



## Getting From Here to There

While the time line for each project will be different, there are consistent benchmarks in each project that can be used in developing a schedule. A General Consultation with a member of the Church Extension staff will help to develop a time line relating to the church's specific project. In general, the steps that all major building projects move through include the following:

Benchmark	Time Needed	Resources Available
<p><b>General Consultation</b> with Church Extension staff to consider needs, understand financial potential and look at possible next steps.</p>	<p>Meeting can usually be arranged in 30-60 days from date of request. Allow 2 hours for meeting.</p>	<p>Church Extension staff. No fee to congregation for initial consultation. (A modest fee may be charged for additional consultations in a three year period.)</p>
<p><b>Strategic Mission or Ministry Planning</b> should be done to articulate the congregation's future ministry and mission before undertaking any major building project.</p>	<p>Depending on frequency of meetings, etc., this can take 4-8 months. Other possible models may involve a 1 or 2 day (possibly weekend retreat) depending on the congregation's approach.</p>	<p>Claiming God's Vision available through Church Extension. Other planning approaches are available Disciples Home Missions, your Regional office, and para-church organizations.</p>
<p><b>Congregational approval of the Strategic Mission or Ministry Plan and authorization to pursue building planning</b> following small group informational meetings. (<i>Getting a "Yes" Vote For the Building Project Planning Guide.</i>)</p>	<p>Small group meetings can take 2-4 weeks depending on the size of the congregation. Every member should have the opportunity to give input.</p>	<p>Local congregational leaders. <i>Getting a "Yes" Vote For the Building Project Planning Guide.</i></p>
<p><b>Building Planning</b> grows directly from the programmatic needs of the congregation as expressed in the Strategic Mission or Ministry Plan.</p>	<p>The Building Planning portion can be completed in 2-4 months by a focused Planning Committee.</p>	<p>A Building Planning Service is available from Church Extension. It includes: workbooks; an orientation to building planning; and a follow-up consultation to review the final report and develop recommendations. The service is available for a modest fee. (See a current fee schedule.)</p>
<p><b>Church Extension Special Architectural Consultation or Sacred Space Consultation, if needed,</b> to understand possible architectural solutions.</p>	<p>Arranged in 30-45 days  Architect on site during one day.</p>	<p>Planning Committee, Board, Congregation, and a Special Architectural Consultant or Sacred Space Consultant. There is a fee for the service plus expenses. (See a current fee schedule.)</p>
<p><b>Congregational approval</b> and authorization of the formation of a Building Committee following small group informational meetings.</p>	<p>Small group meetings can take 2-4 weeks depending on the size of the congregation. Every member should have the opportunity to give input.</p>	<p>Congregational leadership.</p>

<b>Benchmark</b>	<b>Time Needed</b>	<b>Resources Available</b>
<b>Building Committee Orientation</b> held with Church Extension staff person.	This 2-hour meeting is one of the first meetings of the Building Committee.	Church Extension staff person meets with the Building Committee at modest fee to the congregation. (See a current fee schedule.)
<b>Architect interviews and selection.</b> Contract negotiation.	One month.	Church Extension can provide standard American Institute of Architects contracts as samples. It is recommended that an attorney review the contract.
<b>Master planning and schematic design phases</b> of architect's work. If using a preselected contractor, general contractor is selected here.	Depending on the size of the project, workload of the architect and the ability of the Building Committee to make decisions, these phases can take from 2-6 months.	Architect and Building Committee.
<b>Congregational approval</b> of initial design following series of small group meetings. Approval is also given for a Capital Fund Campaign.	Small group meetings can take 2-3 weeks.	Building Committee. Project Architect.
<b>Capital Fund Campaign.</b>	Recruiting and organizational period can take 6- 8 weeks. Promotional period of the campaign is 4 weeks.	Church Extension can provide assistance with Capital Fund Campaigns for a nominal fee.
<b>Construction documents</b> are developed by the architect after the results of the Capital Campaign are known.	Again, depending on the workload of the architect, this can take 8 weeks or longer on major projects.	Architect.
<b>Plans let for bid.</b>	Contractors should be given 3-4 weeks to formulate bid.	Architect directs the process.
<b>Bids received.</b> Decisions made by Building Committee and architect regarding the selection of a contractor. Contracts signed with contractor.	Contract negotiation may take 2 weeks or more. If bids are not in line with budget, redesign may be necessary – taking much longer.	Building Committee and Architect.
<b>Loan application and Approval of loan.</b>	Usually 2-3 weeks.	Church Extension.
<b>Loan documentation.</b>	Usually 2-3 weeks, but depends on congregational leadership and local title company.	Congregational leadership with the assistance of Church Extension.
<b>Construction period.</b>	This can take from just a few weeks up to 1 year, depending on the size of the project and the contractor. Usual construction period for a major building project is 9-12 months.	Building Committee, architect, contractor, and Church Extension. (A Loan Disbursement Conference may be required at 50% completion of the project.)
<b>Building dedication.</b>	In the context of worship or at a special dedication event.	Congregational leadership and parties involved in design and construction.
<b>Debt retirement campaigns.</b>	As needed, usually every 3 years until loan is retired.	Campaign leadership, Church Extension.