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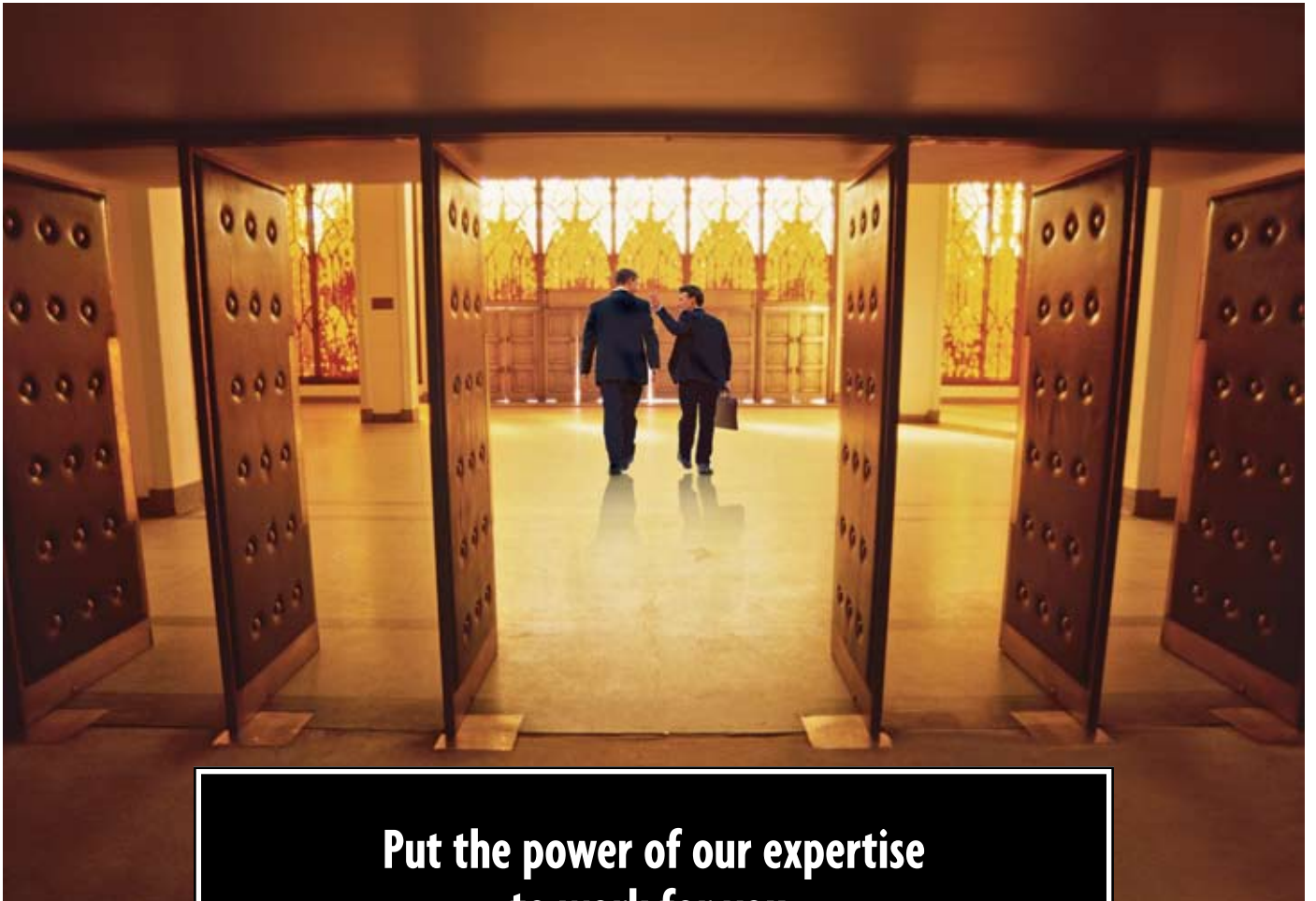
A Publication of Church Supplies & Services

August 2007

Construction
Building From the Ground Up!

Next Step for the Next Family

by John Mark Caton Ph.D.



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Keep your Contact Information Current. The lifeline of communication to our members is through correct contact information, i.e. key contact names, phone numbers and e-mail addresses. All updates should promptly be sent to danbishop@churchco-op.org. Help us keep you informed of the latest in savings and events from our vendors.

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Quality is Key

Quality communication is at the foundation of every effort – whether developing a capital campaign, or a plan for new facilities. Churches thrive when people know what is happening and what to expect. Community is built on knowledge, trust and faith. Read our articles this month to gain a sense of how our CO+OP is working to foster great communication.

Civicom is our new vendor for teleconferencing. Dave West wrote the article on page 8. Learn more about Civicom and how their various services are helping people to connect and grow. www.civi.com

In the feature article, Pastor John Mark Caton shares his vision about the development of Cottonwood Creek Church and the impact of their facilities on the ministries. Paul Ernest dovetails into that article with his own on "Building with Communication".



MinistryLINQ – our new CO+OP vendor for Merchant Account services and online electronic transactions. Currently serving such high profile ministries as Focus on the Family and Promise Keepers, MinistryLINQ understands

"Our CO+OP works because Members use our Vendors."

the special needs of ministries as they relate to online transactions. Check their adv. on page 33.

This month we have two new vendors for our members in the DFW area:

1. Ark Roofing and Construction, Irving - helping churches for years with commercial roofing and construction needs. They are currently working with another CO+OP vendor, Vector Concepts (f oorcovering) to complete a church project. There is much synergy when CO+OP vendors work together on projects for our members. See their adv on page 13.

2. LCS – Logical Control Services, LLP, Carrollton – a full-service HVAC resource, also focused on serving the needs of churches. This firm comes highly recommended to our CO+OP by one of our Board members. Their first adv. is on page 15.

In the Houston area, for an IT resource, remember to contact **IT Fidelity**. They are helping our CO+OP and a number of CO+OP members. Service and value are both terrific. See their adv on page 40.

Our CO+OP works because Members use our Vendors. Help us be stronger by seeking a CO+OP vendor everytime you make a purchase. Your organization will benefit, and so will all the rest.

Thanks for what you are doing to help us all.

Dan Bishop
Executive Director



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Paul Ernest

With prior corporate experience and over 13 years of church outreach marketing, Paul Ernest has an impressive list of graphic arts awards. His latest endeavor, Editability Publishing is an online resource serving both churches as well as designers. Editability

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Dave West

Dave West is Founder & CEO of Civicom, a provider of advanced communications technology solutions, including worldwide teleconferencing and web-enabled presentation services. Dave and his investors advanced a unique model of philanthropy by pledging

10% of their founding stock to World Vision. Civicom has also helped support World Vision projects in South Africa, Rwanda and Uganda.



