



Building a new facility, maintaining or renovating an existing one for a church or school is a significant undertaking that requires careful planning and execution. This *Project Planning Guide* offers a step-by-step process to ensure that the project's "scope of work" meets the needs of the location. Locations should contact the Construction Department for assistance with any step outlined below.

1. Establish the Project's Purpose

Before any construction begins, clarify what the proposed construction project will solve. Locations should prioritize maintenance and repair in accordance with the location's facility maintenance plan. Locations should avoid projects that are solely to "keep up" with others or that assume it will attract new members or students. Locations should start by considering the following:

- **For churches:** What is the Parish's Mission Statement and does the Parish have a Pastoral Plan established? How will the project meet and/or address the needs outlined in the Pastoral Plan?
- **For schools:** What curriculum, safety, or capacity issues must the project solve?

2. Identify Stakeholders

Locations should involve church leadership, school administrators, educators, parents, students, community members and any specific committees (e.g., finance) in the visioning process for major renovation or new building projects.

3. Assess Needs and Demographics

Locations should analyze the current congregation or student body demographics, projected growth, and specific space requirements (e.g., sanctuary capacity, number of groups, number of offices or classrooms) and develop a clear and objective assessment of the current and future facility needs. This goes beyond surface-level observations and involves detailed analysis.

- **Surveys and meetings:** Engage congregation members, students, staff, and parents to differentiate between "needs" and "wants".
- **Facility assessment:** Review any facility assessment or maintenance plans to determine if any major systems need to be replaced and may be incorporated into current project.
- **Technology integration:** Determine how technology will be integrated into the new or renovated spaces, including audio/visual systems and networking.
- **Safety, Security and Access and Violence Prevention:** Review facilities to identify potential hazards and vulnerabilities.

4. Develop a mission centered vision (guiding principles)

- **Functional areas (for churches):** Determine the layout and features of sanctuary, fellowship, and administrative areas.
- **Educational specifications (for schools):** Create a detailed document outlining the specific features and requirements for teaching spaces.

5. Create a financial plan

- **Funding sources:** Identify potential financing from money on hand and money that can be raised (capital campaign).
- **Capital campaign:** For larger projects, consider hiring a consultant to run a capital campaign and gauge feasibility.
- **Phasing:** Consider phasing the project into smaller, more attainable steps if the total cost is not immediately feasible.

6. Approval & Execution

Locations should ensure that their team is familiar with protocols for requesting and receiving approvals as required. Please see the associated guides.

- **Projects under \$30K** – see Minor Project Guide.
- **Projects over \$30K** – see Major Project Guide.