**Readiness to Build Checklist**

**Determine key dates**

**\_\_\_** Earliest date excavation for foundation can commence

\_\_\_\_ Projected date the full Mission Builder Project Team will be needed on the jobsite

**9 months before groundbreaking**

**Following items should be completed at least 9 months before anticipated groundbreaking**

**\_\_\_\_\_** Building Committee identified

\_\_\_\_ Regular communications are taking place with the Mission Builder Director

**6 months before groundbreaking**

**Following items should be completed at least 6 months before anticipated groundbreaking**

\_\_\_\_ Mission Builder Manager has taken over project from MB Director

\_\_\_\_ Conceptual drawings are near completion

\_\_\_\_ Site plan nearing completion

\_\_\_\_ Zoning and planning board have had a first look at the site plan

\_\_\_\_ Environmental impact study has been initiated if required.

\_\_\_\_ County/ city officials have given written approval for on-site RV parking

\_\_\_\_ Soil studies have been completed

\_\_\_\_ Cost estimate for the project has been developed

\_\_\_\_ Funding sources have been identified

**4 months before ground breaking**

**Following items should be completed at least 4 months before anticipated groundbreaking**

\_\_\_\_ Architectural plans are 50% completed as design development nears completion

\_\_\_\_ Mission Builder Manager has made a site visit, meeting with building committee, architect, engineer, building suppliers, treasurer, and lead pastor. (An additional manager visit may be required in complicated re-model or attachment builds.)

\_\_\_\_ Estimates of key milestone dates in the project agreed upon

\_\_\_\_ Begin development of detailed budget and payment processes

­­­­­\_\_\_\_ Contact with utility companies needed to uncover potential issues and associated costs

\_\_\_\_ Identify potential subcontractors and suppliers in preparation for bids

\_\_\_\_ Prepare the contract to be used between the church and the sub contractors (Mission Builders has an example in packet provided early on (TMB Program in depth for initial communication).

\_\_\_\_ Bid package goes out, including draft contract

\_\_\_\_ Confirmation, that funding is in place to complete the project…

Are budget estimates are less than 6 months old?

\_\_\_\_ Building committee should expect to be meeting every two- three weeks, may be helpful to include the Mission Builder Manager in these meetings via SKYPE or on the phone.

**3 months before groundbreaking**

Construction drawings are finalized

**2 months before ground breaking (Determine if project will be able to go forward)**

**Following items should be completed at least 2 months before anticipated groundbreaking**

\_\_\_\_ Civil, Structural, and MEP drawings are completed

\_\_\_\_ Updated budget for construction

\_\_\_\_ Presentation to congregation on Mission Builders and the construction process

\_\_\_\_ Bid package is out, including the draft contract

\_\_\_\_ Complete, development of a detailed budget as bids are received and estimates for non bid items are obtained

\_\_\_\_ Does, bid package review still allow the structure to be constructed within budget. If not, is a plan in place to make up a potential short fall?

\_\_\_\_ Finalized building plans go to local planning commission, local health department, in some states to the state including the environmental control department.

\_\_\_\_ All loan application documents in-place at least 2 months before groundbreaking

\_\_\_\_ Notify bid package awardees

\_\_\_\_ Order specialized structural items (glu lams, trusses, structural steel, windows, specialty glass)

\_\_\_\_ Primary materials supplier identified

\_\_\_\_ Schedule utilities installation for RV’s from providers

\_\_\_\_ Verify that the permit/permits have been pulled and are paid. Determine inspection requirements from regulator and structural plans

**Ground breaking for site work and foundation work begins**

These activities may begin before Mission Builder manager arrives.

**1 month before Mission Builder crew arrives**

Mission Builder manager arrives

\_\_\_\_ Building committee meetings become weekly with Mission Builder Manager in attendance

\_\_\_\_ Volunteer coordinator, volunteer solicitation and meals process, finalized and circulated within the church

\_\_\_\_ Primary materials supplier receives 1st delivery material list and expected date for delivery

\_\_\_\_ Electrician and plumbers install underground plumbing and power for the new building, the RV-park and temporary power for building the structure

\_\_\_\_ Safety binder and materials are shipped to the site

**Two weeks before Mission Builder crew arrives**

\_\_\_\_ Footers and/or slab have been poured or are scheduled to be completed soon

\_\_\_\_ RV sites completed

\_\_\_\_ Manager and his/her spouse meets with entire building committee, pastor, and volunteer coordinator

\_\_\_\_ Materials scheduled to arrive two days before Mission Builder crew arrives

\_\_\_\_ Storage building or container for tools and materials is brought to job site. Arrangements made for delivery of portable toilet and construction waste dumpster

\_\_\_\_ Items to be supplied by the congregation are brought to the site (ladders, scaffold, power-cords) \*Everything coming onto site must be OSHA compliant.