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Shawn Mann

Shawn Mann is a Vice President with Comerica Bank serving as a Relationship Manager for the Faith Based and Small Business areas. He has been with Comerica for over 6 years and is a graduate of Texas A&M.

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banknotes

Banking from the Ground

1

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Watching cars circle the parking lot, trying to find a spot, eventually giving up, and leaving.

!

The realization: it is time for a change.

by Shawn Mann

To get ready to talk to a bank about a project, the church will need to have its financial blueprints in order also.

This will include past three to five years financial statements, budgets, projections for the future, church membership and attendance information, and past and current campaign details.

In addition, bios and resumes of key church staff and committee persons may also be needed. Along with information on the architect and contractor or design build firm being used.

The information provided should be of the highest quality the church is able to provide. Financials should either be CPA prepared or internally prepared by an experienced bookkeeper.

Church membership and attendance records should be up to date and purged off stale information. It is also important to have family/giving unit as one of the metrics used to track membership. This is a key statistic for banks in church underwriting.

Information on past campaigns should include the length, amount originally pledged, collections against pledges, collections outside of the campaign, and whether the campaign was run internally or externally.

The information on the current campaign should detail the length, amount pledged, and information on how the campaign is being run.

The architect and contractor or design build firm should provide the church with a list of past projects and contacts for references. This should be passed along to the bank.

The above scenario has played out many times with churches of all denominations. Whether they have outgrown the school, shopping center, or original church location it is time to build.

The initial reaction is to hire an architect or design build firm and lay out the master plan. This is usually an all encompassing process covering growth needs, ministry needs, and parking. All plans and specs are ready to get the new building from the ground up.

Unfortunately too many times churches spend considerable time and money on the construction design and not enough time on how to pay for it. This often results in false starts and delays that can be extremely demoralizing to a congregation.

That is why it is crucial to have a bank involved from the ground up. An experienced bank will relish this opportunity to assist and consult from early on in the project.

Up

It may also be necessary for the bank to collect financial statements from the builder. This will most likely be handled directly between the bank and the builder.

When the above information is compiled it is time to seek out a bank. However, not just any bank will do. It is important that the bank have experience in both finance and construction processes for faith based organizations.

They need to be able to advise on the mix of cash and loan funds needed to complete the project.

They need to understand capital campaigns and how to incorporate them into the financing package.

They also need to have a good understanding of the growth pattern of the church client and the area that they serve.

It is also crucial that they speak the language of construction, have contacts in the industry, and experience with the pitfalls of a major project.

Also, getting the project started is just that, the start. It is very important that your bank be there through out the construction process all the way to the grand opening.

Most importantly the church should take the opportunity to leverage off of the experiences of the multiple congregations an experienced banker has worked with. This can save repeating common mistakes.

If the bank you are working with doesn't exhibit the above traits, seek out an institution willing to be an advisor from the ground, all the way up. +

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Civicom Co

A tool you can't

by Dave West

Save Time

Getting everyone together... ah, now that's going to take some time. But your project needs to move forward right now. Waiting for everyone to travel to a meeting is going to take forever – and calling everyone individually is going to require a lot of back and forth discussion. Wouldn't it be convenient if you could just get everyone together on the phone at the same time, and get your decisions made and behind you? New convenient conferencing services make it possible to get the whole committee, the architect, the banker, and the builder all on the phone together, in a moment's notice. This can move your project forward as much as 25% faster!

Build Consensus

Just about everyone does business these days by conference call. Some project teams begin every day with a conference call. Often you don't know what needs to be discussed until you're on the conference. But that's ok. When you're working on a major project, there's always a reason share new information, give an update, or find out what's on the minds of the others involved. Without this communication, things go undone, decisions linger in the background, and people feel disconnected. Conferencing solves that problem.

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onferencing

live without.



Getting everyone together... ah, now that's going to take some time. But your project needs to move forward right now.

Use Conferencing ID Cards

Civicom will also send you conferencing ID cards free-of-charge for everyone on your team. These handy, wallet-size cards identify your company or project, and have the toll-free number and passcode, plus helpful hints. They help keep the team ready to join a conference by placing the dial-in information right at their fingertips.

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Each passcode can be named with a "cost center," and calls are continuously updated and sub-totaled by cost center, so you can see every day what conference calls have taken place, what phone numbers dialed in, how many parties were on, and how much each cost.

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Civicom™ is a specialty provider of virtual communications services, worldwide. The company has solved the need for easy to use dial-in reservationless teleconferencing, where

Accounting firms and law firms are happy with how easy it is to record conferences or notes, and have immediate access to their recordings online, and to order and receive transcriptions through their online account.

despite a mature market, Civicom continues to gain new customers almost every day, through its need-sensitive response to the to the desires of conferencing customers for exceptional customer service, product innovation, advanced website features, and accounting-friendly billing systems.

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Civicom has also become well-regarded in its delivery of advanced operator-assisted and event conferencing, where the company's consultative approach has allowed Civicom to gain a reputation as the "go-to" provider to successfully manage complex or high profile events that require sophisticated polling reports, audience measurement, recording on demand, and fast, accurate turn-around time on transcriptions.

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Go With Competitive Advantage

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rings, and requests are responded to immediately. Civicom does not advertise in major media, such as television, and therefore customers do not have to absorb the cost of marketing. Pricing is straightforward and simple—there are no complex pricing charts that make it hard to understand what you are paying for.

Accounting firms and law firms are happy with how easy it is to record conferences or notes, and have immediate access to their recordings online, and to order and receive transcriptions through their online account. Cost center and client/matter account code billing also satisfies the tracking requirements for charge back.

Be Part of the Civicom Stock Tithe

Civicom also innovated something else. It's called the "stock-tithe". When the company was founded, all investors pledged 10% of their stock to World Vision, a faith-based humanitarian organization dedicated to eradicating the root causes of poverty around the world. As Civicom grows, so grows the long-term value of the stock tithe. This award-winning way of integrating business, faith, and philanthropy goes well beyond the "corporate social responsibility" or "cause marketing" programs so common today. You can read more about Civicom's pioneering approach to stock tithing at www.stocktithe.org. +

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Construction:
Next Step
for the
Next Family

by John Mark Caton Ph.D.



