

Assembling a Building Committee

ABC Guidelines



Listed below are suggested guidelines to follow in **Assembling a Building Committee**. Some may not be applicable or may otherwise need modification to suit unique operational procedures.

1. The CB (Church Board) should put in writing exactly what the BC (Building Committee) needs to accomplish (“design and construction of a \$X.X million addition . . .”), to whom they answer (presumably the CB), how they shall periodically report to the CB, the limits of their decision-making authority (some BC’s only make recommendations to the CB, who then actually make the decisions), limits on contractual obligations they can make on behalf of the Church (some churches allow the head of the BC to sign contracts), and expected duration of commitment (through construction completion, *not* a calendar date). If possible, the CB should select the BC Chairperson. And, if needed, the CB may need to specify Pastoral and/or Staff’s involvement or non-involvement, depending on their role in the process.

The Church’s By-Laws should be reviewed to see if they address any matters regarding the functions of a Building Committee. It may also help to emphasize adherence to any organizational chart the Church has or to otherwise remind folks who answers to whom.

2. The CB should decide who sits on the BC. Qualifications, *in order of importance*, are:
 - A. As well as it can be ascertained, being a whole-hearted follower of Christ (an informal interview may be appropriate by a pastor to ascertain their heart condition).
 - B. Dedicated to accomplishing the vision and mission of the Church.
 - C. A significant history/involvement at the Church.
 - D. Having a teachable disposition.
 - E. Good people skills.
 - F. A humble spirit.
 - G. Professional design or construction experience.

(The way the CB decides on the BC members should certainly be discussed as well- interviews with candidates, written “application”, unanimous vs. majority vote on each candidate, to name a few things).

3. Once formed, the BC needs to write their own rules of conduct, covering:
 - A. Mandatory meeting attendance.
 - B. Willingness to speak up at meetings.
 - C. How decisions are made (majority vs. unanimous).
 - D. What to do when you disagree on something.
 - E. Unified front outside of BC meetings.
 - F. Confidentiality.
 - G. How to handle being approached by staff and persons within the congregation with input, complaints, etc.
 - H. Hiring the Architect.
 - I. Hiring the General Contractor.
 - J. Publicizing milestone decisions, if appropriate and/or mandated by the CB.

See also the related document “*Building Committee Guidelines*.”