

# VOLUNTEER CONSTRUCTION RESOURCE GUIDE



## CHURCH FINANCE MINISTRY



NORTH AMERICAN  
MISSION BOARD

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## *WELCOME*

Throughout North America, local churches of all sizes are impacting the mission field. From church plants on the West Coast to established congregations in New England, churches are being blessed as they seek to faithfully carry out the Great Commission. Every church that experiences the joys of baptism and membership growth is presented the challenge of providing adequate facility space for its congregation's needs.

A goal of the Southern Baptist Convention is to establish 100,000 churches by 2020. Many of those churches will require a physical building in which to meet. Although a church is not composed of brick and mortar, these materials often help facilitate the ministries of the local church. Recognizing the accelerated growth of churches in our denomination, many of those fellowships will at some time benefit from the use of a building that is constructed or renovated with the assistance of volunteer labor.

The Church Finance Ministry (CFM) of the North American Mission Board exists to assist SBC-affiliated churches as they prepare for their facility- and finance-related needs. To that end, we have designed the following resource guide as an introductory tool to help local churches wisely prepare to use volunteer labor.

One benefit of your Cooperative Program gifts is that the Church Finance Ministry stands ready to help educate and prepare local churches as they navigate the often treacherous waters of facility planning and finance. Our staff will gladly work with a church on a volunteer project regardless of its lender of choice. For those churches who partner with us through one of our many loan programs, the interest and fees paid will go directly back into the mission field.

We look forward to the privilege of serving your church. Please contact us as early as possible in the construction planning process. Our goal is to help you save time and money as you prepare to lead your church safely through the volunteer construction process.

We prayerfully wish you continued success as you minister in the mission field God has given you!