Church construction starts with a simple commission. “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you...” (Matthew 28:18-20). Yes, you are correct! Those words don’t mention construction at all, but they do challenge us to reach people for Christ.

At our church, we use the simple phrase “The Next Step for the Next Family.” That means we acknowledge we exist for the next person through the doors of our church. It has long been said that the church is the one organization that exists for those who aren’t yet members. When a young family gets married they usually purchase a house or apartment that fits the size of their family at that time. However, add a child or two, or in my case four and you find yourself looking quickly for a larger home with more square footage.

That is where building from the ground up comes in. Every church has a limited resource called facilities. Whether your church is in a strip center or the downtown square your space is limited. If you reach enough new people regardless of how much you built last time you will need to build again. When we run out of space we are faced with a choice, we can pretend we are deaf to the call, we can be disobedient to the commission, or we can embrace the idea of construction. The first two options fall short of the Lord’s original commission which leaves only the latter.

There are several important building projects that took place in the Bible. David and the people gave sacrificially to build the Temple of God. Solomon eventually completed the work on the Temple and the peoples’ hearts were turned toward God (1 Chronicles 29 - 2 Chronicles 8). King Josiah collected

“We acknowledge we exist for the next person through the doors of our church.”



Photo: Paul Ernest

a great amount of money from the people to repair the House of God. During the construction process, the Law of Moses was rediscovered, repentance and spiritual revival quickly followed (2 Chronicles 34:1-21). When the people returned from Babylon, the temple and the walls were again rebuilt under the leadership of Ezra and Nehemiah. After the temple and wall of Jerusalem were rebuilt, genuine worship returned and revival came to God's people (Ezra 1-3; Nehemiah). Each of these examples gives us different insights and principles that can be followed as timeless truths when considering construction.

The first key was a clear NEED. Whether the need was merely remodeling what had become a dilapidated House of Worship or building from the ground up, there was a clear need for action. As a leader in the church, it is imperative that the congregation see the necessity of the project. If the congregation as a whole doesn't see the endeavor as valid, your vision may never get off

the ground. The most important action you can take is to speak with the influencers of your church privately and convince them of the need. Once the influencers are on board early in the project the church will follow much more eagerly.

The scope of the project really doesn't matter. Every project is significant. I have been at Cottonwood Creek Baptist Church for over twelve years. Our first building project was to add \$30,000 worth of parking and that was a huge undertaking. We are now building a \$10 million Worship Center and guess what...it is a huge project. So whatever your project size treat it with the utmost importance because the decisions you make in that project will be the starting point for the next project. If you make good decisions—then your next project will go more smoothly. If you make poor decisions—you will spend a lot of resources correcting those mistakes in your next endeavor.



Photos: Paul Ernest



Photos: Paul Ernest

Thus we have a great need for prayer at every level of building. The pastor, staff and church leaders should be challenged and led at every level to pray for God's wisdom and direction. Prayer shouldn't be limited to an hour or a group, although the entire project should be covered in prayer.

The next step is to develop a well thought out PLAN. Most of this planning needs to be done behind closed doors with trusted leaders from the congregation. These early days of planning are critically important to the success of the project, but most often the best step to take is to develop or revamp your Master Plan. Just as there are those times in our lives when we need to do some real soul searching about our own walk with the Lord and make the necessary changes. We might also need to update our Master Plan based on current growth rates, plant changes, and community demographic shifts. Changes in any or all of these factors can affect your long-term viability and flexibility. You will also need to determine how you will pay for the project. Some churches are very averse to debt, while others use it wisely. Honestly, I don't believe this is a real issue...there are great churches on both ends of the spectrum. The real key is what God wants your church to do.

In Nehemiah 2, we are told that Nehemiah took some time to prepare and plan for the great work that God had placed on his heart. 'Before' Nehemiah shared the full plan with the nation of Israel, he chose a few men and set out at night to see what needed to be done. Nehemiah wrote 11 "I went to Jerusalem,

and after staying there three days I set out during the night with a few men. I had not told anyone what my God had put in my heart to do for Jerusalem..." (Nehemiah 2). Interestingly, Nehemiah did a lot of work outside the public eye, then at a later time Nehemiah spoke to all the people about the project. This allowed Nehemiah to be much more efficient as he detailed everything that needed to be done. Practically speaking, in most of today's churches those who are most involved at this level are the staff, Stewardship Team, and Building Committee.

This is the stage in which you need to set budgets and determine whether you are going to go with a Design-Build firm or a more Traditional construction process. Our church has used both methods and each has worked equally well. Both methods of construction have strengths and weaknesses and must be judged on a project by project basis. You will also need to determine how you will pay for the project.

Once the plan has been well developed, there is great need for congregational INVOLVEMENT. Many construction projects fail at this phase. One must look no further than King Joash's valiant first attempt at rebuilding the temple in 2 Chronicles 24. That project failed because the responsibility of the task fell on the shoulders of just a few individuals. Joash's second attempt to rebuild the temple was successful because they made a proclamation in all of Judah and Jerusalem. Thus everyone got involved in the project and it was successful.

At this level so many groups can be developed to broaden the base of support and involvement for those in your congregation. Your congregation needs to know that there is a place for everyone to be involved...prayer teams, visitation teams, communication teams, fellowship teams, color and design teams, stewardship teams, etc. I would strongly encourage you to go out of your way to create an opportunity for involvement for everyone in your church. There is a caution in the area of design. The more people working on the design of the building, the more likely you are to go over budget, so be wise and be careful.

Next, you are faced with the idea of a CAMPAIGN. Yes, that would be a stewardship campaign. Apparently some pastors enjoy them while others thrive on them. For me, however, I would rather do almost anything in ministry rather than conducting a stewardship campaign. Regardless of how much you need to build and you've prayed for God's favor, campaigns are difficult. Some of your most loyal supporters will suddenly question your character and leadership ability. Many times these challenges are more about that person than they are about you. Do they really buy into the mission of the church? Are they fearful of giving sacrificially? Many other questions can be and are raised. These questions often sting, but they can also lead you to take corrective actions and help you avoid missteps.

Every campaign should be designed with one goal in mind...Growth! Not numerical growth but spiritual growth. The new buildings will allow you to reach



Photos: Paul Ernest

new people. However, a stewardship campaign helps you reach your people. The purpose of reaching them is to grow them in the areas of spiritual and financial faithfulness.