**Main Mission Builder crew arrives**

\_\_\_\_ Commence framing of the new structure or demo and remodel work.

During the Project

Weekly meetings with Mission Builder manager and architect to review progress, outstanding correspondence, changes, RFI’s submittals, contracts, review of required decisions and the schedule. Meetings should take place onsite, and during daylight hours.

Building Committee meetings continue weekly

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Potential answers for blanks Y, N, date of completion/ availability or probable date of completion/ availability

**Appendix E**

**Role of the Building Committee**

Responsibilities of a congregation include caring for the facilities used for worship, spiritual growth, mission activities, and fellowship. Capital improvements such as remodeling, rebuilding or renovation are involved, the building committee's work spans the entire project from a feasibility study to completion, including communication about its purpose and progress with the entire congregation.

**Committee Membership Responsibilities**

* Those called to serve on a building committee are active members who know about the church's ministries. Their familiarity with church programs and activities gives them insight into how a building project can capitalize on opportunities for growth, outreach and member service. Committee membership requires adherence to the church's bylaws and financial plan, discretion and a commitment to attend all meetings. The chair and, in his absence the co-chair, act as the group spokesperson, schedule and oversee committee meetings and represent the church before governing denominational bodies. A committee secretary takes minutes and attendance, distributes minutes, agendas and meeting reminders, and tracks information from subcommittees, while a subcommittee chairperson leads the work related to an assigned aspect of the overall project and communicates with the building committee. All members help to draft the building committee's mission statement.
* The time commitment for individuals on the Building Committee varies over the life of the project. In the few months leading up to commencement of construction it will be necessary to meet twice a month and during construction weekly meetings are usually necessary.
* Although at times, it seems that the Building Project is more of a job than an opportunity for spiritual growth. Over the 20+ years and 200+ Mission Builder projects the spiritual growth that occurs during and after the project from the Mission Builders, Building Committees, and Volunteers is the most significant benefit. Including prayer and devotions in all the meetings helps us to make sure we remember that God is present.

**Key Stages in the Building Project**

**Identifying Church Needs**

* A building committee evaluates needs that new construction, renovation or remodeling can meet to align improvements with the church vision and mission statements. The research and analysis done may include gathering input from the congregation, surveying the members to identify skills and resources they might offer and studying the impact on the neighborhood. It identifies zoning laws or ordinances that must be considered. The feasibility study also reviews the affect of the change under consideration on water, sewage and electrical systems, and potential liability for road and parking access. Some building committees contact experts in real estate, engineering and technology to complete their report.

**Planning to Address Needs**

* The building committee interviews architects, often calling in an architect to prepare preliminary plans upon which financials can be based. Cost projections, financing and the prospect of a capital campaign to raise funds all appear on the church building committee's list of duties, although a special subcommittee may be charged with pulling together the numbers. The building committee chair then reports to the congregation, which may have to approve the proposed drawings, costs and time line. Depending on the church's denomination, the chairperson also may have to present the project before a governing body for approval to proceed. Once drawings are finalized and financing arranged, the building committee chair applies for any needed permits.

**Overseeing Project Completion**

* The many details to consider in a building project, from interior decoration to outdoor signage, fall to the building committee, which often designates a subcommittee to help with the decision-making and keep the project on schedule. The secretary of each subcommittee tracks task completion and reports this to the building committee secretary who maintains a schedule checklist for the project. The building chair and co-chair serve as the points of contact for decisions and guidance needed by the architect and Mission Builders. A main part of their job entails keeping fellow committee members, church staff and the congregation informed of progress and setbacks and monitoring expenses with the church finance officers. Should costs jeopardize the budget, the building committee would agree on changes in materials or design and discuss those changes with the Mission Builder manager.
* **Building Committee Interactions With Mission Builders**
* The building committee char should act as the primary communicator between the building committee and the Mission Builder Manager. Communications are best done via e-mail with in person follow up. This process helps everyone remember who has the ball and helps to ensure timelines are kept in place. The building committee needs to go into the process understanding that they are just as responsible for the successful completion of the project as are the Mission Builders.