The Church Finance Ministry of the North American Mission Board

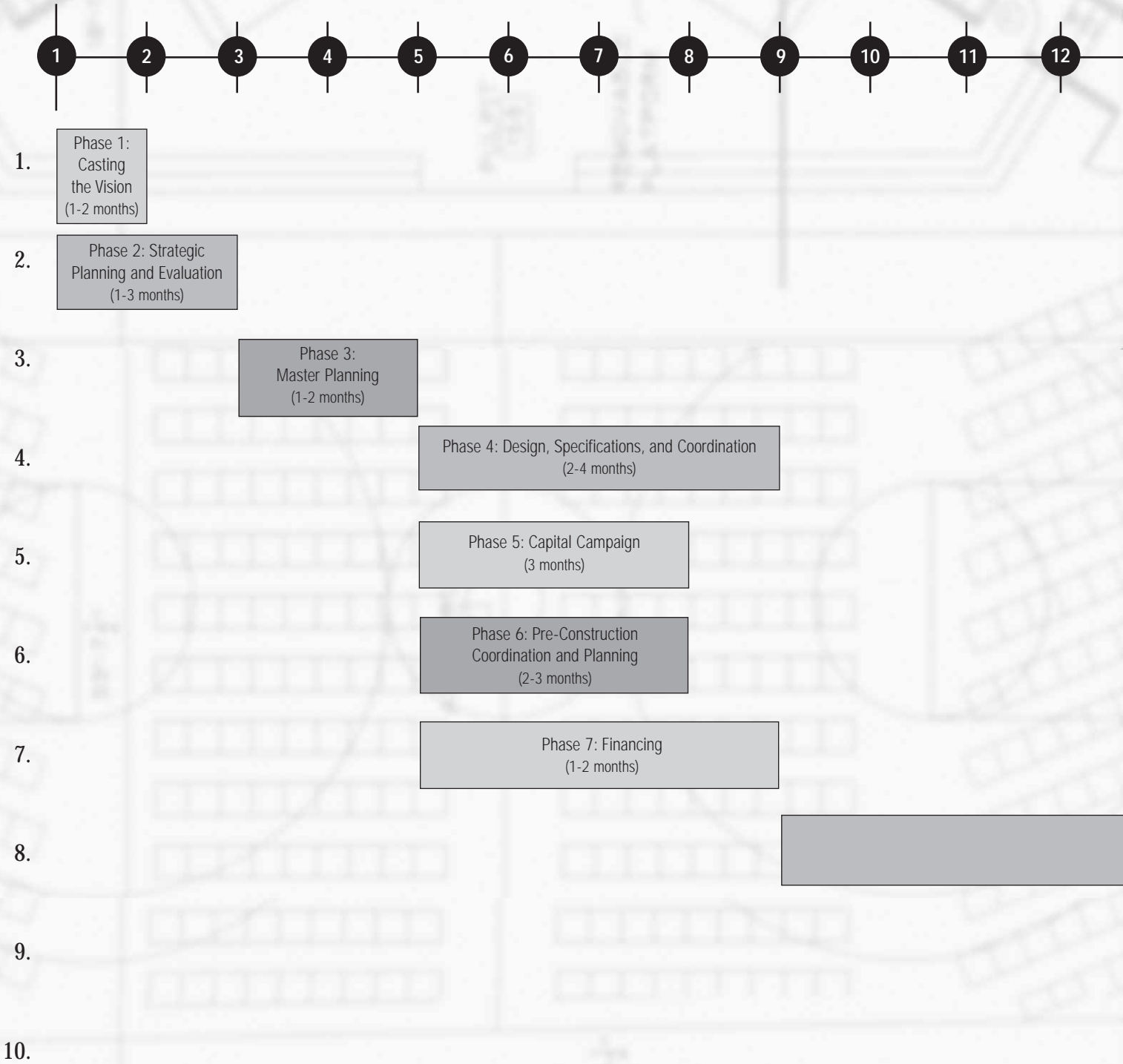


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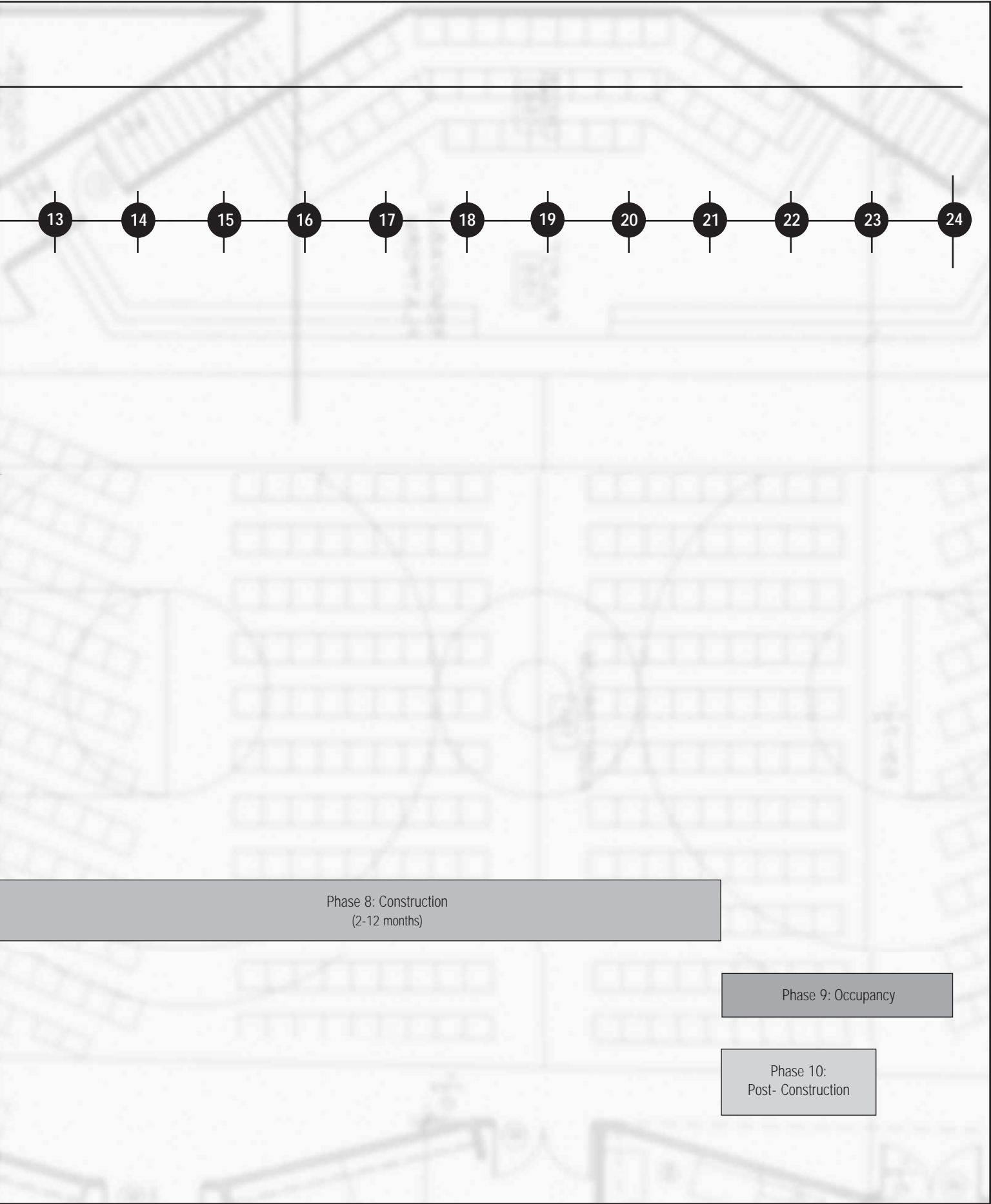
# Project Time Line

*Entire Project: 18-24 months*



\* Each item is explained in the ten sections found in the Building Process chapter.





# The Building Process

The following 10 phases of 'The Building Process' are organized to assist your leadership team in preparing to safely undertake your church's facility planning and construction needs. It may be possible to simultaneously conduct multiple phases of the building process. It will be beneficial to enlist a number of volunteers from within your church to help lead in the process.

## 1. Casting the Vision – Time: One to Two Months

As leadership “dreams the dream,” the strategy for reaching your immediate mission field will be impacted by the type of buildings that the church utilizes. Therefore, proper planning and vision-casting are paramount. During this time you will:



- ☐ Organize and train the Planning and Building Team to study the need (Appendix A).
- ☐ Organize and train a Building Finance Team (Appendix A).

## 2. Strategic Planning and Evaluation – Time: One to Three Months



Once the “vision” has been cast for the project, this next critical step should be started. Remember it is very important that you know your ministry area, both internal and external, and your ministry focus prior to planning your project. Once you know the capacity of your current facilities and your financial position, you can then develop the new facility that will match your ministry plan!