The final phase is CONSTRUCTION. From groundbreaking until the day you move into your new facility you should work hard to let your people be part of the project. Some areas of involvement can include: your people encircling the construction site with locked hands in prayer, placing time capsules in the walls or under the stage, your congregation writing prayers and Bible verses on the slab and walls, and tours given of the project along the way. Most of all challenge them to grow in their faith just as the building is taking shape.

Jesus said, "But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth" (Acts 1:8). Notice the progression of our witness...it starts in your Jerusalem! There are two very visible witnesses in your Jerusalem—your buildings and your people. By far the more important of these two is the witness your people give everyday in your community. However, we should never miss the opportunity to improve the witness of our buildings when God calls! +

John Mark Caton
Pastor, Cottonwood Creek Baptist Church



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Building with Communication

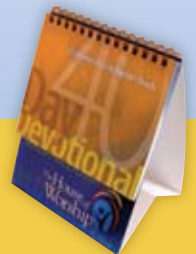
Case Profile: Timeline Process of Communication During Construction of "The House Of Worship"



The House of Worship Fall 05
Capital Campaign



Commitment
Guide



40-Day
Devotional



Fact Sheet



Newsletter



The House of Worship Fall 05
Commitment Card

SEP.05

OCT.05

DEC.05

JAN.06



Brochure



Most of us at some point have been through the laborious process of building a house – the details, the headaches, the delays... I could go on and on. During all of those trials we had question upon question with contractor upon contractor. What if it wasn't our house we were building, but we were building a house for someone we cared about. How do you explain all the details, the headaches and last but not least the delays. Now let's imagine we are a pastor building a house of worship for our church family. Exactly, now we have just multiplied the stress of the process by a couple dozen times. The following is a timeline of the communication process implemented by Cottonwood Creek Baptist Church as they built "The House of Worship".

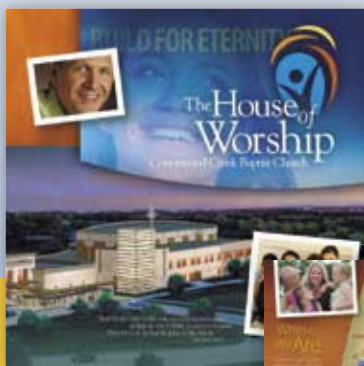
by Paul Ernest

The Campaign

As Pastor John Mark Caton explained, it starts with identifying the need. If the congregation does not see a unified vision of the necessity the message will not resonate with the congregation. Expansion, future accommodation, features and benefits all must be outlined and a goal needs to be communicated. Challenging your congregation to sacrifice and serve to see God's blessing will not only change your church campus, but also change and unite the congregation as well. It is not about equal gifts and contributions, but about equal sacrifice. Through sacrifice comes unity, from unity comes attention. This is where communication is crucial.

The Plan

Presenting a well-laid plan to an attentive audience is a problem we all want to have... in our church and in our businesses. I don't know of a single pastor or business owner alike that wouldn't want that situation. Fact sheets, layouts, Q & A's, devotionals, websites and newsletters are all vehicles to develop the plan.



The House of Worship Spring 06
New Member Brochure

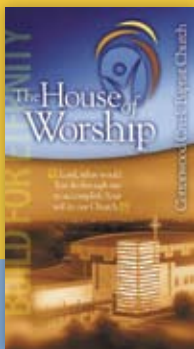


MAR.06

APR.06

MAY.06

JUN.06



Worship Guide



JUL.06

AUG.06

SEP.06

OCT.06

NOV.06

CONSTRUCTION CAMPAIGN



Construction Update
Groundbreaking & Site Development



Construction Update
Wall Dedication

Construction Update
Pouring the Walls



Weekly information is needed in any campaign. If it is the church or Apple computers, repetition and concise information is key. Concise information is established in two ways – your message and your visuals. A strong “emotional”

brand is essential in today’s culture. When we see a brown truck rolling down the street we know it is UPS, or when we hear “Just Do It” we know it is Nike. For Cottonwood, “The House of Worship” was the creed that everyone came to know quickly and intimately.

Involvement

Like any effort, company or team, you must have involvement. Every congregation is filled with people of different backgrounds, gifts and talents. Using each person’s strength in the appropriate part of the team is essential. Some might be architects that can assist in development. Others might be gifted with writing that



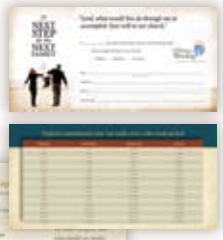
can write devotionals. All are important and all are ambassadors for the cause.

During any epic event in the life of the church people want to help in all sorts of ways. It is important they have that opportunity... it is just as important as their tithes and offerings. With anything, people see value and importance, so they want to endorse it. Just like Nike, “Just Do It” is not only a tagline but becomes a creed for its customers. Because we, as a society, are conditioned to think in this way, we must communicate this way as well. Working with companies over the past 12 years has proved to me that it is not the marketing campaign that sells products and services, but the customers who buy, support and most importantly endorse the products. The reason I equate construction in the same way is because you can see the excitement in the faces of the congregation and in that spirit they want to share with others what God is doing in their lives as well as their church.





Next Step for the Next Family
Commitment Guide & Card



Focus Magazine Spring 2007
Prayer Guide & Progress Letter



Focus Magazine Spring 2007
Children's Opening & Worship Center Facts



DEC.06

JAN.07

FEB.07

MAR.07

APR.07



Construction Update
Raising the Walls



Construction Update "For the Kids"
Children's Facility Grand Opening

Construction

Once the Campaign is underway and Commitment Sunday has shown the results and voice of the congregation it is time to turn some dirt. One of the most important things to constantly communicate during construction is the timeline and how you can create ways to keep the congregation involved. One of the ways Cottonwood involved the congregation was "The Walls of Worship Sunday". Families were encouraged to write inscriptions on the walls of the "House of Worship" before the walls were raised... leaving permanent messages and prayers to all who enter. Hundreds upon hundreds of messages were written and prayed over. To personally read those walls before they were raised was humbling and encouraging. Other ideas



included webcams and emails telling members the moment walls were raised. Prayer events were also held... each seat (over 1,300) was individually prayed over asking God's blessings on all that entered.

Year Two and Counting

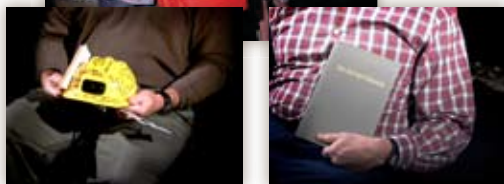
Within any given year of a church you have people leave the church and others that join the church. Some face financial trials that affect their above-and-beyond gifts to the campaign.



