

ANDREWS CHAPEL UMC MULTIPURPOSE BUILDING PLANNING PROCESS

CREATING THE VISION

- Administrative Board establishes a Long Range Planning Committee
- Long Range Committee gathers information on what is needed
- Report presented to the Charge Conference

PLANNING THE VISION

- Establish a Building Committee (Pastor & District Superintendent approve in writing and Charge Conference Appointments)
- Set up 2 or more sub-committees
 - Program committee to research building needs
 - Finance & Promotion committee to establish budget and communicate with the congregation
- Create a Master Plan
- Congregational Education System

BUILDING THE VISION

- Select a building process (architect acts on behalf of congregation throughout process or liturgical consultant, architect, construction manager or design building firm)
 1. Manage the design process
 2. Select a Contractor
 3. Manage the construction

REALIZING THE VISION

- Finish the Project
- Accept the Building
- Protect your Investment
- Plan a Celebration

PARTICIPANTS IN THE PLANNING & DISCERNMENT PROCESS INCLUDE

- The Holy Spirit
- Members of the Congregation
- Pastor(s) & Staff of the Congregation
- Members of the District Church Location & Building Committee
- Conference Office of Congregational & Community Development
- Consultants regarding Architecture, Construction, Loans, Other

CREATING THE VISION

STEP 1

The Administrative Board initiates the planning by appointing a Long Range Committee (LRPC) to discern the mission and ministry of the church and possible implications for the programming, staffing, financial and space requirements. This study includes the involvement of all the various ministries of the church and their projections for growth, decline and emerging ministries.

STEP 2

The LRPC prepares a report and presents it to a charge conference, which evaluates it. If approved the Administrative Board is charged with implementing the report.

The Charge Conference is responsible to authorize election or appointment of a Building Committee, which is accountable to the Administrative Board.

STEP 3

Forward this decision, in writing, to the District Superintendent, District Church Location & Building Chair, and the Conference Office of Congregational Development. The formation of a building committee requires the written approval of both the pastor and District Superintendent. A list of Building Committee members is sent to the District Office along with the charge conference action.

Contact the District Church Location and Building Committee and the Conference Office often to obtain planning resources.

PLANNING THE VISION

STEP 4

The Building Committee will study the long-range report and consider the existing and proposed ministries and services that will require space. They establish the Program Committee and the Finance and Promotion Committee from their members. They will further decide whether all or any of these are essential to the mission of the church.

STEP 5

Develop a list of individual space requirements and supporting facilities needed for each ministry that is needed.

STEP 6

Consider a seven day week when planning space use and the proposed ministries. Multiple use spaces are especially necessary for phased projects.

STEP 7

Develop a financial plan. What budget is the church capable of handling? How do you determine how much the congregation can raise? Considering the current base of support, financial campaign, and borrowing. Guidelines are available through the conference office.

***Important - This plan must be worked out prior to contracting with an architect and preliminary or working drawing discussed.**

STEP 8

Submit a written program to the District Board of Church Location and Building, and the North Georgia Conference Office of Congregational Development. This reflects your basic needs, anticipated financial resources and becomes the basis for conversation with the District, Conference and an architect.

STEP 9

Prepare a written set of instructions for an architect and contact the Conference Office for a list of architects or design builders who have worked on churches. This list would include the location of these projects.

STEP 10

Select a Design Team to enable the Building Committee to merge the thoughtful planning and the careful use of space. This may be the same as the Program Committee or it may require different people and abilities. They will help decide on the type of building process that makes the most sense for your church, as well as assist with selecting:

- a. an architect which acts on behalf of the congregation throughout process
- b. a liturgical consultant, architect, and construction manager, or
- c. a design build firm.

STEP 11

If you choose an architect, use the list from the Conference Office to identify church architects. Then check with the churches where the architects you are considering have worked.

The architect's contract should include a statement establishing total building expenses including construction, site work, furnishings and equipment, as well as architectural fees. It should also include a provision that if the proposed contract for construction exceeds the total construction amount by 10% that the architect will redesign plans at no expense to the church.

Please note: (1) the architect's contract must have written approval of the District Board of Church Location and Building. (2) The architect's contract may not be changed without written approval of the District Board of Church Location & Building.

