**CONSIDERATIONS FOR CHURCH BUILDING AND RENOVATION PROJECTS**

1. SURVEY PHASE
2. Identify property and building issues and needs.
3. Review this needs and issues with the appropriate church leadership.
4. Seek consultation, suggestions, and guidance from needed consultants and professionals (MBCB, Lifeway, architects, contractors, design-build firms, etc.)
5. Report preliminary building and renovation needs to church family and recommend the approval of a committee/team (Building and Renovation, Properties, Long-Range Planning, etc.) that will study and analyze the issues and needs and recommend needed actions and plans to the church.
6. Elect this committee/team and then organize and train them for their work, starting and proceeding in each step through prayer for God’s guidance and blessing.
7. Have this committee/team review the initial finding of the building/renovation needs and issues, then do their own research and analysis to identify and/or add do the list of needs and issues.
8. Have the committee/team study and review the church’s current ministry programs/activities, and plans for future ministry programs/activities, as well as the community demographics and needs, to assess other needs and issues for a building/renovation project.
9. Based on these examinations, reassess once again the current church buildings and property, and determine the needs and issues that need to be addressed in a building/renovation project or the current buildings or the possibility of selling and relocating the church to a new site.
10. Determine and evaluate the financial needs and issues for the possible project, including analysis of the church’s current financial assets, and past, present, and future potential giving; the church’s financial potential through a capital fundraising campaign (contact MBCB Stewardship Department about our “Challenge to Build” program); the church’s attitude and potential for borrowing funds in a loan.
11. PLANNING PHASE
12. Secure floor plan of existing buildings, and plot plan of church property.
13. Identify organized plan of the use of current building space.
14. Set forth a general, comprehensive plan of proposed new buildings and/or renovation of current buildings to help and advance the church’s ministries.
15. Seek consultation, suggestions, and guidance from needed consultants and professionals (MBCB, Lifeway, architects, contractors, design-build firms, etc.), including a rough estimate on the costs of the potential project. Seek consultation, suggestions, and guidance from needed consultants and professionals (MBCB, Lifeway, architects, contractors, design-build firms, etc.)
16. Have the committee report to the church family at a called meeting about these initial findings, ideas, and costs for the possible building/renovation project, and receive feedback from the church family. Also report the initial findings about the available funds for such a project, and how much funding would have to be secured through either a capital-fundraising campaign and/or a loan.
17. Provide an ample amount of time for the church family to pray about and consider the proposed project, and evaluate the responses and feedback from the church family.
18. If the attitude of the church family is to move forward with the project, secure church action and approval of the proposed building/renovation project recommendation, authorizing the committee/team to interview and secure the services of needed, appropriate professionals (architects, design-build firms, contractors, etc.).
19. Interview and secure the services of the needed, appropriate professionals (architects, design-build firms, contractors, etc.), and their input and ideas about the initial plans for the proposed project, as well as financial considerations and arrangement. Consider interviewing a number of these professionals to prayerfully find the best services at the best price. Seek references and recommendations from previous churches and businesses with which they have previously worked.
20. Set the plans for financing the proposed project, such as the start of a capital fundraising project, securing a loan, and/or use of available church funds, and begin the selected process to acquire funds for project.
21. When project funding allows, prayerfully select the appropriate professionals (architects, design-build firms, contractors, etc.) to guide and complete the proposed project, and secure church action and approval of employment of these professionals for your project.
22. DESIGN PHASE
23. Work with the selected professionals (architects, design-build firms, contractors, etc.) to develop and secure design drawings and project plans for building/renovation project, including cost estimates.
24. Have committee review and approve drawings and plans.
25. Present drawings and plans, with estimated costs, to church for approval.
26. Once approved, instruct professionals to proceed with construction drawings and plans in line with previously approved design drawing and plans.
27. Give church family a progress report of construction drawings and plans, with updated costs estimates, when they are completed (secure church approval is necessary).
28. CONSTRUCTION PHASE
29. When project funding is secured, interview and receive bids from contractors and/or construction professionals, with architect’s or design-build firm’s guidance, if used.
30. Furnish contractors/construction professionals with plans for project, and specify the date that bids are due.
31. When the deadline passes, open the received bids and review with project coordinator (architect or design-build) and committee/team. Consider interviewing a number of contractors to prayerfully find the best services at the best price. Seek references and recommendations from previous churches and businesses with which they have previously worked.
32. When project funding or construction loan is secured, award contract to selected contractors, and notify other contractors of rejection of their bids.
33. Make sure to secure appropriate bonding and insurance for the project and workers.
34. Make sure to pursue and acquire the needed and appropriate building permits for the project in your specific community and context from the appropriate authorities.
35. Select and purchase the appropriate furnishings for the new or renovated building. Remember to include the costs of these items in estimating the overall cost of your project.
36. Inspect the work on the project on a regular basis with the appropriate professionals, and authorize payment to the contractors at the appropriate times.
37. At completion, do a final inspection with the appropriate professionals making sure the contractor has completed all work according to contract agreements and plan specifications.
38. Make final payment to contractors and other professionals.
39. If a loan was used, make final arrangements with the loan company for permanent financing.
40. Set up the loan payment amount in the church’s budget and payment cycle.
41. Secure needed and appropriate insurance on the new/renovated building and furnishings.
42. Install furniture and furnishings for the new/renovated building.
43. Set plans and conduct a Dedication/Celebration Service for the opening of the new/renovated building, praising and thanking God for the blessing of the facility and committing to use it for the glory of God, advancing His will, to see souls saved and lives changed by Jesus Christ and his Word.