### Evaluating People and Ministries

- ☐ What is the purpose and mission of our church?
- ☐ To whom are we currently ministering?
- ☐ Who is in our ministry field/community (demographic study)?
- ☐ To whom are we equipped to minister?
- ☐ Who do we want to become? Why?
- ☐ What are our strengths and weaknesses?
- ☐ What are our opportunities?

***Using this information, plan ministries, growth, and programs for the next five to ten years.***

### Evaluating Current Facilities

- ☐ Determine amount of land.
- ☐ Review available survey.
- ☐ Evaluate current buildings and condition.
- ☐ Evaluate visibility, accessibility, and acceptability (Appendix B).
- ☐ Evaluate current buildings and furnishings with the consideration of current ministries, future ministries, and opportunities.



### Evaluating the Church's Financial Condition

- ☐ Seek professional assistance
- ☐ Current budget
- ☐ Available cash/funds
- ☐ Ability to borrow funds
- ☐ Capital funding campaign
- ☐ Any other assets

### Anticipated Construction/Facilities

- ☐ Explore the feasibility of a volunteer build versus a general contractor build.
- ☐ Consult with local building authorities to determine if volunteer labor will be allowed, recognizing that some volunteers may be from other states.
- ☐ Determine if the parking provided is adequate to meet building code and church needs.
- ☐ Consult with the state convention volunteer coordinator regarding availability of work groups.
- ☐ Contact your state convention building consultant and the Church Finance Ministry.
- ☐ Complete "Preliminary Construction Funding & Cost Estimates" form (Appendix C).
- ☐ Conduct a space assessment of planned building/square footage.

### Report Findings

- ☐ Update and inform the church on steps 1 and 2 of the building process.
- ☐ Obtain any necessary approvals.

## 3. Master Planning – Time: One to Two Months



This phase of the construction planning process will assist your church in determining the suitability of your property for the long-term ministry needs of your congregation. The findings of the evaluation of the master planning phase will aid in the master design of future facilities. Careful attention and assistance from an architect that has specific master planning experience is a must.

- Consider existing ministries/needs and future ministries/opportunities.
- Present a conceptual plan and preliminary drawings to the church for approval.
- Project preliminary costs using building cost averages and any local influence on costs (Appendix C).

## 4. Design, Specifications, and Coordination – Time: Two to Four Months

During step four, you will work with a number of outside professionals and vendors, such as lenders and architects. Be sure to enlist the aid of qualified church members to assist you in efficiently handling these important aspects of your building program.

- Architect Design–According to financial capacity, develop comprehensive drawings and specifications with the architect.





- **Financial Plan**—Develop a financial plan to fund the project. If a capital campaign is to be utilized, begin immediately to interview organizations that offer these services and schedule the campaign.
- **Volunteer Builders Enlistment and Coordination**—Consult with your state convention volunteer build coordinator. Discuss the project and seek counsel (Appendix D).
- **Project Manager**—Search for and enlist a project manager. This person is instrumental in the coordination of the construction process. The project manager should be able to coordinate a commercial construction project and commit the time to take the project to completion/occupancy (Appendix E).
- **Church Approval**—Present the final drawings for churchwide approval and provide an update on the status of the project.

## 5. Conducting the Capital Campaign (Optional) – Time: Three Months

A capital campaign may assist your church in rapidly raising needed funds to assist in paying for costs associated with your construction project. Capital campaigns typically begin prior to the start of a construction project and last for one to three years. It will be important to contact your state convention or professional stewardship company as soon as possible to aid you in this endeavor.



- Serves as an optional financial tool for a church to raise funds over and above regular giving.
- Raises designated funds to build or can be utilized to accelerate the retirement of debt.
- Should be conducted after the vision has been cast, the architect renderings have been completed, and the preliminary project costs have been determined.
- May benefit from outside assistance. Consult with your state convention stewardship director or Church Finance Consultant for information on organizations that can help your church conduct an effective campaign.



## 6. Pre-Construction Coordination and Planning – Time: Two to Three Months

The success of a construction project is often determined during phase six. A key aspect of pre-construction coordination will be to select and enlist the project manager who will be vital to the execution of the project. Once selected, the project manager will direct the construction planning process on behalf of the church's building committee. The project manager will also liaison with other professionals on behalf of the church.

- **Consult local/state** building authorities to determine permit requirements and process.

- **Develop the construction budget** (Appendix G). The development of a detailed construction budget cannot be overstated. *All line items should be adequately researched and discussed.* Some work may require local subcontractors and these items should be identified during this process. A church contingency of three to five percent should also be added to the total project costs. In addition, most lenders will require an additional contingency equal to five percent of the project costs. This contingency is primarily utilized by the lender when unexpected costs, such as municipal/building authority changes, are imposed.
- **Develop project time line and calendar**—Develop a project time line similar to the example provided. In addition, a calendar should be developed which outlines each project phase. Developing, updating, and reviewing the project calendar and reporting on a regular basis will help the committees maintain the schedule.
- **Identify volunteer work teams** and the scope of their capabilities. Utilize the “Volunteer Work Group Information” form found in Appendix D. Seek counsel through your state convention volunteer build consultant and NAMB’s “The Bridge” Web site (<http://thebridge.namb.net>). For additional information on sending and receiving volunteer groups see [www.namb.net/logistics](http://www.namb.net/logistics). Ensure that your project manager is part of this process and approves each work group.
- **Determine and bid out any work** that cannot be accomplished by volunteer work teams. Seek competitive bids for all subcontract work.
- **Revise plans, budget, and scope** of work as needed.
- **Obtain quotes for needed/required insurance.** Insurance should be used to cover the church, the project, professional contractors, liability insurance, and worker’s compensation, if required. Ensure that insurance for volunteer workers (individuals) is in place before they arrive at the work site. This insurance is available for volunteer workers and will provide coverage from the time they leave their home until they return there. NAMB Volunteer Mobilization has information on this type of coverage.
- **Make arrangements for alternate facilities** if plans require displacement of existing ministries.
- **Update the church** on progress and obtain any approvals that are needed.

