000 per year towards our annual operating budget.

Unfortunately, all of the available spots in the courtyard for these memorial stones have now been sold. We receive one or more calls per month from members wanting to purchase a spot, but we have no more to offer. By installing a columbarium in the courtyard, St. Stephen's could continue to offer our members a spot to place the ashes of their loved ones. Plus, it would be a source of funds to continue to grow our endowment to help cover ever-increasing operating expenses.

***What is a columbarium?*** A columbarium is a dedicated structure or wall designed to store and memorialize cremated remains (ashes) in small compartments called niches. They are commonly found in churches providing an above-ground alternative to in-ground burial. Both St. John’s in Ross and Christ Church in Sausalito have a columbarium, as well as a many other Episcopal churches in the Bay Area.

The columbarium would accommodate 112 niches (with each niche having two urns, accommodating the ashes of two people). The niches would be covered by bronze cover plates (on front two walls of columbarium) on which the names of the deceased would be engraved.

The proposed site for a columbarium in our courtyard is in the area where a three-level stone wall currently sits. The columbarium would be enclosed in what is essentially the back wall of the existing stone structure. The photos below show the current stone structure and the proposed columbarium with a small bench in front of it. The third photo shows the current back side of the wall, which would remain unchanged after the columbarium is installed.



Current stone structure with Kimball Hall in the background



Proposed columbarium with a small bench in front of it



Existing back side of the courtyard wall that would remain unchanged

**Strengthening Worship Through Music**  
**Organ Rehab - \$45,000, Choir Loft and Railings - \$20,000,**  
**Choir Rooms - \$10,000**

Pipe organs such as our Frobenius are built to last upwards of a century or more, but like anything lasting that long, they require annual tune-ups and occasional heavy maintenance. Portions of the instrument are made of leathering that cracks over time and needs to be replaced. When certain stops struggle to hold their tune, this is often an indication that this is happening. An investment in the organ from the capital campaign will help ensure that the entirety of the instrument remains in fine working order for our worship services and concerts.

In addition, there is a need to enhance the accessibility and safety of the choir loft. Currently, it is on 2 levels separated by an arch which has proven to be a tripping hazard. Additionally, this two-level curved step makes it very difficult to arrange seating to accommodate more than our usual 18 - 20 singers. This problem is especially acute when we have instrumentalists or invite outside singers for special concerts and events. The proposed solution is to raise the floor to a single level, which will also require increasing the height of the front railing.

There is also opportunity to improve the functionality of the choir's robing and practice rooms, and help make the large classroom at end of the hall, also on the lower level, more of a multi-function space.



## **Enhancing Hospitality and Gathering Places**

### **Update Restrooms - \$75,000, Electricity & Ventilation - \$30,000**

It is time to repair, update, and refresh St. Stephen's four restrooms, which were built in 2004 with no subsequent renovation. Years of wear and tear have taken their toll, and flooring and sink areas need to be replaced with durable, modern materials that reflect St. Stephen's welcoming atmosphere.

Upgrades to outdoor lighting and electrical systems in the parking lot and courtyard will enhance safety and accessibility. In addition, the second-floor office area will benefit from improved ventilation to ensure comfort on warmer days.

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## **Preserving Our Grounds and Rectory**

### **Stain Walls & Fix Parking Lot - \$ 25,000, Rectory Roof and Air Conditioning - \$40,000**

Our responsibilities for St. Stephen's extend beyond the sanctuary walls. Ongoing care of our buildings and grounds ensures that our campus remains safe, attractive and fully functional for ministry. The exterior wood-paneled walls of the building need to be stained on a regular basis to avoid damage to the wood siding. This has not happened since 2014 which is +10 years past the ideal schedule.

Our main parking lot is badly in need of crack cleaning, slurry sealing, and re-striping. If not addressed promptly, the existing cracks and early-stage potholes will deteriorate further. Accessibility signage needs attention in the back parking lot.

An inspection has confirmed that the rectory needs a new roof. Also, there is an opportunity to add air conditioning on its main floor to improve the comfort and functionality of our rector's home.

## Q&A on Financial Issues

### How is this campaign different than our stewardship drive?

Stewardship drives and capital campaigns both involve financial pledges, but serve two distinct purposes in the life of our church. Think of a stewardship drive as the "monthly bills" that keep our lights on and our mission moving, while a capital campaign is the "savings and investment" fund for the long-term health of our home.

#### Stewardship Drive (Annual)

- Purpose: Funds the Annual Operating Budget. This covers the "heartbeat" of our church: clergy and staff salaries, programs, utilities, and everyday ministry expenses.
- Frequency: Occurs every year.
- Timeline: Pledges are typically fulfilled within a year.

#### Capital Campaign (Periodic)

- Purpose: Funds major projects that fall outside the daily budget. This includes maintaining or enhancing our physical properties (like replacing the roof, major organ repairs or building expansions) that are too costly for the operating budget to cover.
- Frequency: Occurs much less frequently. The Episcopal Church generally recommends parishes consider a capital campaign approximately every seven years.
- Timeline: Pledges are often multi-year commitments


### How much did the Capital Campaign in 2013 raise?

We raised \$1.4 million in pledges from over 165 pledges - most of these were fulfilled within three years.



## CAPITAL CAMPAIGN COMMITTEE

Kyle Dice Seage  
Chris Simpson Brent  
Chuck Eaton  
Karen Gullett  
Bob McCaskill  
Kathy Hill Perasso  
Jim Purvis  
Zoila Schoenbrun  
Marjorie Sennett  
Dawn Vroegop



*“This campaign is about care for our buildings but it is also about sustaining and strengthening the everyday ministries and community that make St. Stephen’s so essential for so many.”*

*Kyle Seage, St. Stephen’s Rector*



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