

## **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.