

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 Board of 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
General Consultation with BCE staff to consider needs, understand financial potential and look at possible next steps.	Meeting can usually be arranged in 30-60 days from date of request. Allow 2 hours for meeting.	BCE staff. No fee to congregation for consultation.
Strategic or Faithful Planning should be done to articulate the congregation's ministry and mission before undertaking any major building project.	Depending on frequency of meetings, etc., this can take 4-8 months. Other models done in a 2-day retreat setting may be appropriate for some congregations.	Faithful Planning available through Homeland Ministries and BCE. Strategic and Building Planning available through BCE.
Building Planning grows directly from the programmatic needs of the congregation as expressed in the Strategic Plan or Ministry Plan.	The Building Planning portion can be completed in 2-4 months by a focused Planning Committee.	<i>Strategic and Building Planning Workbook</i> available from BCE at no cost. Follow-up consultation from a BCE staff member will help in developing recommendations.
BCE Special Architectural Consultation , if needed, to understand possible architectural solutions.	<ul style="list-style-type: none"> • Arranged in 30-45 days; architect on site during one day. • Fee service plus expenses. 	Committee, Board, Congregation, and a Special Architectural Consultant.
Congregational approval and authorization of the formation of a Building Committee following small group informational meetings.	Small group meetings can take 2-4 weeks depending on the size of the congregation. Every member should have the opportunity to give input.	Congregational leadership.
Building Committee Orientation held with BCE staff person.	This 2-hour meeting is one of the first meetings of the Building Committee.	BCE staff person meets with the Building Committee at no fee to the congregation.
Architect interviews and selection. Contract negotiation.	One month.	BCE can provide standard American Institute of Architects contracts as samples and give other input to the development of a contract.
Master planning and schematic design phases 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.

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Benchmark	Time Needed	Resources Available
<p>Congregational approval of initial design following series of small group meetings. Approval is also given to a Capital Fund Campaign.</p>	<p>Small group meetings can take 2-3 weeks.</p>	<p>Building Committee, Project Architect.</p>
<p>Capital Fund Campaign.</p>	<p>Recruiting and organizational period can take 6 weeks. Promotional period of the campaign is 4 weeks.</p>	<p>BCE can provide assistance with Capital Fund Campaigns for a nominal fee.</p>
<p>Construction documents are developed by the architect after the results of the Capital Campaign are known.</p>	<p>Again, depending on the workload of the architect, this can take 8 weeks or longer on major projects.</p>	<p>Architect.</p>
<p>Plans let for bid.</p>	<p>Contractors should be given 3-4 weeks to formulate bid.</p>	<p>Architect directs the process.</p>
<p>Bids received. Decisions made by Building Committee and architect regarding the selection of a contractor. Contracts signed with contractor.</p>	<p>Contract negotiation may take 2 weeks or more. If bids are not in line with budget, redesign may be necessary—taking much longer.</p>	
<p>Loan application and approval of loan.</p>	<p>Usually 2-3 weeks.</p>	<p>Board of Church Extension or other lending institution.</p>
<p>Loan documentation.</p>	<p>Usually 2-3 weeks, but depends on congregational leadership and local title company.</p>	<p>Congregational leadership with the assistance of Board of Church Extension or other lender.</p>
<p>Construction period.</p>	<p>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.</p>	
<p>Building dedication.</p>	<p>In the context of worship or at a special dedication event.</p>	<p>Congregational leadership and parties involved in the design and construction.</p>
<p>Debt retirement campaigns.</p>	<p>As needed, usually every 3 years, until loan is retired.</p>	<p>Campaign leadership, Board of Church Extension.</p>