



MAKECHRISTKNOWN

Title

Building Task Force Team Member

Purpose

It's an exciting time in the life of a church when a new venture in ministry or overall church growth leads a congregation to consider expanded a current facility or relocating and constructing a new building. The new building committee serves the church by leading and guiding the congregation through evaluation, planning, purchasing, building, moving, and starting up again of a congregation in an expanded or entirely new facility.

Responsible to

Support Leadership Team / Sr. Pastor

Description of duties

- Conduct studies, surveys, polls, interviews, etc. to gauge the congregation's thoughts and feelings about expansion and/or relocation.
- Determine if any rearranging, reconfiguring, remodeling of current facilities would be better stewardship of church ministry resources.
- Gather ideas from pastoral staff, ministry staff, volunteer leaders, and others in the congregation about needs, wants, dreams, and visions for a new or expanded facility.
- Develop plans and strategies for how new spaces in a new or expanded building would be used.
- Develop alternative plans for how to accomplish similar goals even if needs and wants of staff and congregations can't be met.
- Consider the effects on plans and goals if a new or expanded facility needs to be built in multiple phases.
- Determine financial needs to accomplish a new or expanded building, including examining borrowing money for construction or if the congregation/leaders desire to accomplish the project without incurring debt.
- Explore various acceptable ways to reach the financial needs for expansion or relocation.
- Work with architects and other members of the design team to create visual representations of expanded or new buildings that will meet the church's needs.
- Ensure that both staff and congregational leaders have opportunity for input at all steps during the planning and design phases of the project.
- Work with real estate brokers and developers, architects, contractors, and other entities to carry out the acquisition of land, if necessary, and the construction of the facility.

- Plan and make decisions regarding interior décor, furniture, exterior designs, landscaping, parking, mechanical systems, sound and lighting systems, etc. prior to and throughout the construction process.
- Listen to and address concerns of individuals involved throughout the process—staff members, church lay leaders and members, contractors, architect, designers, real estate professional, consultants, engineers, city inspectors, etc.
- Plan move-in to new building.
- Provide appropriate personnel with training on systems (heating and air conditioning, lighting, security, sound, etc.) in new facility.
- Minimize congregational concerns by providing proactive communication via pulpit announcement updates, video presentations, site tours, groundbreaking ceremonies, dedication ceremonies, etc.

Time requirements and term

Serving on the building task force is a long-term commitment, but it doesn't need to be thought of as a prison sentence. The process of moving from a dream or concept of a new or expanded facility to move-in day or beyond can take several years, even if the building program is on a fast track. For continuity during the process, ideally, new building team members will serve throughout the entire process. If this seems unlikely, a chairperson could commit to serving for the whole building process, and team members with various special skills and interests can move onto and off the committee at various phases during the process (for example, someone skilled in real estate acquisition may be needed most during the search for a new location).

Training and resources

- Attend workshops and seminars on project management.
- Attend real estate, construction, finance, and other related classes at local community colleges or specialized institutions; some may offer general novice courses and other may offer refresher courses for individuals with some experience.
- Attend church growth and/or capital growth training, or bring in experts to meet with/teach all members of the committee.

Qualifications, skills, and gifts

- Authentic and growing relationship with Christ.
- Committed to using skills to serve the church as God leads.
- A genuine attitude of caring for the congregation, staff, and guests of the church.
- Possess a “whatever it takes” attitude.
- A humble pride in the facilities and property of the church—desire to see new or expanded facilities utilized fully for ministry purposes.
- A servant's heart—seeing the new building not as something the committee “owns,” but rather as an extension of the church's ministry.
- A cooperative team spirit.
- A willingness to learn new tasks and functions.
- Personal integrity and self-motivation in the fulfillment of ministry.

- Excellent communication skills.
- Project management skills.
- Knowledge in some area of building, including construction, real estate, finances, design, etc.
- Possess one or more of the following gifts: administration, prayer, craftsmanship, communication, discernment, faith, giving, helps, hospitality, knowledge, leadership, shepherding, wisdom.

Benefits to the Worker

Satisfaction that you are helping the church through a process to upgrade its facility in order to provide additional ministry to church members and your community, and assisting the church in practicing good stewardship of its resources and property.