In order to maintain momentum with the congregation it is important to exercise a campaign leading into the second year of construction. This is also a time to communicate any modifications in the design and show tangible progress, experiences and results to the congregation. Again, there will be some who didn't experience the initial campaign so this can be a great opportunity to equip and encourage them.

"The Next Step for the Next Family" was the follow-up campaign presented to the congregation at Cottonwood Creek Baptist Church. The strongest part of the title is "The Next Family"... not to build a building to sit on the premises, but to stand on the Promise God had set forth 14 months before. The campaign included a brochure, fact sheet, commitment guide and com-

Time Capsule Ceremony



Open House Sunday



Praying Over Every Pew

mitment card – a smaller campaign than “The House of Worship” but just as powerful. “The Next Step” evolved into more than a campaign, but a purpose that followed through the campaign on into the opening of the Worship Center.

Keeping Up with the Joneses

Communication is a conversation... not a dialogue. During the course of the initial campaign through to building completion a third “brand” or campaign was established, used to consistently “keep up with the Joneses” about progress and events surrounding the construction. Special monthly mailings, worship guide updates, campus information centers and email are all ways to keep people informed about progress. If the congregation doesn’t know the progress it leads to a lot of questions... which can sometimes lead to misinformation if the “conversation” is not maintained.

Finishing Strong

Preparing for opening day is important and needs to be thought out both in advertising the event as well as making all of the arrangements. This is also a time to create outreach materials for direct mail to inform the neighborhoods and to equip the members to share and invite others.

Opening day has come, an eventful and historic day in the life of any church. Seeing, smelling, hearing and touching what so many have sacrificed for is an important occasion and should come with its fair share of notoriety. Creating commemorative gifts to give to the congregation is a good idea and something that they will cherish to be able to say, “I was a part of that... God gave me a blessing in order to be a blessing to the next family”. +

Paul Ernest
President, Ernest Ideas Design & Media Group

MAY.07

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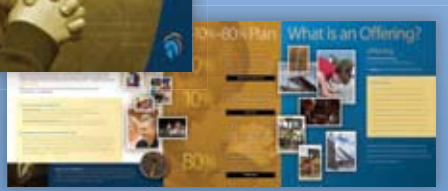
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Above & Beyond Spring 2007
Dedicated Gifts Campaign



Season of Praise
Fall 2007
Dedication Ceremony
Weekend



NACBA

2007 Meetings

Alamo Chapter – San Antonio

Meeting on the third Wednesday of each month at 8:30 a.m.
Contact: Jodie Sell, 210-494-3455, x231
jodie.sell@coker.org

Capital Chapter – Austin

Meeting on the second Thursday of each month
Contact: Mollie DeVries, 512-255-3322
mdevries@palmvalleylutheranchurch.org

Dallas Chapter

Meeting on the third Thursday of each month at 9:00 a.m.
Contact: Dave Roberson, 972-423-4506
droberon@firstmethodistplano.org

Ft. Worth Chapter

Meeting on the third Thursday of each month, time varies.
Contact: Vicki Morgan, 817-326-4693
vmorgan@actonbaptist.org

Houston Metro Chapter

Meeting on the third Thursday of each month at 11:30 a.m.
Contact: Beverly Giacone, 713-620-6491
bgiacone@fpchouston.org
www.nacbahouston.com

North Houston Metro Chapter

Meeting on the second Thursday of each month at 11:30 a.m.
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Lions and Tigers



by Steve Upham

Perhaps nothing in the life of a church involves as much uncertainty as beginning a building program. Church leaders have some idea of how to find a new pastor, solve an internal dispute, or organize the Vacation Bible School. But the idea of starting a new building program may overwhelm otherwise experienced and confident leaders.

Why? Most pastors and leaders have heard war stories of challenges that other congregations have faced: projects over budget, designers that went wild, contractors who quit part way through the project, etc. These are like urban legends that get repeated and magnified so often that many churches are unnerved at the thought of starting a new building project.

The good news is that with careful planning, proper selection of the building committee, and prayerful attention to the process, it can and should be a wonderful, successful process resulting in an attractive, effective addition to your church campus. The place to begin is with the infamous Building Committee.

and Buildings, Oh, My!

Starting the Somewhat Scary Process to Build a New Church Building



The Building Committee: One of the most intimidating assignments that church leaders and volunteers can have is to be tapped to serve on the Building Committee. This may be uncomfortable because of lack of technical experience, the scope of the anticipated project, the weight of the responsibility, or

the anxiety about finding consensus in a process that involves so many choices and requires so many expensive decisions. They may even worry that the congregation may not like the decisions the committee makes. A huge factor in the success of the project is the careful selection of the right people.



Forming the Ideal Building Committee

- agreeable, consensus-builders (no ax to grind or special agenda)
- decisive leader—able to manage groups effectively, and rally the members to make solid decisions
- represents different constituent groups in the church (women, men, children, worship, music, etc.) This helps ensure that needs of various groups are considered.
- some technical people (builders, engineers, architects, etc.) may be helpful, but also “regular” folks
- max. of 6 people (must be able to meet around a table and look at one drawing together)

(Note: Some leaders prefer to keep a disagreeable member close to them so they can keep a close watch on him, and some will choose to include him in the process to diffuse the impact of his negativity.)



Project Delivery Methods

Another area that is often confusing is the dizzying array of ways to develop a building project. These project delivery methods have changed, and it may be hard to discern the relative advantages and disadvantages

for your particular situation. Don't be dismayed! The following information will spell out the most popular options, and the ways that each could benefit your church.

First you will decide how you want to obtain the design and construction. There are at least six different approaches to providing design and construction services:

- Traditional Architect (also called Design/Bid/Build)—an architect designs, the plans are competitively bid, then a separate contractor is selected to build the building
- Architect/Volunteer Builders—an architect designs, and a volunteer builder group constructs
- Architect/Construction Manager—an architect designs, then a construction manager (who works directly for the church) manages the bidding and construction
- Negotiated Contract—the church selects the architecture and construction firms at the same time, and they work together as a team throughout the design and construction process
- Design/Build—a construction firm that provides all design and building services (usually by contract with an outside architect)
- Integrated Design/Build—a design firm that provides fully coordinated architectural, interior design and construction services by in house staff

Each of these methods mentioned was developed to meet certain needs, or to solve perceived problems with another

method. Which one you may choose will depend on what the priorities are for your church at this point in the life of the congregation. For example: a young congregation building their first building



may be focused on the maximum building square footage for the dollar, while a well established congregation may desire high quality and

excellent acoustics over low cost. A rough generalization breaks down the choices along these lines:

For design emphasis, church participation, and church representation during construction phase:

- Traditional Architect
- Integrated Design/Build
- Negotiated Contract

For low cost conceptual design, construction cost control, and value engineering:

- Design/Build
- Architect/Volunteer Builders
- Architect/Construction Manager
- Integrated Design/Build



More specifically, different formats are advantageous depending on your goals.

