

VII. CHECKLISTS FOR BUILDING PROGRAMS

1. BUILDING OR REMODEL PROJECTS

1.1 Steps in project Organization

_____ Review the Building Program & Houses of Worship Revolving Fund Loan Procedures & Guidelines

_____ Assemble a group of congregational members to form a Building Committee to work directly with Legal Services, the Architect and General Contractor.

_____ Prepare and forward a "Letter of Intent" to Legal Services and Mission Center officers to the proposed building project. (See Building Program Approvals and Procedures for information needed in the Letter of Intent.)

1.2 Steps in Preliminary Planning

_____ Interview multiple Architect candidates and select one, if an Architect is being used. Contact Legal Services for assistance in interviewing architect, if needed.

_____ Submit the Architect's contract to Legal Services for review prior to signing.

_____ Schedule periodic updates for the congregation, Legal Services, and Mission Center officers, as planning progresses.

_____ Secure Congregational approval when the preliminary planning is complete.

_____ Forward preliminary plans to Legal Services and Mission Center officers for review and approval.

1.3 Steps in Preliminary Financing Plan

_____ Determine the cost estimate of the project in consultation with the architect.

_____ Determine the resources available to complete the project (Cash on hand, property to be sold, affiliate pool accounts). If a loan will be needed, contact Legal Services to discuss current loan policies and to receive a loan application.

_____ Begin planning for capital campaign. Contact Funding for Mission Office, if needed.

_____ Project approval can often be given at this stage, subject to satisfactory completion of subsequent requirements.

1.4 Steps in Detailed Construction Planning

_____ Authorize architect to proceed with construction drawings when congregation is confident the project is within their means and all required approvals are in place.

_____ Review the World Church Insurance and Bonding Requirements provided in section V, for limits and requirements, and provide a copy to potential contractors.

_____ Review bids and interview multiple contractors to serve as general contractor, with the assistance of the Architect.

_____ Select contractor and verify that contractor can satisfy World Church insurance and bonding requirements.

_____ Request preparation/review of Construction contract by Legal Services.

_____ Obtain project approval before the construction contract is signed.

1.5 Steps in Finalizing the Financing Plan

_____ Determine the final cost estimate of the project based on contractor bids and in consultation with the architect. In addition to contractor's bid, be sure to consider additional amounts for contingencies and change orders, as well as other work not performed by the general contractor such as landscaping, paving, furnishings, signage, etc.

_____ Review again the resources available to the Congregation to complete the project including cash on hand, property to be sold, capital campaign, and affiliate pool accounts. If a loan will be needed, contact Legal Services to discuss current loan policies and to complete a loan application.

_____ Plan and conduct a Capital Campaign if needed and provide the information in the loan application. Contact Funding for Mission Office at 1/800/884-7526 for assistance in planning a capital campaign.

2. CHECKLIST FOR PURCHASE OF PROPERTY

2.1 General

_____ Review the guidelines and procedures carefully.

_____ Complete a Loan Application if needed

2.2 Approvals

_____ Inform and discuss with Mission Center officers the decision to purchase.

_____ Meet with congregation to discuss and approve the purchase of a facility/land.

_____ Forward copies of business meeting minutes to the Mission Center officers, Apostle In Charge and Legal Services.

_____ Provide a Letter of Approval, to be signed by Pastor and Financial Officer, to Mission Center officers, Apostle In Charge, and to Legal Services.

2.3 Offer to Purchase

_____ Forward Offer to Purchase to Penny Edwards, Legal Services, for review PRIOR TO SIGNING.

_____ Include the following mandatory contingency in the offer, "Offer is subject to the approval of the Presiding Bishop of said church."

2.4 Financing

_____ Complete the loan application provided in section X, or request a loan application from Legal Services, if a Houses of Worship Revolving Fund Loan (HWRF) is needed.

_____ Complete the loan application and forward to Legal Services for review.

_____ Plan and conduct a Capital Campaign if needed and provide the information in the loan application.

2.5 Closing the Purchase

_____ Penny Edwards of Legal Services will work directly with the title/abstract company or attorney to close the purchase.