## 7. Financing – Time: One to Two Months

With the first six steps completed and/or well under way, it is now time to finalize your financing plans. Remember it is important to secure both the construction loan and the permanent loan at this time. In many cases, the same lender may be used for both loans. It is recommended that you approach at least two lenders to obtain proposals. Regardless of who you desire to finance the project, it is often beneficial to consult with the Church Finance Ministry of the North American Mission Board. This ministry team has many years of experience in structuring loan packages and providing financing for church facilities.





• **Be prepared** for the lender to request the following information:

- ☐ Financial statements (income & expense) for three previous years and the current year
- ☐ Most recent year-end and current balance sheets
- ☐ Current budget
- ☐ Bank statements
- ☐ Resume of pastor
- ☐ Credit references
- ☐ Information on current property and proposed construction
- ☐ Line item construction budget
- ☐ Approved construction working drawings
- ☐ Construction specifications

*The following are three main ratios a lender may utilize.*

- **Debt Service Ratio = 30 percent** (total of all annual debt payments divided by undesignated income)
- **Fixed Expense Ratio = 85 percent** (total of all annual fixed expenses divided by undesignated income)
- **Loan to Value Ratio = 75 percent** (loan amount divided by the value of the property with improvements)

*One or both of the following financing instruments may be used.*

- **Construction Financing**—Used to finance the construction phase of a project (typically 12 months or less). Generally only accrued interest is paid monthly during this loan.
- **Permanent Financing**—Used to take out a construction loan or refinance existing debt. There are two basic types of permanent financing solutions:
  - \* **Bonds**—financial instrument sold to public individual investors
  - \* **Mortgage Loans**—loan from a financial institution

• **Update the church** on progress and obtain approvals as needed.

## 8. Construction – Time: Two to Twelve Months

Congratulations! You have completed the first seven steps, and you are ready to begin the construction of the new facility. Please review each of the following points carefully before breaking ground on the site and/or bringing in equipment and/or supplies.

- ☐ Plan and conduct a groundbreaking ceremony.
- ☐ Obtain all permits.



- ☐ Coordinate with your state convention volunteer build coordinator and volunteer work groups.
- ☐ Do not begin construction until loan is approved and closed.
- ☐ Coordinate inspections and maintain regular communication with the architect.
- ☐ Regularly communicate with the lender.
- ☐ Closely monitor all work and costs; ensure budget stays in balance.
- ☐ Give monthly updates to the church. If change orders above pre-authorized spending limits are needed, obtain approvals.
- ☐ Make arrangements for furnishings.
- ☐ Develop detailed punch list as construction nears completion.
- ☐ Ensure the final punch list is retired as construction draws to a close.
- ☐ Evaluate any outstanding contracts or open items and bring to closure.
- ☐ Finalize and discontinue any unneeded construction related insurance.
- ☐ Upon project completion, obtain the certificate of occupancy from the local building authority.



## 9. Occupancy

Once you obtain a certificate of occupancy from the local building inspector, the church may begin to utilize its newly constructed space.

- ☐ Plan and conduct a dedication service and open house.
- ☐ Coordinate the occupancy and utilization of space.

## 10. Post-Construction

After the project has been completed, spend time debriefing both your project manager and building team. Discuss what aspects of the project went as planned and what areas of the project needed improvement. Retain notes of the discussion for future projects. Be sure to train your maintenance staff on proper use of building systems, since inappropriate use can void manufacturer warranties.



- ☐ Evaluate the entire process.
- ☐ Plan for cleaning and maintenance, including training.
- ☐ Follow up on warranty items.
- ☐ Document the project and retain paperwork for historical reference.



## Other Important Information

- Contact your NAMB Church Finance Consultant nine to 18 months prior to construction.
- Completion of an application does not guarantee a loan will be approved, nor does a verbal affirmation from your lender constitute approval. Seek a term sheet or commitment letter from your lender.
- **Do not begin any site work or start accumulating supplies until your lender advises that it is acceptable to move forward.** If this rule is violated, it could stop the project for a period of time, require more paperwork, and/or drive additional costs.
- Too much debt will cause a church to stop growing as fast as not having enough space!
- Be flexible; construction projects will strain even the best of leaders.
- It is in the best interest of the church's health that the pastor remains focused on the ministries of the church. Therefore, the pastor should refrain from being the primary contact for the proposed project.
- In all things pray for . . .
  - Wisdom
  - Protection
  - Unity
  - Humility
  - Discernment
  - Patience
- "Without consultation, plans are frustrated, but with many counselors they succeed" (Prov. 15:22, NASB).

