

Check Off Sheet

PROCEDURAL STEPS FOR A CHURCH BUILDING PROGRAM

REFERENCE: 2000 *Book of Discipline*, ¶ 2543 (Also, see 2535-2544)
Missouri Conference, The United Methodist Church

_____ STUDY COMMITTEE ESTABLISHED: A local church which believes there is need to build/purchase a new church, educational building or parsonage, or remodel, if the cost exceeds 10% of its value, shall first establish a study committee. ¶ 2543

_____ STUDY COMMITTEE analyzes the needs of the church and community, projects the potential membership with average attendance and writes up a **program of ministry** (Section I. through ¶ 204)

_____ Written consent of the pastor secured. ¶ 2543.1

_____ Written consent of the District Superintendent secured. ¶ 2543.1

_____ NEW CHURCH and/or RELOCATING: Approval of proposed site granted by the district board of church location and building. ¶ 2519.1

_____ FIRST CHARGE CONFERENCE: Authorizes the project and elects a building committee*. ¶ 2543.3

* The committee on lay leadership will need to have met and prepared a nominating slate of persons to serve on the building committee. (7 to 13 persons are recommended.)

The charge conference may commit to its board of trustees the duties of a building committee. ¶ 2543.3a

_____ THE BUILDING COMMITTEE shall: ¶ 2543.4

- a) Estimate carefully the building facilities needed...
- b) Ascertain cost of property to be purchased, if any.
- c) Develop preliminary architectural plans...
[All new plans or remodeling plans shall include adequate provisions shall be made to facilitate parking, entrance, seating, restroom facilities, and otherwise make reasonably accessible for persons with handicapping conditions.]
- d) If parsonage, comply with ¶ 2543.4d...
- e) Secure an estimate cost of the proposed construction.
- f) Develop a financial plan for defraying the total cost...

_____ DISTRICT BOARD OF CHURCH LOCATION AND BUILDING. ¶ 2543.5

When the above items are in place, the building committee submits to the district board of church location and building for its consideration and approval.

- [1] A statement of need for the proposed facilities.
- [2] The architectural plans (Preliminary Plans).
- [3] Financial estimates and financial plans for payment.

The District Board reviews all plans, suggests any necessary changes, gives approval or disapproval.

_____ MINORITY AND FEMALE WORKERS: ¶ 2543.9

The building committee shall ensure that adequate steps are taken to obtain the services of minority (nonwhite) and female skilled persons in the construction.

CHURCH CONFERENCE** (All full members) ¶ 2543.6

If [when] approval of the preliminary plans is received from the district board of church location and building, the pastor with written consent of the district superintendent shall call a **church conference**.

[Note: The church conference may approve the plans, make suggestions to increase or decrease the scope of the project, or disapprove the project.]

DETAILED PLANS AND SPECIFICATIONS** ¶ 2543.7

After the church conference approves the Preliminary Plans, the Building Committee develops detailed plans and specifications and secures reliable and detailed estimates of cost.

SECOND CHARGE CONFERENCE** ¶2543.7

The detailed plans and specifications are presented for approval of the charge conference.

SECOND MEETING OF DISTRICT BOARD OF CHURCH LOCATION AND BUILDING**

The detailed plans and specifications are presented for approval of district board. ¶ 2543.7

They may, or may not, make additional recommendations.

**** Note:** Often detailed plans and specifications, and reliable and detailed estimates of cost are presented at the first meeting of the district board of church location and building and to the church conference. If this is true, the district superintendent and chair of the district board will need to determine if the second charge conference and second meeting of the district board is needed.

DETAILED PLANS AND SPECIFICATIONS APPROVED

Once the detailed plans and specifications have received the proper approvals, the building committee may be authorized, through the board of trustees to enter into any necessary contracts, deeds, bill of sale, mortgage or other necessary written document to carry out the project. **Any two (2) officers of the church's board of trustees may sign the necessary documents.** ¶ 2540.6

IF A LOAN IS NEEDED, [¶ 2543.11] the local church shall comply with the provisions of ¶¶ 2539-2540.

CASH ON HAND, PLEDGES, AND/OR LOAN:

The local church shall not enter into a building contract or, if using a plan for volunteer labor, incur obligations for materials until it has cash on hand, pledges payable during the construction period, and (if needed) a loan or written commitment therefore which will assure prompt payment of all contractual obligations and other accounts when due. ¶ 2543.12

TRUSTEES OR OTHER MEMBERS shall not be required to guarantee personally any loan. ¶ 2543.13

CONSTRUCTION BEGINS!!!

CONSECRATION SERVICE ¶ 2544

United Methodists consecrate a building when it is open for use but still has an indebtedness. The Bishop or district superintendent is often asked to be present for the occasion. [See UM Book of Worship]

DEDICATION: ¶ 2544

United Methodists dedicate a building when it is debt free. [See UM Book of Worship]