

Sacred Space Counseling Service

This service is designed to provide on-site assistance to congregations in the design and redesign of worship space. A professional liturgical designer skilled in sanctuary design also provides advice about furnishings.

The consultation is provided upon recommendation of a Church Extension consultant. It is generally recommended that a Sacred Space Consultation be preceded by a Church Extension General Consultation and a congregational study of program requirements.

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: invest@churchextension.org
Web site: www.churchextension.org

Request for Sacred Space Counseling Service

(Please return entire Service Request Form.)

Date _____

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

_____ (name of congregation) _____ (street address)

_____ (city) _____ (state) _____ (zip) _____ (phone)

on _____, 20_____ it was voted to request the Sacred Space Consultation Service

of Church Extension.

Our building program involves:

() Renovation of current sanctuary

() Construction of new sanctuary

() Other _____

Present building was constructed in _____ and we do have 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 (_____) _____



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.

Church Extension

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 Web site: www.churchextension.org