### Contact Information:

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## Additional Resources



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THE BRIDGE  
Connecting Volunteers With Missions

**Volunteer Mobilization, NAMB**  
1 800 462-8657  
<http://thebridge.namb.net>



**Your State Convention**  
State Building Consultant  
Volunteer Construction Coordinator  
State Church Architecture Representative  
Stewardship/Capital Campaign Director

### **Your State Baptist Foundation**



*Biblical Solutions for Life*

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# APPENDIX

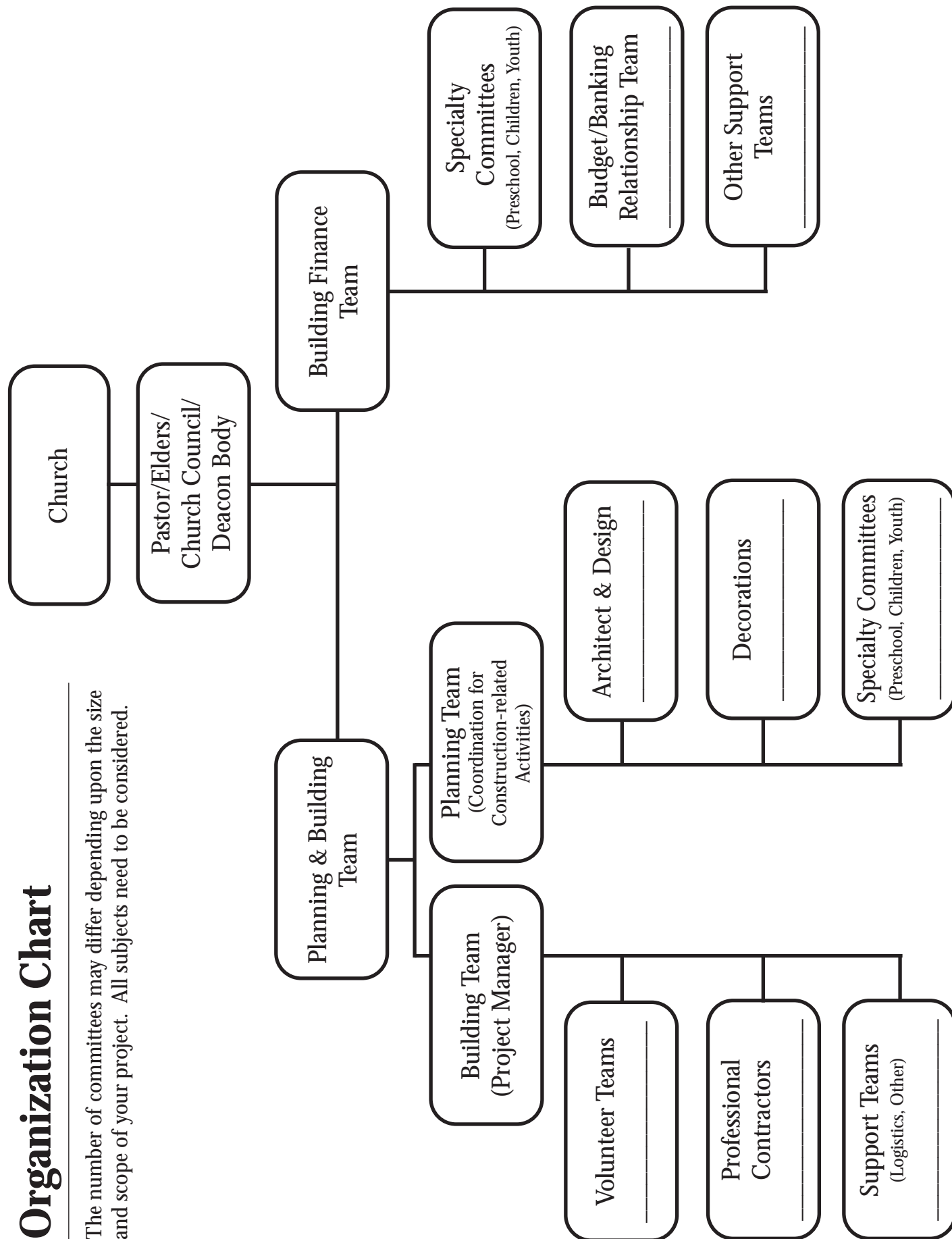
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# Organization Chart

The number of committees may differ depending upon the size and scope of your project. All subjects need to be considered.







# Site/Facility Evaluation

## Basic Site Information

Location \_\_\_\_\_

Amount of Road Frontage \_\_\_\_\_ Lot Dimensions \_\_\_\_\_ X \_\_\_\_\_ = Area \_\_\_\_\_ Sq. Ft.  
 or Acres \_\_\_\_\_ Parking #/spaces \_\_\_\_\_ or \_\_\_\_\_ Sq. Ft. Surface Type \_\_\_\_\_

Utilities Available \_\_\_\_\_ Water (Municipal or Well) \_\_\_\_\_ Gas (Nat. or L/P) \_\_\_\_\_ Sewer (City or Septic Tank) \_\_\_\_\_ Electricity \_\_\_\_\_

Street \_\_\_\_\_ Curb/Gutter/Sidewalks \_\_\_\_\_

Other Site Improvements \_\_\_\_\_

Land \_\_\_\_\_ Improvements \_\_\_\_\_ Tax Rate \_\_\_\_\_  
 (Market Value)

Previous Usage of Site/Facilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please answer all questions. For sections 1-3, please rate your site as "Good," "Fair," or "Poor" in each of the requested areas.