Which Approaches May Be Best for Your Particular Priorities?

Design Excellence

- Traditional Architect
- Integrated Design/Build

Project Cost Control

- Negotiated Contract
- Design/Build
- Integrated Design/Build

Significant Church Involvement and Input

- Traditional Architect
- Integrated Design/Build

Coordinated Communication between Architects & Construction Team

- Integrated Design/Build

Construction Cost Savings

- Integrated Design/Build*
- Design/Build (through controlling quality and methods of construction)

Quality Interior Spaces

- Traditional Architect
- Integrated Design/Build

Represents Church's Interests Best During Construction Process

- Traditional Architect
- Integrated Design/Build

Construction Quality

- Integrated Design/Build
- Traditional Architect
- Negotiated Contract



Value Engineering (modifying design if needed to achieve budget compliance)

- Negotiated Contract
- Integrated Design/Build
- Design/Build

Single Source of Responsibility

- Integrated Design/Build
- Design/Build (in some cases, but they generally hire outside architect)

Minimal or No Conceptual Design Cost

- Integrated Design/Build
- Design/Build

Long Term Planning

- Traditional Architect
- Integrated Design/Build

Work Directly with the Architect**

- Traditional Architect
- Integrated Design/Build
- Negotiated Contract

Low Cost Building Solution (when appropriate)

- Design/Build
- Integrated Design/Build

*Example: SLI purchases all materials directly from factory, eliminating the overhead of middlemen, passing savings to the church

**Caution: Often with Design/Build, the

church does not even meet the architect

Bidding: all forms tend to have some form of competitive bidding—either competitive general contractors or competitive subcontractors

Cautions:

Traditional Architect

- tends to go over budget, sometimes considerably

Volunteer Builders

- have limits on the types of buildings, materials, heights
- may take much longer to build
- can't be bonded, so bank/lender may not allow their use

Construction Manager

- increases liability risks to church (he is an actual employee of the church)

Design/Build

- tends to provide minimal architectural services
- tends to minimize church involvement in design process
- places more emphasis on quantity of space, not quality
- may place more emphasis on cost over effective function (such as lay-in tile ceilings in a sanctuary, which are poor for acoustic reflection)

As part of your decision process about the delivery method, you need to carefully examine the key partners you may work with: the architect and the builder. Be sure you are considering the specific individual you would be working with.

Selecting Your Architect/Architecture Firm—Look for:

- significant church design experience
- easy to get along with (not a "prima donna" attitude), and relates well to your group
- understands your beliefs (if a sanctuary project), how churches operate, and the nature of ministry (many good architects do not have any church design or personal experience with church involvement – leads to long learning curve)
- solution-oriented
- creative - (you like the quality and type of work they have done in the past), can



express and enhance your vision

- has repeat clients (indication of satisfactory work and relationships)
- large enough team

to provide good service

- offers interior design services (are these an extra fee?)
- be sure that you know specifically who your architect will be - and their experience
- how much direct contact will you have with the architect? *(This is especially important with Construction Manager and some Design/Build formats where you may not have any direct contact with the architect.)*

Selecting Your Contractor - Look for:

- excellent reputation
- church experience
- repeat clients (or clients willing to re-hire for future projects)
- bondable (able to bond projects much larger than yours)
- the age of the firm (not too new, inexperienced as a team)
- enough staff (watch out for small operations unless the project is small)

The Design Phases

Typically, these are the standard phases:

- Conceptual Design (This establishes the overall size, spaces, basic plan, basic site layout, general look to the building.) This should include a long-term master site plan in most situations.
- Design Development (where the detailed decisions of building systems (structure, heating/cooling, materials, finishes, how it goes together, etc., are determined)
- Construction Documents (the architectural and engineering “blueprints” are prepared)
- Bidding Phase
- Construction and Construction Administration (CA is the oversight of the project and process by the architect to protect the church – only happens in Traditional Architect, Negotiated Contract and Integrated Design/Build)



Getting Started

The Conceptual Design Phase generally begins with Programming, an architectural term that refers to the gathering of information about the needs, goals and wants of the client, and the types of spaces and functions that should be designed.

This may be done by a questionnaire, interview of the committee, interviews with the actual users of the space or the key individuals in charge of the program or ministry. Some firms use a combination of methods to gather information.

Church and State – Not So Separate

At the very beginning, an experienced architect will evaluate the many legal jurisdictions that affect the property and building design. Each of these regulatory agencies may have requirements that must be adhered to. Failure to do so can be expensive to a church both in fines or making corrections during construction, so it is important to have experienced architects and contractors protecting your interests. There are many that will impact the process and the results:

- City and County Ordinances
- Property Deed Restrictions
- Building Codes
- Handicapped regulations - such as Texas Accessibility Standards in Texas (However, you may be surprised that the ADA —Americans with Disabilities Act does not apply to churches.)
- Special Districts (Historic, Floor Control, etc.)
- Utility Districts and related agencies

Developing the Design

The architect typically will take the raw data of goals and needs, and develop a first draft of his/her conceptual design, and present this to the Building Committee. This will elicit comments and reactions, and the architect will revise the design to reflect the feedback. This may take a couple rounds modifications and review to get the basic design resolved to the satisfaction of the Committee.

The End of the Beginning

Then the architect will typically develop a presentation floor plan and an artist’s rendering to help the church present this to the congregation to share the vision and for fund raising purposes. Now you are well on your way to your new building! ✦



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(Both Strategic & Practical)



February 21, 2008

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BY MICHAEL EULISS

Engaging our children through collective communi- cation practices

How to choose what is right for you...

