Leinberger Builder’s

Church Building Committee Guide-Part 1

How to Select and Structure a Church Building Committee

Exceptional Work.
On Time.
On Budget.

Complete Design and Plan Service
How to Use this Guide

If your church group is considering a building project (new work, renovation work or addition) you may be in the process of creating a building committee. If your committee is already selected, but a little unsure as to what their duties should be, then you will find this resource helpful in guiding your committee to maximize their time and talents.

Our Church Building Committee Guide is divided into three convenient parts –

Part 1: How to Select and Structure a Church Building Committee
Part 2: The 20 Steps to a Successful Project
Part 3: The Church Resource Survey and Committee Guide

Part 1 is designed specifically to help you select and structure your church building committee. You will find a basic description of a properly structured building committee and then you will find subcommittees that work with your building committee.

To avoid project confusion we suggest that building committees be kept small. (8-12 members) Our structure is designed to have a core committee that uses subcommittees at various times throughout the project to take advantage of specific expertise and that will help in the overall design process. It is helpful to know that your subcommittees are temporary committees that will expire as soon as they complete their assigned tasks.

Please feel free to call upon Leinberger Builders at any time as you pull together information that is pertinent to your project. We are here to help guide you through the process. We are interested in helping your congregation whether your project is small or large. We are here, ready to serve you.

Sincerely

Steve Leinberger
President, Leinberger Builders
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How to Select and Structure a Church Building Committee

The role of the building committee cannot be understated during a building program. If you select men and women to serve on a building committee; empower them and then allow them to function. The role of ministry is one of spiritual leadership.

Select those who are spiritual, faithful and loyal to the vision and ministry of the church. Most building committees are successful who fully develop their structure and directives at the beginning of the project.

This can be accomplished if the subcommittees are properly formed to make certain that the heartbeat of ministry is interwoven into the fabric of the project. The following structure will go a long way in helping to eliminate most of the nightmares associated with a building program.

**Committee purpose:**
The role of the building committee should be the oversight and management of the church building program as defined by the ministry and leadership of the church and ratified by the church congregation.

The committee structure will vary depending on the size and complexity of your project. This is an example of a building committee structure for a large and complex project and can be downsized for smaller projects. Please call us if you have a smaller project so we can advise you on the best committee structure for your congregation.

- Building committee Chairperson
- Assistant chairperson
- Secretary
- Subcommittee chairperson
  - Subcommittees
    - Technical committee
    - Site planning committee
    - Systems committee
    - Ministry committee
      - Sanctuary committee
      - Educational committee
      - Kitchen committee
      - Fellowship or dining hall committee
      - Music committee
      - Gymnasium/multipurpose space committee
Committee responsibilities and duties:

**Building Chairperson Responsibilities and Duties:**
- To schedule room or space and preside over all building committee meetings.
- To create an agenda of each meeting to be distributed at least one week prior to a building committee meeting. Each agenda should include the following:
  - Date, place, and time of the meeting.
  - Subjects for discussion.
  - Background statements.
  - Present condition of the particular subject.
  - Purpose and aim of meeting.
- To guide and direct each member of the building committee in the gathering of the information needed to fulfill the committee purpose.
- To act as the designated spokesperson of the building committee.
- Review and sign on behalf of the church all required contracts.
- Represent the church along with the church consultants before all governing bodies.
- Responsible for the organization and structure of all reporting procedures of the building committee.

**Assistant Building Chairperson:**
- To assist the building chairman as needed.
- In the absence of the building chairman the responsibility of the assistant chairman shall be the same as the building chairman.

**Building Committee Secretary:**
- Responsible to notify all applicable committee members of meeting times and reporting requirements.
- Responsible for the timely distribution of the agendas as prepared by the building chairperson and subcommittee chairpersons.
- To confirm all scheduled meeting rooms have been prepared ahead of time.
- Responsible to have adequate snacks available (if required) for meeting members.
- Responsible to keep accurate attendance and minutes of each building committee meeting.
- Responsible to make certain that all applicable individuals receive meeting minutes and action items requirements.
• Responsible to create a forms and procedure method to track all information gathered by all committees.
• Responsible to maintain a timeline and/or schedule of all action items of the building process.
• Responsible to the building chairman as needed.
• Responsible for all mailed correspondence of the building committee.