	GOOD	FAIR	POOR
<b>1. VISIBILITY</b>			
a. Could the church be easily seen?	_____	_____	_____
b. Will the site be in a heavy traffic pattern?	_____	_____	_____
c. Is the site clear of large signs or billboards?	_____	_____	_____
<b>2. ACCESSIBILITY</b>			
a. Is the site located on major street or highway?	_____	_____	_____
b. Can the site be easily found?	_____	_____	_____
c. Will it be easy to enter and exit the site?	_____	_____	_____
<b>3. ACCEPTABILITY</b>			
a. Will zoning permit church to be built on the site?	_____	_____	_____
b. Will the church have adequate parking to meet local building code and church needs?	_____	_____	_____
c. Will off-street parking be required?	_____	_____	_____
d. Is the site large enough to meet the needs of the target area?	_____	_____	_____
e. Will the site be clear of all reversionary clauses?	_____	_____	_____
f. Is the site basically level?	_____	_____	_____
g. Does the site have good drainage?	_____	_____	_____

If your answer to any question below is "Yes," please explain under "Comments." If more space is needed, please attach a separate sheet.

	NO	YES
<b>4. SOIL CONDITION</b>		
a. Are the improvements located on filled or expansive soil, or are there foundation, structural or soil problems on the property, including driveways and parking areas?	_____	_____
b. Has a percolation test been performed on the site?	_____	_____
<b>5. HAZARDOUS MATERIALS</b>		
Have hazardous materials or toxic waste/substances been deposited . . .		
a. . . on or under the subject property?	_____	_____
b. . . adjacent to the property?	_____	_____

6. STORAGE TANKS	NO	YES
a. Are there any underground storage tanks on the property?	_____	_____
b. Have these tanks been tested for leakage?	_____	_____
c. Have any of these tanks leaked in the past?	_____	_____
d. Are there any above-ground storage tanks on the property?	_____	_____
e. Are there adjacent properties from which hazardous material contamination have/could affect the property?	_____	_____
7. PHYSICAL CONDITION	NO	YES
Are there any defects or needed repairs in the following?		
a. Roof	_____	_____
b. Mechanical equipment including air conditioning and heating equipment	_____	_____
c. Foundation	_____	_____
d. Floors	_____	_____
e. Exterior walls	_____	_____
f. Structural components	_____	_____
g. Electrical systems and equipment	_____	_____
h. Plumbing systems and equipment	_____	_____
i. Windows, doors, plate glass	_____	_____
j. Parking areas and driveways	_____	_____
k. Lawn and landscaping	_____	_____
8. ASBESTOS	NO	YES
a. Do the existing improvements contain asbestos?	_____	_____
b. Is asbestos in good condition?	_____	_____
9. EASEMENTS	NO	YES
Are there any easements or agreements (public or private, utilities, sewers) over or under the property?	_____	_____
10. ENVIRONMENTAL SENSITIVE ZONES	NO	YES
Is the property in or near a floodplain, wetland, ecologically sensitive area, de-stabilized soil and/or earthquake-sensitive areas?	_____	_____
11. BUILDING CODES	NO	YES
a. Do you know of any violations of building codes or city ordinances concerning this property?	_____	_____
b. Do you know of any health or safety violations?	_____	_____
c. Do you know of any violations of deed restrictions affecting the property?	_____	_____
12. CONDEMNATION OR STREET WIDENING	NO	YES
Is the property located in an area where public authorities are contemplating proceedings for freeway, thoroughfare, rail or utility construction, a redevelopment project, street widening or lighting, or other similar public projects?	_____	_____
13. OTHER INFORMATION	NO	YES
Is there any information which should be disclosed that has not been covered by the questions above?	_____	_____

COMMENTS \_\_\_\_\_

\_\_\_\_\_

Church \_\_\_\_\_ Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ Telephone \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_

# Preliminary Construction Funding & Cost Estimates

A successful construction project is accomplished in the planning stages. Every aspect of the project must be carefully considered. Included in this process is a firm understanding of the financial cost of the project and how a church will pay for those costs. Please complete the following:

## Funding Source

Cash on-hand for project	\$ _____
Pledges/one-time gifts	\$ _____
Loan needed	\$ _____
Total funding estimate	\$ _____

Describe pledges/one-time gifts \_\_\_\_\_

## Funding Use

	COST	
<b>Hard Construction Costs</b>		
Site work, excavation, grading, and site preparation	_____	
Building	_____	
Paving	_____	
Utility service	_____	
Site signage and lighting	_____	
Fire safety costs (sprinklers, fire alarms, etc.)	_____	
Other	_____	
		Subtotal _____
Construction contingency (construction cost x 7-10%)	_____	
		Subtotal _____
<b>Soft Costs</b>		
Architect and engineer fees	_____	
Project manager fees	_____	
Government permits, other fees	_____	
		Subtotal _____
<b>Miscellaneous</b>		
Landscaping, irrigation	_____	
Furnishings, equipment, audio-visual	_____	
Off-site costs (traffic control, fire hydrants, etc.)	_____	
		Subtotal _____
<b>Finance Costs</b>		
Construction financing	_____	
Closing costs/origination fee for loan	_____	
		Subtotal _____
	Estimated Project Cost	_____



# Volunteer Work Group Information

## 1. GROUP INFORMATION

Date \_\_\_\_\_  
 Group Name \_\_\_\_\_  
 Group Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Group Phone ( ) \_\_\_\_\_ Cell Phone/Pager ( ) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Group Fax ( ) \_\_\_\_\_ Add'l E-mail \_\_\_\_\_  
 Name of Local Association \_\_\_\_\_ Director of Missions \_\_\_\_\_

