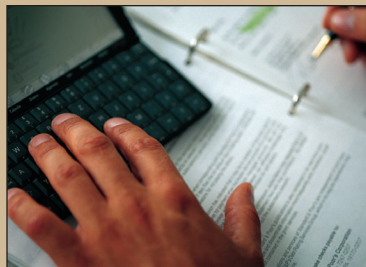


# The Basics of the Building Process

God graciously provides the resources, tools and gifts to His people to carry out His purpose. Effective stewardship of those resources is the responsibility of His church. Facilities and property are two of the tools that enable us to carry out God’s work. Making sure that effective facilities are provided takes knowledge, understanding, and prayerful work in the building process. So what exactly is this building process? In simple terms, the four phases of the process are: Discover, Plan, Design, and Construct.



## 1. Discover

In this initial phase church leaders seek to discover or affirm the congregation’s unique purpose, resources, and needs. A clear understanding of ministry purpose is foundational to defining building needs. Outside information from church consultants and local government and community agencies provides perspective. When prayerfully researched and analyzed by the church’s leadership and/or planning team, this information leads to understanding and definition of needed actions.

*Estimated time required: 3-6 months.*

### Actions

- Form Planning Team made up of key church leaders (could be staff, elders, church council, deacons, or other lay ministry leaders)
- Discover or affirm vision, purpose, and ministry strategies of church
- Understand the community to which the church is ministering
- Assess current facilities and property capabilities
- Assess current financial resources and capabilities
- Compile information, develop, and prioritize recommendations
- Report findings/recommendations to congregation

### Responsibility

- Church leaders (staff, elder or deacon board, church council)
- Church Planning Team
- Church Planning Team
- Church Planning Team
- Church Planning Team
- Church Planning Team
- Church leaders  
• Church Planning Team

### Outside assistance

- Church growth/planning specialists
- Local government planning office(s)
  - School district
  - Information Services, BGCT
- Church Architecture, BGCT
  - Architect/Engineer • Realtors
- Local bank • Church Stewardship, BGCT • Baptist Church Loan Corp.



## 2. Plan

Based on the church’s discovered needs, a strategy or plan is developed to provide the necessary facilities. This should consider needs in light of immediate and long term capabilities so that a master plan can be developed. Outside assistance from those experienced in church facility and funding issues can be invaluable.

*Estimated time required: 3-6 months.*

### Actions

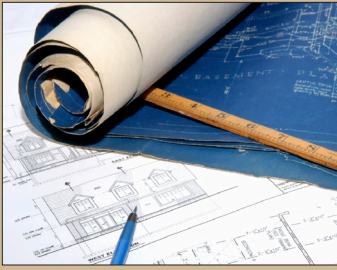
- Develop building goals (or program) in terms of quantity of space, quality of space, approximate project budget, project schedule
- Develop Master Plan for current and future facility/property needs
- Develop financing/funding strategy
- Present recommendations to congregation

### Responsibility

- Church Planning Team
- Church Planning Team
- Church Planning Team
- Church Planning & Finance Teams

### Outside assistance

- Church Architecture, BGCT
  - Architect/Engineer
- Church Architecture, BGCT
  - Architect/Engineer
- Church Stewardship, BGCT
  - Baptist Church Loan Corporation
  - Local bank • United We Build



### 3. Design

Detailed, final plans are now developed for the new facilities and for funding of the project. The church should select a building team to implement the project. Outside assistance will be required from an architect, and may be helpful from fund raising consultants and lending companies. Depending on the method of construction for the project, a builder may also be selected in this phase.

**Estimated time required: 6-9 months in most cases.**

#### Actions

- Interview & select architect & other consultants (sound, lighting, video)
- Interview & select builder (optional)
- Develop preliminary building design
- Fund raising program implemented
- Complete construction drawings
- Recruit & train new ministry workers for new facilities
- Finalize financing arrangements

#### Responsibility

- Church Building Team
- Church Building Team
- Architect
- Church Finance Team
- Architect
- Church ministry leaders
- Church Finance Team

#### Outside assistance

- Church Architecture, BGCT
- Church Architecture, BGCT
- Church Architecture, BGCT
- Church Stewardship, BGCT
  - Fund raising company
- Sunday School/Discipleship, BGCT
- Baptist Church Loan Corporation
  - Texas Baptist Financial Services
  - Local bank • Church Bond Co.



### 4. Construct

With building plans and financing arrangements completed, the construction can be carried out. If not already done, the church will select a builder for the project, secure interim construction financing and prepare for move-in. Estimated time required can vary greatly depending on the size and complexity of the project.

**Estimated time required: 6-18 months depending on complexity of project.**

#### Actions

- Bidding of project
- Interview & select builder (if not already done)
- Obtain building permits
- Interim financing issued
- Construction
- Recruit & train new ministry workers for new facilities
- Building walk through, acceptance
- Permanent financing
- Building dedication
- Post occupancy evaluation (1 year after completion)

#### Responsibility

- Potential Builder(s)
- Church Building Team
- Builder
- Local lender
  - Church Building Team
- Builder
  - Church Building Team
- Church ministry leaders
- Builder • Architect
  - Church Building Team
- Lender
  - Church Finance Team
- Church leaders
  - Church Building Team
- Church leaders
  - Church Building Team

#### Outside assistance

- Architect
  - Construction Manager
- Architect
- Sunday School/Discipleship, BGCT
- Baptist Church Loan Corporation

### The Building Process Timeline (1½ to 3½ years total)

Discover

Plan

Design

Construct