**Subcommittee chairperson**

• To select and direct each member of their subcommittee under the direction of the building chairperson and church leadership.
• To gather specific information as it pertains to this subcommittee.
• To preside over all applicable subcommittee meetings.
• To guide and direct each member of the subcommittee in the gathering of the information as directed by the building chairperson.
• To act as the designated spokesperson of the specific subcommittee.
• Responsible for the reporting of all applicable information to the building committee as it pertains to their particular subcommittee.

**Design/Build Consultant:** Once the Building Committee is formed one of its first tasks should be to interview and select a qualified development building consultant to assist the feasibility committee. The role of the consultant at this stage should be one of an advisory capacity. He should be able to advise the building committee on the specifics necessary to develop a detailed feasibility report. Typically a consultant will request that the church enter into a Pre-Construction Services contract which is necessary to develop a good feasibility report the building committee should concentrate on the following areas:

• **Property and grounds**
  • A complete review of the condition, strengths and weaknesses of current facilities and how they relate to ministry.
  • In-depth review of all current and/or future parking requirements. Careful attention should be paid to all ingress and egress problems, merge lanes, etc.
  • Review all current and future recreational needs. This should include all ball fields, volleyball, horseshoe pits, soccer fields, amphitheater, etc. You should determine if there is adequate property to meet ministry objectives.
  • A comprehensive analysis of the site and its peculiar characteristics. This portion of the study should concentrate on the following:
    • The site location and characteristics. It should include survey maps and plots identifying the specific site in the overall plot plan for the area.
    • The total owned acreage as well as possible acreage to be acquired should also be addressed.
- A complete analysis of the surrounding community activities. “What’s happening to the immediate neighborhood and how does this factor into the ministry, vision and mission of the church?”

- Present and future regulatory planning and concerns. This portion of the study should concentrate on the following:
  - **Type of Zoning:** The zoning issue is a critical one because of the types of ministries the church is likely to have. How is the land currently designated? This is important especially if the church is interested in starting day care centers, latchkey, adult day care, assisted living or venturing into retail properties to be used as rental income. Most zoning laws will allow churches but not moneymaking ministries, which is viewed as retail businesses.
  - **Urban structure:** How has the city designated your land? Some municipalities create empowerment zones that may have monetary benefit to the church if the ministries are properly structured. A complete investigation needs to be performed to see if there are any advantages or disadvantages to the church.
  - **Transportation and accessibility:** Are the ingress and egress roads under local, county, state or federal maintenance? Will the church be responsible for upgrading the roads or installing merge lanes when larger facilities are built? These are potentially costly issues that need to be addressed early in the process.
  - **Special municipal considerations:** The committee needs to find out if the church is under any special type of ordinance that could apply to the property. If the property is close to the airport, they could be under a restricted height ordinance. If a portion of the property is deemed wetlands, this portion would be completely off limits to use of any kind, protected at the churches expense, and could possibly encroach heavily upon usable acreage. Again, special landscaping ordinances, merge lanes, and fire zones where high impact tap fees are enforced, as well as road and property impact fees, could all have a major impact upon the usability of the property.
  - **Current utility services:**
    - It should be determined what the capacity of current sanitary systems is. Can it be expanded if necessary? Even if you are on city sewer, check with the city to make certain their system can handle the additional loads. Is current sewer line large enough to handle increased capacity?
    - **Water system:** The question should be asked whether there is adequate volume and pressure to handle the new facilities requirements? What about capacity and tap or impact fees?
    - **Electrical services:** Size and location of current electric
Construction Plan: There are different construction methods that can be used to develop the design/build blue prints for the church. The Design Consultant, working with the Building committee members will be able to determine the type of construction method that best suits your congregation and select the appropriate professional consultants.

Please feel free to call upon Leinberger Builders at any time as you pull together information that is pertinent to your project. We are here to help guide you through the process. We are interested in helping your congregation whether your project is small or large. We are here, ready to serve you.

Please contact us by phone at 989 695-2562 or email us at support@leinbergerbuilders.com to request Parts 2 and 3 of this helpful resource, The 20 Steps to a Successful Project, and The Church Resource Survey and Committee Guide which we are happy to send to you at no cost.

Please feel free to email me personally at steve@leinbergerbuilders.com if you have any questions, or call us at 989 695-2562

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