## 2. GROUP COORDINATOR INFORMATION

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Cell Phone/Pager ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_  
 E-mail \_\_\_\_\_

## 3. GENERAL INFORMATION AND SKILLS

Estimated number in work group \_\_\_\_\_

Do you have a particular project location interest? \_\_\_\_\_

Please list group skills and level of expertise in the group (including computer skills) \_\_\_\_\_

Briefly describe your group volunteer church building construction work experience and what you hope to accomplish in this project. \_\_\_\_\_

Are any group members licensed or certified in construction? Please describe \_\_\_\_\_

Will you provide your own tools (if necessary)? \_\_\_\_\_

## 4. PROJECT INFORMATION

What dates are you available for construction? \_\_\_\_\_

What housing accommodations will be required? (Check any that apply)

\_\_\_\_ Housing provided by church \_\_\_\_ Camper/motor home

\_\_\_\_ Provide own lodging If you provide your own lodging, what services do you require?

Can/will you secure appropriate insurance coverage for the volunteers? \_\_\_\_\_

Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

"The Bridge" (<http://thebridge.namb.net>) is a tool to help your church enlist volunteer work groups.

The "Volunteer Mobilization Project Logistics" manual (<http://www.namb.net/logistics>) is a resource for help in the sending and receiving of volunteers.





# Volunteer Construction Project Manager Information

## Approval and Eligibility of Project Managers

Project managers will be approved by the church's lender of choice. Candidates for the position of project manager will be expected to demonstrate significant knowledge and experience in constructing church facilities and/or commercial structures. Familiarity with local building codes, past recruitment and management of volunteer work groups, and successful history of church facility construction will be required for qualified candidates.

## Duties of Project Managers

Project managers are expected to:

- Oversee all phases of construction
- Serve as the church's primary on-site liaison with the lender and government/regulatory agencies
- Coordinate and supervise qualified volunteer work groups
- Assist in certifying all draw requests
- Oversee volunteer projects until the issuance of the Certificate of Occupancy
- Reside on or near the job site (usually)

Project managers seeking to work on NAMB-related projects:

- Must be approved by the director of Church Finance Ministry
- May be approved independently of loan request, and will thereafter be considered an “approved” project manager unless otherwise revoked by the director of Church Finance Ministry. Application for certification as a project manager may be obtained upon request from the Church Finance Ministry of the North American Mission Board
- Must be endorsed by appropriate state convention partners





# Project Manager Certification Form

## 1. CONTACT INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Cell Phone/Pager (    ) \_\_\_\_\_ E-mail \_\_\_\_\_

Business Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_ Add'l E-mail \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Church Membership \_\_\_\_\_ City/State \_\_\_\_\_

Pastor \_\_\_\_\_ Director of Missions \_\_\_\_\_

## 2. CONSTRUCTION EXPERIENCE (Please indicate if professional or volunteer)

EMPLOYER/PROJECT	LENGTH OF JOB/PROJECT	DUTIES ASSIGNED

## 3. GENERAL SKILLS

A. Please list your skills and level of expertise (including computer skills) \_\_\_\_\_

\_\_\_\_\_

B. Are you licensed or certified in construction? Please describe \_\_\_\_\_

\_\_\_\_\_

## 4. PROJECT INFORMATION

A. What dates are you available for construction? \_\_\_\_\_

B. How much time can you commit to the project? \_\_\_\_\_ Entire time \_\_\_\_\_ #/Months \_\_\_\_\_ #/Weeks

C. What housing accommodations will be required? \_\_\_\_\_ Housing provided by church \_\_\_\_\_ Camper/motor home

5. REFERENCES (Please include contacts from previous projects and personal references - use additional sheet if necessary)

1. Name

Title

Address

Home Phone

Work Phone

2. Name

Title

Address

Home Phone

Work Phone

3. Name

Title

Address

Home Phone

Work Phone

4. Name

Title

Address

Home Phone

Work Phone

I have read the “Approval and Eligibility of Project Managers” and the “Duties of Project Manager” information and fully understand the responsibility and requirements in securing certification. I also certify that all statements and information in this certification are correct and complete. The undersigned authorizes the lender to make such inquiries and gather such information as deemed necessary concerning any information provided to the lender on this certification.

Signature

Date

Approval:

Lender Representative

Date

Return completed forms to:  
Church Finance Ministry  
North American Mission Board  
4200 North Point Pkwy.  
Alpharetta, GA 30022-4176



# Volunteer Construction Project Budget Worksheet

Church Finance Ministry, NAMB  
www.churchfinanceministry.com  
1 800 759-5901

	Cost of Materials	Cost of Labor		Total Cost	Volunteer Team/ Subcontractor
		With Volunteers	Without Volunteers		
<b>Architect</b>					
Master Planning					
Concept Drawings					
Construction Drawings					
Other					
Subtotal - Architect					
<b>Permits</b>					
State					
Local					
Mechanical					
Electrical					
Heating and Air					
Plumbing					
Roadway Permit					
EPA					
Other					
Subtotal - Permits					
<b>Utilities/Impact Fees</b>					
Water (tie-in or well)					
Sewer (tie-in or septic)					
Natural Gas (tie-in or propane, heating oil, etc.)					
Temporary Utilities for Construction Site					
Off-Site Improvements (traffic control, fire hydrants)					
Equipment Rental					
Other					
Subtotal - Utilities/Impact Fees					
<b>Temporary Services</b>					
Portable Toilet					
Trash Removal/Dumpster					
Fencing					
Cleanup					
Other					
Subtotal - Temporary Services					