TUESDAY, ANY DAY, ANY CHURCH:

- The building committee is holding a special meeting tonight due to some late-breaking changes to the plan.
- Choir practice will start 30 minutes early to accommodate the bell choir, the children's choir, the drama team, and the orchestra so the cantata will come together as planned.
- You are in need of volunteers for the nursery this Sunday AND for the special cantata practice.
- You just received notice of a death in your congregation and the funeral is scheduled for Friday afternoon. The congregation needs to be notified because the last time they only found out from the pulpit, they were upset.
- You also need to communicate regularly with the shut-ins AND you have to answer incoming calls.
- To add insult to injury, no one on the church staff has time to help you contact these people. It is all on your shoulders and you have lots of OTHER responsibilities.

Sound familiar? Whether you are a church of 90, 900, or 9000, it is a very common situation. We all know how important communication is within the church body. We also know that poor communication greatly inhibits the ability of a church to “Engage” its congregation.

By engaged, I mean active involvement, enthusiasm, and sense of ownership in a church throughout a majority of its membership. Think about the potential...

But, does the typical church staff handle this amount of communications effectively? Let's take a look at common communication methods, their merits, and their pitfalls.

Post Cards

Post cards at one time were a popular method of getting some messages to members. However they are cost effective when compared with other alternatives. Post cards cost on an average about 50 cents each to produce and send not including the time and labor it takes to produce them. Adding the labor increases the cost to about 63 cents each, which can eat deep into a tight church budget.

Post cards are not time-efficient. Because it takes time to prepare them, mail and receive them, cards must be planned well in advance which is not always an option. The effect? The church becomes hesitant to send cards for routine, last minute, or emergency events, resulting in limited attendance and support for events where reminders are not sent.

The Human Phone Tree

Human phone trees (I call you, you call three people, they each call three people, etc) are another popular method of notification. This relieves the church staff from having to make notifications that they would never have the time to do themselves. However there are drawbacks as well. I am sure you have all heard of the game of "gossip". You know the one where people sit in a big circle and the leader starts by whispering something in the ear of the person to his left. The message is passed around until it reaches the person to the leader's right. That person announces the message they received only to discover that it is nothing like from the original message. Unfortunately, human phone trees work very much the same way. Because the message is not consistent, there is much room for mistakes and embellishment. Human phone trees are not very time efficient either. When attempting to deliver a message, the caller often gets involved in a long conversation, thus delaying the delivery to the rest of the tree, if the calls are made at all.

E-Mail

E-mail has become a very trendy way of delivering church-related messages but is not always the most effective, particularly when time is of the essence. Here are some often overlooked e-mail shortcomings:

1. When polled, people said they checked their home e-mail an average of once in three days. If the event is immediate, it may be over before the reader even finds out about it.
2. Because of the nature of e-mail services, people change addresses regularly resulting in "bounced," returned, or undeliverable messages.
3. Most studies show that only about 1/3 of Americans have at least one e-mail address. Some churches report having e-mail addresses from almost 60% of their congregation. What about the other 40%?
4. E-mail can never reproduce the emotion of the human voice. A note can never relay your passion.

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“Used properly, automated messaging systems will help you get more members active or engaged, which is a goal of every church. And as far as potential goes, I believe a truly engaged church is the most powerful institution in the world.”

calls.” But beware, they require an Internet connection and lack in important features. You also must get out your wallet. These calls are not free. Each time a church uses a web-based system, there is a cost which means that there will be hesitancy to use it for routine calls (the post card dilemma). In many ASP systems, there is no ability to combine a voice message with an e-mail message, transfer into an extension inside the church, construct a personal message, or have the system answer calls for you. In addition, setting up multiple notification groups can be clunky over the web. Call jobs from ASP systems are generally completed fast and some provide limited call job reporting.

Sufficiently confused? The following lists the features that a church should consider when choosing an automated voice and e-messaging system. Be sure to use this checklist before making your purchase:
<http://www.phonetree.com/coop/checklist.pdf>

What is the Answer?

In the age of technology, you need a device that delivers a consistent and accurate voice message to everyone, with little effort. This device should have the ability to combine the voice message with e-mail and without per-call fees every time a routine message goes out, so the church will not hesitate to use it. It should be able to make lots of calls, very fast in an emergency. And, it must be affordable and easy to use in a church environment. Today, many companies offer calling solutions for churches and businesses alike. Separating them can be very challenging. There are basically two varieties, a local hardware solution and Web-based ASP.

Hardware solutions have a one-time purchase cost and have been used reliably in the church environment for many years and easily integrate with most church management software. These systems allow members to interact with the automated call by leaving a message on a built-in answering machine, transfer to an extension inside the church, and create “constructed” or personal messages for each member. Some of these systems even allow members to call it to retrieve information, like a web site for the phone. The latest versions of some hardware-based systems bridge the gap between local calling and internet-based, multiple phone line calling, giving the church the power they need at the times they need it most and not charging them when that power is not needed. When the job is complete, hardware-based systems have the ability to provide very detailed call results reports.

Web-based or ASP companies are showing up in the marketplace, touting “easy browser interface” and “speedy

Used properly, automated messaging systems will help you get more members active or engaged, which is a goal of every church. And as far as potential goes, I believe a truly engaged church is the most powerful institution in the world. +

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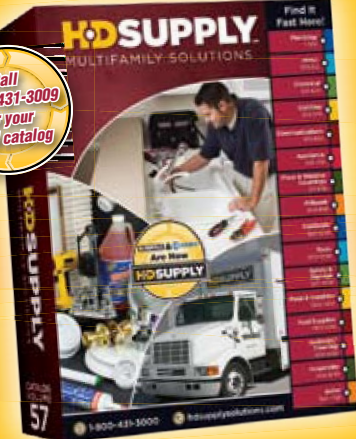
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by Gary Benson

A Few Things to Know Before You Build

There are many things to consider when entering into a building project, probably too numerous to mention in this article, but our hope is that we might pass on a few things that may be helpful and make your building project a little easier.

Hire Effective People

- Hire a design firm—preferably one with experience building churches.
- Choose a reputable contractor and research the candidates:
- Make sure they're licensed and have at least five years of similar experience.
- Seek examples of work your candidates have done.
- Check references from several current or past clients and vendors.
- Ask specific questions such as: Was the project completed on schedule? Was it completed within budget? Were there problems along the way? Were you pleased with the overall results?

Insurance/Legal:

- Obtain a certificate of insurance from the contractors you are considering as proof that they carry professional liability insurance.
- Require the general contractor and all subcontractors to furnish a certificate of insurance verifying that all workers are covered by workers' compensation insurance.
- Have an attorney review all contracts before you sign them.
- Clarify in writing who's responsible for insuring the building while it's being constructed. If that responsibility is the contractor, be sure to obtain a copy of the Builder's Risk Insurance. If your responsibility, work with your agent to purchase builder's risk insurance—prior to construction beginning.

