

## Task

## Tools

## People

A

Establish your church vision and then the aims of your project

Establish theology and purpose of the project • Survey the community to ascertain their need • Engage with agencies/ community in the area (health, police, social services...). What are their priorities? • Understand your story to date; develop a mission statement. Ask teams to visit new builds • Finalise the aims of the building

All church participants and leadership: Appoint someone to research/interview key people • Agree statement among church congregation.

B

Establish robust structures to deliver the whole project. Make key appointments.

Will your current governance structure work for the building? Will your volunteer / lay structure provide enough appropriately skilled and time-rich people? • Develop a Building Group / Committee • Develop terms of reference for that group • Appoint chair and/or employer's agent

• Church leadership and key volunteers / lay people. • Define roles and recruit a group of say 5-8 people to form your Building Group

C

Develop detailed timelines and budgets for the project

• Strategic Plan: Timelines and budgets for: • Community surveys/research • Obtaining land (if applicable) • Fundraising • Congregational input • Build

• Congregation • Leadership / Building Group / solicitors • Fundraiser • Architect (if appointed - eg for feasibility study)

D

Appoint and manage the professional support you will need

• Appoint part time or client representative to serve the church • Short list, interview & appoint architect • Approach fundraiser for help/advice • Appoint part time support for funding? • Architect seeks other professionals

• Leadership • Building Group • Architect

E

Develop the fundraising strategy and implement to achieve goal

Financial aspects of strategic plan • Monthly monitoring • 'Internal' and 'external' elements • Run capital appeal and pledge days • Applications to trusts/ corporates • Consider borrowing

Project treasurer  
Communications person  
Fundraiser

F

Develop a design through an iterative process

• Develop design: Plans, elevations, sections, site plans, survey reports

• Building Group • Architect and other professionals • Builder • Communications person

G

Obtain the necessary permissions

Consultation phases: Archdeacon, DAC, CBC, other bodies Formal permissions: Faculty, Planning, Building, Other consents

• Building group • Archdeacon • DAC Secretary • Architect

H

Keep momentum for the project going

How will you regularly and appropriately communicate to all the 'stakeholders'?

Communications person

I

Build the building

RIBA stages • Appoint builder • Timelines from builders / architect • 'Open days' for congregation to view progress

• Building Group • Architect and other professionals • Builder • Communications person

Ω

Open the building

Plan the official opening date well past the date that the building should be finished.  
• Recruit and training plan for new staff as applicable.  
• Run preparation and training days.  
• Set expectations of congregation as to how the building may be used differently from the past.  
• Financial models to be monitored and adjusted regularly.  
• Sign off completion. ENJOY!

• Communications person  
• Building management group--will this be a different group from the original group?  
• Overall 'site manager'?  
• Church leadership setting the tone/culture of the new building • Treasurer