

# CAFÉ MINISTRY FAQs

As a comfortable and inviting gathering place for the whole community—with a particular emphasis on youth—our proposed café will be a ministry, not a business. Though open to all, an extension of our “village green,” any communication about the ministry outside the parish will be by word of mouth only.

## HOW DID WE GET TO THIS POINT?

A café project team—comprised of St. Stephen’s parishioners and staff, and including the owners of two local retail food businesses—formed in May 2016. A \$30,000 gift from an anonymous donor funded the initial phase of the project, including the hiring of Baskervill, a local architecture firm, to redesign the space (the former choir room, at the Three Chopt end of the parish house).

## WHAT WILL BE SERVED IN THE CAFÉ?

The café will serve primarily pre-packaged foods, purchased wholesale from Ellwood Thompson’s, with an emphasis on healthy, locally sourced fare. This will include sandwiches, wraps, and salads made by Ellwood Thompson’s; breakfast foods, bottled drinks, and snacks. Coffee and smoothies (fruit and green) will be prepared onsite.

## WHAT HOURS WILL THE CAFÉ BE OPEN?

The projected hours of food service are Monday-Friday, 7:30 a.m. – 6:30 p.m. and Saturday-Sunday, 7:30 a.m. – 1:00 p.m. The café would also be open as a gathering space at all times when the church building is open. Free Wi-Fi will be available at all times.

## HOW LARGE WILL IT BE?

The café will have indoor seating for approximately 36 people (12 at the large community table, 16 at 2-seat tables, and 8 in a soft seating nook). In warmer weather, the café will have additional outdoor seating, both at tables and on the steps surrounding the café.



## WHO WILL WORK IN THE CAFÉ?

The café will be managed by a full-time staff person with experience in café management. The manager will be supported by a café staff of 2 to 3 part-time employees and volunteers from the community. The cost of this staffing will be covered by revenue from the café. Members of St. Stephen’s family ministry staff will be present in the café space every day after school, not as café staff, but to connect with youth and other members of the community.

## WHAT WILL IT COST TO GET THE CAFÉ OPEN?

Using the plans created by Baskervill, a contractor has established a range of \$150,000-\$250,000 for construction costs. We will have some control over this figure as we select materials and make other decisions. We will have an exact figure in the coming weeks as we make those decisions and receive official bids from contractors.

## WILL THE CAFÉ MAKE MONEY?

The project team, with professional input, has created a thorough and realistic projection of the costs and income that the café would generate. On the conservative side of the projection (smaller number of daily customers) the café would be revenue neutral. On the more optimistic side (larger number of daily customers) the café would become a modest source of revenue. Patrons will include youth, members of St. Stephen's, preschool families, people from the neighborhood and surrounding schools, and the steady stream of people who visit the church every day for worship, Bible studies, classes, recovery groups, the May Fair House and the Bookshop @ St. Stephen's.

## HOW WILL THE PROJECT BE FUNDED?

Based on the projected construction costs and the size of our community, we are especially inviting donations of \$1,000. While donations of all sizes are welcome (and we expect to need several larger donations), the \$1,000 figure will allow us to reach our target with roughly 200 participants, which is an achievable goal if this vision enjoys broad enough support. Those who contribute \$1,000 or more are also invited to donate a mug of their choice; the mugs will be displayed artistically in the café as a way of representing this community and its generosity.

**Please note:** It is essential that a gift to the café not affect the fulfillment of a pledge to the annual giving campaign.

## WHEN WILL THE CAFÉ OPEN?

We are aiming for a September opening to coincide with the beginning of the school year. For this reason, we ask pledges to be **submitted by April 18** and **fulfilled by June 1**.

## WHAT IF WE DON'T MEET OUR GOAL?

If we are very close to the target, the vestry may decide to close the gap with a short-term loan and begin construction. If we are moderately close, we would postpone construction until we reach the goal. If we are not close, we would likely put the project on hold indefinitely and return the gifts made toward it.

## HOW DO I MAKE A PLEDGE OR DONATION?

Use a pledge card (available at Information Central), or use the online pledge card at **[ststephensRVA.org/cafepledge](http://ststephensRVA.org/cafepledge)**. If you want to make a gift, you may write a check to St. Stephen's Episcopal Church, with "café" on the memo line (and mail or deliver it to the parish office), or use the online giving platform linked from the café Web page, **[ststephensRVA.org/cafe](http://ststephensRVA.org/cafe)**.

## STILL HAVE QUESTIONS?

Contact Michael Sweeney, **[msweeney@ststephensRVA.org](mailto:msweeney@ststephensRVA.org)** or 288.2867.

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