STEP 12

Review steps 4 through 7 with the architect. Have the architect prepare a master plan to encompass all of the ministries necessary to achieve the mission objectives outlined in the Long Range Planning Committee Report and within the financial guidelines set by the building committee.

STEP 13

Submit your preliminary plans to the lending agencies from which you wish to

consider borrowing to assess their willingness to make a loan and the amount. If you intend to borrow money from the United Methodist Development Funds in New York, you will need to submit the preliminary plans along with your application to the UMDF.

STEP 14

Preliminary Plan Approval

Receive approval from the District Church Location and Building for your preliminary architectural and financial plans. The Committee will consider feasibility and whether or not the plans fulfill the needs outlined in the long-range plan. Conference guidelines stipulate a minimum of 1/3 of the total project costs be in hand prior to ground breaking, 1/3 of costs committed during the construction phase, and 1/3 of the cost be in a longer term loan of up to 10 years.

STEP 15

Church Conference Approval of preliminary drawings, comprehensive architectural plan and financial plan.

STEP 16

When adequate financing has been assured, the building committee shall authorize the development of Design Plans.

STEP 17

The Building Committee authorizes the architect to prepare the Design Development Drawings. When the drawings are completed, they should be presented to the Charge Conference for approval.

STEP 18

Get approval of the working drawings and Financial Plan from the District Board of Church Location and Building.

Financial review includes:

1. Updated financial information, copies of budget, income, and expenditures for both current building expenses and the previous two years.
2. Completion of data for the maximum mortgage, anticipated resources, and expenditures.
3. A written letter from a lending agency indicating an adequate loan has been authorized. The letter should include interest rate, costs of the loan and whether the loan may be prepaid without penalty.

STEP 19

Authorization of Charge Conference to:

1. Approve working drawings and financial plan including maximum expenditures for construction and all related costs
2. Authorize Board of Trustees to enter into a building contract for construction
3. Authorize Board of Trustees to execute mortgage to lending institution

specifying maximum amount to be borrowed.

4. Authorize any subordinated mortgages to the District, Conference, etc., as may be required.

STEP 20

Choose a contractor. **DO NOT SIGN A CONTRACT!**

STEP 21

Complete the necessary requirements and obtain from the lending agencies a **WRITTEN** commitment that your loan has been finally approved.

Sign and record all mortgages before any work is started on site. Signature of both the Pastor and District Superintendent is required on the mortgage instrument by Discipline. If a mortgage is required, make certain the corporate status of your church is in order, then: (1) Secure a Construction Bond. (2) Secure Insurance.

STEP 22

When all funds have been gathered and are on hand, you are ready to sign the agreement with the contractor.

STEP 23

Select a Construction Committee (no more than 3) from members of the building committee to: (1) Follow through the construction phase to ascertain that the structure is being built as specified; (2) Supervise payment for work completed; and (3) Serve as a smaller, more efficient communications channel between the congregation, architect, and contractor.

STEP 24

Arrange for Groundbreaking - Contact your District Superintendent and other leadership. Be certain there is enough time for all papers to be signed before arranging for the service.

STEP 25

Groundbreaking - Involve a number of your membership in this experience. This is a celebration for the whole church.

STEP 26

Managing the Construction.

REALIZING THE VISION

STEP 27

Finish the project

STEP 28

Accept the building

STEP 29

Protect your investment

STEP 30

Plan a celebration

REFERENCES

BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH 2004(See the following section & paragraphs):

2518 Authorization and Establishment of District Boards of Church and Location And Building

2519 Duties and Responsibilities of the District Boards of Church Location and Building - 1. Local Church Building Sites and Plans

2520 Standards for the Approval of Building Proposals

2521 Appeals of District Boards of Church Location and Building Decisions

2522 Application of Standards to the Acquisition of a District Parsonage

2523 Sale, Transfer, Lease, or Mortgage of District Property

2542 Restriction on Proceeds of Mortgage or Sale

2543 Planning and Financing Requirements for Local Church Buildings

2544 Consecration and dedication of Local Church Buildings

2545 Merger of Local United Methodist Churches