

# General Consultation Service

**WHAT:** A General Consultation outlines and interprets the next steps that are essential to successfully carrying out a building program. It provides a time schedule and indicates the financial capacity of the congregation. An initial General Consultation is a prerequisite to other Church Extension services and is provided without cost.

**WHO:** Participants are representative leaders of the church and a staff representative from Church Extension.

**WHEN:** The earlier in the process the better!

The first consultation should be scheduled:

- As soon as the official board has recognized that a building program may be needed; and,
- Prior to the creation of the necessary organization. Generally, several consultations occur during a building program.

**HOW:** To arrange a General Consultation:

- The official board takes formal action inviting Church Extension to send a representative for consultation;
- The officers of the board fill out the "Request for General Consultation" form and "General Consultation Information Sheet" (both forms on reverse side), and forward to Church Extension;
- Church Extension then schedules the consultation and advises the congregation of the date. Visits normally take place within 90 days after the request is 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  
Fax: 317.635.6534

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

# General Consultation Information Sheet

What is the nature and present status of the building program now under consideration?

\_\_\_\_\_

\_\_\_\_\_

The congregation: *When organized?* \_\_\_\_\_ *Is church incorporated?* \_\_\_\_\_ *Size of church lot?* \_\_\_\_\_

*What is Property Value? \$* \_\_\_\_\_ *When were building(s) constructed?* \_\_\_\_\_

*Other land owned?* \_\_\_\_\_ *Who holds title to property?* \_\_\_\_\_

Membership participation over the past three years:

| Year  | Participating Membership | Average Weekly Worship Attendance | Average Sunday School Attendance | Number of Pledges to Church Budget |
|-------|--------------------------|-----------------------------------|----------------------------------|------------------------------------|
| _____ | _____                    | _____                             | _____                            | _____                              |
| _____ | _____                    | _____                             | _____                            | _____                              |
| _____ | _____                    | _____                             | _____                            | _____                              |

Amount raised in cash by the congregation over the past three years: Budget year begins in: \_\_\_\_\_

| Year  | For Current Expenses | For Disciples Mission Fund | For Other Disciples Outreach | Capital Funds | For Other Purposes | Total Amount Raised |
|-------|----------------------|----------------------------|------------------------------|---------------|--------------------|---------------------|
| _____ | \$ _____             | \$ _____                   | \$ _____                     | \$ _____      | \$ _____           | \$ _____            |
| _____ | \$ _____             | \$ _____                   | \$ _____                     | \$ _____      | \$ _____           | \$ _____            |
| _____ | \$ _____             | \$ _____                   | \$ _____                     | \$ _____      | \$ _____           | \$ _____            |

What is the total present indebtedness of the congregation? \$ \_\_\_\_\_

Has a special building fund campaign been conducted within the past three years? \_\_\_\_\_

What kind of campaign? (i.e., Church Extension, commercial, locally planned and directed) \_\_\_\_\_

What were the results? *Announced goal \$* \_\_\_\_\_ *Amount pledged \$* \_\_\_\_\_

*Amount collected on pledges to date \$* \_\_\_\_\_ *Pledge period: From* \_\_\_\_\_ *to* \_\_\_\_\_

Estimated cost of project (if determined) \$ \_\_\_\_\_ Estimated resources (if determined) \$ \_\_\_\_\_

*Paid to date on project \$* \_\_\_\_\_ *Cash on-hand \$* \_\_\_\_\_ *Other \$* \_\_\_\_\_

## Request for General Consultation (please return entire request form)

\_\_\_\_\_ (Date)

This is to advise that at a meeting of the official board of \_\_\_\_\_ (Name of Congregation)

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (E-mail)

\_\_\_\_\_ (City)

\_\_\_\_\_ (State/Province)

\_\_\_\_\_ (Zip)

( )

\_\_\_\_\_ (Phone)

on \_\_\_\_\_, 20\_\_\_\_ it was voted to request a General Consultation provided by Church Extension.

\_\_\_\_\_ (Minister)

\_\_\_\_\_ (Board Chairperson)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (City, State/Province, Zip)

\_\_\_\_\_ (City, State/Province, Zip)

\_\_\_\_\_ (Phone)

\_\_\_\_\_ (Home Phone)

\_\_\_\_\_ (E-mail)

\_\_\_\_\_ (E-mail)