



Special Architectural Counseling Service

Church Extension provides the advisory services of experienced but non-staff church architectural consultants to help resolve problems related to facilities usage, remodeling, renovations and site development. Consultants are available on a per-diem fee plus travel expense.

Architectural counsel can be provided only upon recommendation of a Church Extension staff consultant and after the following requirements have been met:

- A Church Extension General Consultation within the previous 12 months;
- A study of program requirements and a written copy of the study report forwarded to Church Extension.

Information is available from and arrangements made through Church Extension's office. The consultation date will be arranged with the congregation by the architect once the request form has been received.

Church Extension

130 E. Washington St., 9th Floor, Indianapolis, Indiana 46204
Mail to: P.O. Box 7030, Indianapolis, Indiana 46207

317.635.6500
800.274.1883; en español 866.534.1949
Fax: 317.635.6534

e-mail: info@churchextension.org
Web site: www.churchextension.org

Request for Special Architectural Counseling Service

Date _____

This is to advise that at a meeting of the Official Board of

_____ (name of congregation) _____ (street address)

(city) _____ (state) _____ (zip) _____ (phone)
on _____, 20 _____ it was voted to request the Special Architectural Service of Church Extension.
(date)

Our building program involves:

- | | |
|--|---|
| <input type="checkbox"/> Total new building | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> New worship unit | <input type="checkbox"/> Educational unit |
| <input type="checkbox"/> Remodel existing building | <input type="checkbox"/> Fellowship unit |
| <input type="checkbox"/> Other _____ | |

Present building was constructed in _____ and we do do not have floor plans for it.

A study of our program requirements has been completed within the past year and a copy of the report was forwarded to the Church Extension office on _____.

Board Chairperson _____
Address _____
City _____ State _____ Zip _____ Phone (_____) _____

Minister _____
Address _____
City _____ State _____ Zip _____ Phone (_____) _____

Chairperson of the Building Planning Committee _____
Address _____
City _____ State _____ Zip _____ Phone (_____) _____

Consultation Services

General (Initial) Consultation

No Fee

Additional General Consultations

Building Committee Orientation

Site Consultation

Special Consultation



Graduated Fee Schedule	
Avg. Worship Attendance:	Fee:
75 or less	\$250
76-150	\$300
151-225	\$400
226-400	\$500
more than 400	\$750

The above fees will be applied to loan fees when a loan is secured from Church Extension.

A negotiated bundling of the above services with an "up front" payment will allow a 10% reduction in fee. Web based consultations are offered at 60% of the cost of on-site consultations.

Building Planning Services

(Building Planning Workbooks Orientation and Evaluation)



Graduated Fee Schedule	
Avg. Worship Attendance:	Fee:
75 or less	\$500
76-150	\$600
151-225	\$800
226-400	\$1,000
more than 400	\$1,500

Other Services

- Architectural Consultation \$975 (\$900 to architect, \$75 to Church Extension)
- Sacred Space Consultation \$975 (\$900 to consultant, \$75 to Church Extension)
- Green Building Audit \$1,500
- New Beginnings Assessment \$2,600

Fundraising Services

Designed to guide a congregation through the entire capital campaign process, providing step-by-step guidance from a Church Extension consultant on planning and executing a successful campaign.

Fundraising Services are recommended by the Church Extension consultant, and fees are determined by the type of fundraising service and the size of your congregation's average worship attendance. Contact a Church Extension consultant for more information.

Fees subject to change.

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