



# Building Planning Service

The first thing a congregation contemplating a building program needs to do is study the congregation's mission and ministry and their implications for building requirements. Then, it is appropriate for existing congregations to evaluate their existing building and location as well as for new congregations to plan a first unit and master plan. To assist in this process, the Building Planning Workbook and a Church Extension staff consultation to assist in the evaluation of the workbook are available.

A Church Extension General Consultation should precede this service.

### 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  
Fax: 317.635.6534

e-mail: [info@churchextension.org](mailto:info@churchextension.org)  
Web site: [www.churchextension.org](http://www.churchextension.org)

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## Request for Building Planning Service

Date \_\_\_\_\_

Name of Congregation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Minister's Name \_\_\_\_\_

Name of Person Requesting Workbooks \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Number of Building Planning Workbooks Requested \_\_\_\_\_



## 2009 Fee Schedule

### Consultation Services

General (Initial) Consultation No Fee

Additional General Consultations  
 Building Planning Orientation  
 Building Planning Evaluation  
 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.*

**Coaching Service** – Monthly fee negotiated for a specific number of months (3 months minimum) for additional coaching on any of the services listed above.

Graduated Coaching Fee Schedule	
Avg. Worship Attendance:	Fee per month:
150 or less	\$50
151-400	\$75
more than 400	\$100

Architectural Consultation \$975, plus travel

Sacred Space Consultation \$975, plus travel

### Fund Raising Services

Signature 2% of actual campaign pledge results, not to exceed 2% of mutually agreed campaign goal; *minimum fee: \$3,000*

Express 1% of actual campaign pledge results, not to exceed 1% of mutually agreed campaign goal; *minimum fee: \$1,500*

Small Congregation \$1,000 on site; \$600 phone or Web (Average worship attendance less than 40)

Custom Negotiated; *minimum fee: \$3,000*

*Congregations that have consistently used Church Extension's fund raising services in the past may request assistance with fund raising for the coaching fee listed above, plus a materials fee of \$15 per Signature campaign manual or \$10 per Express campaign manual.*

**Fees subject to change.**

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P.O. Box 7030, Indianapolis, Indiana 46207  
 Shipping/Courier: 130 East Washington Street, Indianapolis, Indiana 46204  
 (317) 635-6500 or (800) 274-1883; en español (866) 534-1949; FAX (317) 635-6534  
 E-mail: [info@churchextension.org](mailto:info@churchextension.org) Web site: [www.churchextension.org](http://www.churchextension.org)