



# Site Analysis Counseling Service

Selecting the proper site is a very important step in every building program. The choice will greatly affect the future of the congregation. Therefore, a site should be selected with care. The church should not permit itself to be pressured into a hasty decision.

Proper investigation and evaluation should be made. Availability or size or location or cost does not necessarily qualify a tract of ground as an acceptable church site. A site that is offered as a gift should be subject to the same studies as one to be purchased.

Locating and investigating potential sites should be done with the guidance of experienced Realtors. They should be familiar with the general area, market values and available properties, as well as proper purchasing procedures.

Once one or more possible sites have been located, professional assistance in their evaluation is provided by Church Extension through a site consultation.

## 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 Site Analysis Consultation 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 Site Selection Consultation Service of Church

Extension concerning a new site for \_\_\_\_\_ (name of church)

(to be) (presently) located in \_\_\_\_\_ (city) \_\_\_\_\_ (state)

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Board Chairperson \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

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Minister \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

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Site Committee (or appropriate) Chairperson \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

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## 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  
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