Parking Lot

- Parking lot signage should be positioned for easy viewing.
- Do not use parking blocks in the parking lot. (They are a major cause of trip and fall injuries).
- Driveway and parking lot chain barriers should be equipped with reflectors for easy visibility at night.
- Parking lot should be adequately marked and lighted.
- There should be exterior dusk-to-dawn lighting on all sides of the building.
- There should be a wheelchair-accessible ramp.

Nursery Area

- Unsecured side door entrances to the nursery area should be avoided. There should only be a single entrance into this area.
- There should be a secure check-in area/desk
- Security cameras should be a strong consideration.
- Nursery and preschool areas need to be situated so that infants, toddlers and small children can be swiftly evacuated.

Playground

- Surfaces around playground equipment should have at least 12 inches of wood chips, mulch, sand or pea gravel, or mats made of safety-tested rubber.
- Protective surfacing should extend at least 6 feet in all directions from play equipment.
- Play structures that are more than 30 inches high should be spaced at least 9 feet apart.
- All equipment should be securely anchored.
- Make sure that there is not any dangerous hardware or protruding bolt ends.
- Make sure that there are no tripping hazards such as exposed concrete footings, tree stumps and rocks.
- Make sure that all elevated surfaces such as platforms and ramps, have guardrails to prevent falls.

Kitchen Area

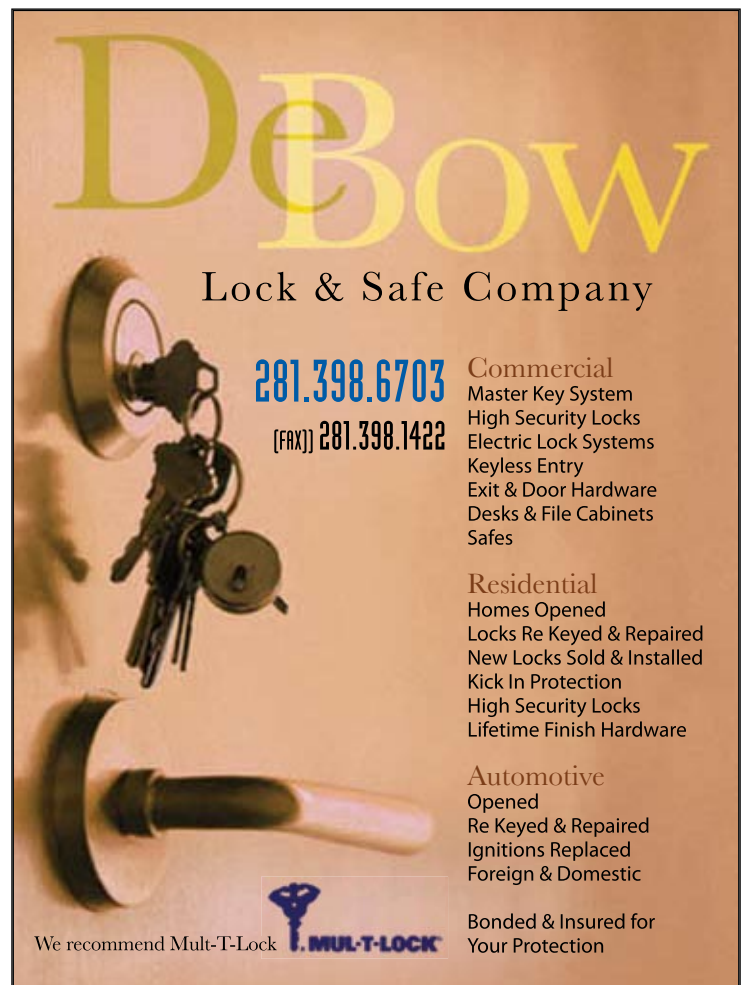
- Overhead fluorescent and incandescent lights in food preparation areas should be protected to prevent the possibility of glass particles contaminating food should a light explode or break.
- Kitchen fire extinguishers should be mounted on a wall near an outside exit.
- Cooking equipment should be installed on a noncombustible floor surface with adequate clearance from combustible materials.
- Depending on the frequency or type of cooking, the installation of an automatic fire suppression system above the cooking service is recommended.

General Building

- As the building nears completion and especially as contents, including electronics, are stored in the building, arrangements should be made regular police patrols or a security force drive-by or preferably overnight security provided on site.

- Centrally monitored burglar alarms are highly recommended.
- Centrally monitored fire alarms are highly recommended.
- The installation of sprinkler systems will not only satisfy potential code requirements as your ministry possibly expands to areas you're not currently considering but it may also be a significant aid in obtaining insurance and in the cost of that insurance.
- Emergency exits should open in an outward direction and be equipped with panic hardware.
- Steps on stairs and stairways should have a surface that is slip resistant.
- Stair rails or handrails should be included on all stairways with four or more steps.
- Any rise in the concrete or other surface at entranceways should be identified to prevent slips and falls.
- Post exit route maps at regular intervals throughout your facilities and place emergency numbers near all telephones.
- Stained glass windows are recommended to be covered with a shatterproof material to prevent damage.
- Look for and avoid areas that may develop into "hidden pockets" where supervised activity is limited or non-existent.

It is our desire that as you build, your church will grow, gain in momentum, and find great joy in what God helped you accomplish. +



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by Gary Patterson

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Baptist Temple, Houston, TX

Central Church of the Nazarene, Dallas, TX

Church on the Hill, Hillsboro, TX

Dallas Scores, Dallas, TX

Davis Boulevard Baptist Church, N Richland Hills, TX

Glenview Christian School, Ft. Worth, TX

Grace Outreach Center, Plano, TX

Holy Trinity Presbyterian Church, San Antonio, TX

Mansfield Bible Church, Mansfield, TX

Northside Baptist Church, Huntsville, TX

South Main Church of Christ, Weatherford, TX

St. Mary's Episcopal Church, Cypress, TX

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Ward Evangelical Presbyterian Church, Northville, MI

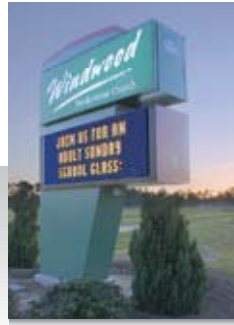
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