



Building Program Outline

*The following is an example of steps a building program may follow.
This is a guide to offer suggestions.*

1. Conduct a Long-Range-Planning and Feasibility Study

Select a long-range-planning committee to look into long-range ministry possibilities, including worship, outreach, education, fellowship, recreation, etc. Do this by age, group size, and space needs. An in-depth financial analysis by the finance committee is a critical element at this stage.

2. Select a Building Committee

The building committee has a major responsibility if a building program is to succeed. The building committee should carry the load of the work along with the church's board. The building committee should contain individuals with business management experience. The primary building committee can usually accomplish more if the size is limited to 5-7 members.

3. Select an Architect and/or Design-Build Team

At this time you will need to select a design professional. It is important to choose a professional with church design experience. Feel free to contact United Church Structures for leads.

"Money spent on an experienced professional team is a necessary and wise investment that brings a continued beneficial return."

4. Site Selection/Evaluation

This stage determines whether you are to stay at the present location, or relocate to a new site. Your design professional will be helpful with this decision.

5. Develop Schematics

At this point, your design professional will work closely with the building committee to determine the development of the land in phases. After developing a phased construction plan, the architect will complete a schematic drawing of phase-one. The committee should require a cost estimate for evaluation purposes. At this stage, United Church Structures will provide sample shop drawings as well as preliminary cost estimates for it's package. In this step you may need to seek board and congregation approval of the master plan, phase-one construction, and the preliminary budget.

6. Establish a Method of Finance and Fund Raising

In step 6, the finance committee should finalize the method of financing to insure funding.



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7. Start Construction Drawings

Your architect will begin working drawings and specifications. Again, United Church Structures will provide your design professional with technical support. The construction documents normally take 90 to 150 days. It is a good idea for the building committee to request updates and reviews on a monthly basis.

8. Select Method of Construction

The building committee should determine a contracting method:

- ▶ *Design-Build Team:* In this situation the architect and general contractor work together in preparing the plans, obtaining bids, and administering the construction process. The architect performs his duties while listening to the contractor's input. In this situation, the church will already be familiar with the contractor since they have been instrumental in developing the church's construction documents. This method of contracting is typically done by through a job management approach where the bids are available before starting construction. A "not to exceed" amount can be determined prior to construction.
- ▶ *General Contractor:* With a general contractor's approach, the project is advertised for bids. The general contractor assumes the responsibility for the entire project. General contractors work using different methods such as; cost plus a percentage for profit, cost plus with a "not to exceed" amount, or cost at a negotiated amount for the completed building.
- ▶ *Construction Management:* With a construction management approach, the church selects a general contractor to manage the project for the church. The bidding process is similar to the general contractor bidding process except the contract is awarded upon the owner's approval. This process includes direct involvement from the church. The construction manager can be paid a fixed fee or a percentage for his time and expenses.

9. Loan Commitment or Closing

At this stage the church should close on their loan, or have a written commitment to insure funding for the construction process.

10. Signing of Construction Contracts

The signing of construction contracts usually comes after the necessary approvals and permits are obtained. This would include signing United Church Structures Contract of Purchase as United Church Structures lead time is typically 6 to 20 weeks.

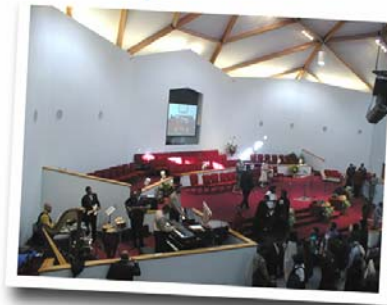
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11. Start of Construction

The following is an example of a typical construction schedule:

- Building excavation
- Footings and foundations are installed
- Underground plumbing and electrical is completed—an inspection must be completed at this stage
- Concrete slab or basement is poured
- Wood shell assembly by United Church Structures' crew (see UCS Package descriptions page 7)
- Shingling is completed
- Plumbing, heating, and electrical rough-in process is begun
- Doors and windows are installed
- Sidewall is insulated
- Siding and soffit work is started
- Rough-ins are finished
- Structural engineering inspection
- All inspections are completed for cover-up
- Drywall
- Exterior concrete is poured
- Painting
- Floor covering is completed
- Interior trim work is completed
- Furnishings are installed
- Landscaping
- Final inspections
- Occupancy permit is obtained

12. Move In and Dedication



Dedication photos, left to right: **Ephesus Seventh Day Adventist**, 80' octagon, Saginaw, Michigan, **Abundant Life Fellowship**, 120' dome, Edgewater Park, New Jersey, and **Ross Bible Church**, 110' octagon, Port Huron, Michigan