

Building Committee Guidelines

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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.

Purpose

To lead and guide the process of expanding the facilities of Your Church so that we can effectively accomplish our mission, which is “(insert here).”

Authority and Accountability

Under the ultimate authority of the membership of Your Church, the Building Committee has been authorized by and is accountable to the Board of Your Church to coordinate all issues as it relates to the expansion of the facilities of the church.

As of the date above listed, this includes the commissioning of a Master Plan of all church property, which will include a multi-phase facility, as well as the design of Phase I of the facility. The maximum approved budget for this phase is set at \$(X.X) million.

Note: At the duly called (describe) meeting held on (date), the members approved this project as outlined above, and the senior pastor and secretary of the church board are authorized by the Constitution and Bylaws of Your Church to sign all documents relating to this expansion, including encumbering the properties with debt up to a maximum of \$(X.X) million.

Specific Building Committee Responsibilities

1. The Building Committee shall consist of not less than five or more than ten members. It is intended that the members will serve through the duration of the Project (See Building Committee Member Duties and Commitment). Representation on the Building Committee should include people with the following skills/roles:
 - a. Building/construction trade representation
 - b. Ministry group representation
 - c. Pastoral staff representation (Senior Pastor or Executive Pastor)
 - d. Custodial/maintenance staff representation
 - e. Board representation
 - f. Financial representation
 - g. Other as deemed necessary by the Board
2. Other people, as needed, should be used as resources to the Building Committee, but are not required to be a member of the Building Committee. There shall be a *significant special effort* to involve all Staff and Board Members in the input process (pastoral and other employed, as well as volunteer staff and ministry leaders) through user group meetings, questionnaires, other written comments (Building Expansion Input Form recommended), etc., in order to clearly communicate to the Building Committee their needs and wishes. These items presented should be prioritized by each person/group submitting them as it will probably not be possible to include everything in the project.
3. The Building Committee shall meet monthly and on an as-needed basis in cooperation with the architect, contractors, etc.
4. The Building Committee shall report to the Board monthly through minutes of meetings and/or by presentations by the Building Committee Chairman (see Duties of Chairman). It may be appropriate on some occasions for the entire Building Committee and Board to meet.

5. The Building Committee has been empowered by the Board to make all decisions within the parameters of the \$(X.X) million budget for the project as outlined above. However, all decisions made involving the final design of the Master Plan and the final building design, as well as the approval of contracts, and/or substantial monetary expenses are to be forwarded to the Board for final ratification. If the Board should choose not to ratify a decision as presented, then the issue must be returned to the Building Committee for further discussion/study. The Building Committee will then resubmit the issue to the Board for final ratification.
6. Many decisions of the Building Committee will be by consensus. Should consensus not be immediately forthcoming, consideration should first be given to delaying the decision (if possible), submitting it to the Building Committee members for prayer. Then, if consensus is still not forthcoming a formal vote should be taken with a two-thirds majority vote of those present required for approval. Once a decision is made, it is final and will not be revisited, and should be supported by all of the Building Committee members (See Building Committee Member Duties and Commitment).
7. Any dispute or disagreement with any group or persons involved will be settled by the Board and their decision is final; however, they must give strong consideration to recommendations that come from the Building Committee as they are the ones who have been carefully chosen based on their skills/roles and ability to deliver the project.
8. The Building Committee shall have Sub-Committees as necessary, including, but not limited to Prayer Committee, User Group Committees, Finance Committee, Construction Committee, etc. The appropriate member of the Building Committee should chair the associated Sub-Committee, conduct the necessary meetings of that Sub-Committee, and see that written reports and minutes are furnished to the full Building Committee for their review and approval.
9. If deemed necessary, there may be an Executive Committee of the Building Committee consisting of the Chairman and two other members. The purpose of the Executive Committee is to handle necessary business between regular meetings of the full Building Committee.
10. If it should become necessary for one of the Building Committee members to resign or in the unlikely case that a member would need to be removed by a two thirds majority vote of the Building Committee, then the Building Committee will decide if that person will be replaced and who that replacement will be.

Building Committee Member Duties and Commitments

Because of the extreme importance and significance of the task given to the Building Committee, the following individual duties and commitments are requirements for participation.

Each member of the Building Committee shall commit to the following:

1. To serve on the Building Committee for the duration of this project.
2. To be prompt and attend all meetings of the Building Committee unless it is absolutely necessary to be absent because of an unavoidable work situation or illness.
3. To inform the Chairman or Secretary if unable to attend a meeting including the reason why.
4. To agree that any decisions made in my absence will not be revisited.
5. To actively participate in and contribute to the discussion by making ideas and feelings known.
6. To respect the participation and contributions of others to the discussion even though there may be disagreement with them.
7. To respect the confidentiality of all discussions as appropriate.
8. To strongly support (verbally and non-verbally) decisions made by the Building Committee. (I.E.—“We decided to...” **NOT** “Although I disagreed, the Building Committee decided to...”)
9. To not use a cell phone during meetings, unless notification is given to other members at the beginning of the meeting that an emergency call might be received. (That means turn them off or to silent/vibrate.)
10. To ensure that input from any church members outside the meeting will only be received on the input form so that it can be given to the Chairman for inclusion on the agenda at the appropriate time.
11. To share in the workload of “outside the meeting” assignments.
12. To regularly pray for the Building Committee members and the tasks at hand.
13. To review and study agendas, minutes, and any other documents made available prior to and after meetings in order to be fully informed and prepared to discuss the issues at hand.

Duties of Chairman

- 1. Chair all meetings.
- 2. Prepare an agenda for each meeting, seeking input from the architect, contractor, project manager, staff, committee members, and input forms; or to direct the agenda to be prepared by another.
- 3. See that agenda is made available to the Secretary to be distributed to Committee members at least two days prior to meetings.
- 4. Serve as primary contact with the architect, contractor, and project manager.
- 5. Make any needed presentations to Board for their input/ratification.

Duties of Vice Chairman

- 1. To fulfill the duties of the Chairman in the Chairman's absence.

Duties of Secretary

- 1. Keep minutes of all meetings.
- 2. Distribute minutes to all members within two days of meetings.
- 3. Distribute agendas and reminders for meetings at least two days prior to meetings.
- 4. Make needed follow-up contacts to members who require additional reminders.

Duties of Senior Pastor

- 1. Cast the vision for the project and focus all energies on leading the continuing ministries of the church.
- 2. Ensure that all pastoral staff channel sufficient input to the Building Committee early in the process.
- 3. Keep the congregation informed throughout the project, with communications authorized by the Building Committee.
- 4. Make certain that the Building Committee and its work is fully supported and appreciated by the Board and church members, with the understanding that not all expectations can or will be fully realized.

Responses by Each Member

I will need the following in order to participate as outlined above:

- 1. The support and acceptance of the other Building Committee members.
- 2. To be contacted in a timely manner about meetings, etc. including receiving the agenda for the meeting in advance, and minutes of meetings soon thereafter.
- 3. I need to be reminded of meetings:
 - 3 days before
 - 1 day before
 - day of
 - never
- 4. The best way to contact me is:
 - Email _____
 - US Mail _____
 - Telephone _____

Signed _____

Date _____