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	Cost of Materials	Cost of Labor With Volunteers	Cost of Labor Without Volunteers	Total Cost	Volunteer Team/ Subcontractor
<b>Insurance</b>					
Hazard/Builder's Risk					
General Liability					
Worker's Compensation					
Other					
Subtotal - Insurance					
<b>Financing Costs and Other Fees</b>					
Appraisal					
Surveys (initial, footings, as-built)					
Inspection Fees					
Origination and Tax Service Fees					
Closing Costs					
Construction Interest					
Termite Treatment					
Other					
Subtotal - Financing Costs and Other Fees					
<b>Site Work</b>					
Soil Testing					
Environmental Impact					
Storm Water Handling (retention pond, etc.)					
Highway/Roadway Access					
Earthwork (moving, removal, addition)					
Equipment Rental					
Demolition					
Other					
Subtotal - Site Work					
<b>Foundation</b>					
Layout/Mobilization					
Footers					
Masonry					
Concrete (footers, slab, etc.)					
Exterior Concrete (steps, porches, walkways, etc.)					
Equipment Rental					
Basement					
Other					
Subtotal - Foundation					

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	Cost of Materials	Cost of Labor With Volunteers	Cost of Labor Without Volunteers	Total Cost	Volunteer Team/ Subcontractor
<b>Building Shell</b>					
Steel					
Masonry					
Trusses					
Framing (lumber, nails, etc.)					
Equipment Rental					
Other					
Subtotal - Building Shell					
<b>Roofing System</b>					
Felt					
Shingles					
Nails					
Flashing					
Vents					
Gutters					
Equipment Rental					
Other					
Subtotal - Roofing System					
<b>Mechanical Systems</b>					
HVAC (Heating, Ventilation, Air Conditioning)					
Electrical					
Plumbing					
Fire Alarm (including emergency exit lighting)					
Fire Suppression (sprinkler, extinguishers, etc.)					
Security System					
Fire Suppression (mechanical rooms)					
Equipment Rental					
Other					
Subtotal - Mechanical Systems					
<b>Exterior Finishes</b>					
Brick					
Block					
Stucco					
Siding					
Soffit/Facia/Trim/Vents					
Columns					
Painting/Exterior Trim					
Lighting					

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	Cost of Materials	Cost of Labor With Volunteers	Cost of Labor Without Volunteers	Total Cost	Volunteer Team/ Subcontractor
Equipment Rental					
Other					
<b>Subtotal - Exterior Finishes</b>					
<b>Interior Finishes</b>					
Insulation					
Drywall					
Movable Walls/Partitions					
Caulking/Sealants					
Glazing					
Carpentry					
Floor Finish					
Carpet					
Wood					
Vinyl					
Tile					
Special Flooring (gym, kitchen)					
Electrical Fixtures					
Plumbing Fixtures					
Water Fixtures					
Wash Basins					
Commodes					
Urinals					
Janitor Closets					
Other					
Restroom Stalls					
Mirrors					
Cabinets					
Countertops					
Trim					
Base					
Crown					
Door Trim					
Chair Rail					
Wall Finish					
Painting					
Wallpaper					
Other					
Equipment Rental					
<b>Subtotal - Interior Finishes</b>					

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Other Finishes	Cost of Materials	Cost of Labor		Total Cost	Volunteer Team/ Subcontractor
		With Volunteers	Without Volunteers		
Interior/Exterior Doors					
Finish Hardware					
Windows					
Equipment Rental					
Other					
Subtotal - Other Finishes					
<b>Furniture and Equipment</b>					
Signage					
Cubicles					
Chairs					
Bookshelves					
Phone System					
Automation Network					
Wiring					
Computer Workstations					
Computer Servers					
Software					
Broadband					
Conference Room Furniture					
Table					
Chairs					
Kitchen					
Refrigerator					
Ice Maker					
Stove					
Prep Tables					
Steam Tables					
Cabinets					
Countertops					
Sinks					
Dishwasher					
Kitchen Hood (fire suppression)					
Other Kitchen Equipment					
Library					
Shelves					
Desks					
Files					
Electronic Filing System					

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Cabinets and Countertops	Other					
Nursery/Preschool	Baby Beds					
Changing Tables	Rockers					
Swings	Toys					
Playground Equipment	Child Care Security System (Paggers)					
Other	Classrooms					
Tables	Chairs					
Marker Boards	Other					
Fellowship Area	Tables					
Chairs	Serving Tables					
Other	Activity Center/Gym					
Tables	Chairs					
Recreation Equipment	Special Flooring					
Other	Foyer/Welcome Center					
Furniture	Tables					
Chairs	Sofas					
Cabinets and Countertops	Bookshelves					
Tract Racks	Other					
Equipment Rental	Subtotal - Furniture & Equipment					

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Furniture and Equipment/Worship Center									
Platform Framing and Labor									
Furniture									
Pews									
Chairs									
Pulpit Furniture									
Baptistry									
Other									
Audio									
Sound Engineer									
Equipment									
Installation									
Other									
Visual									
Projectors (congregation, choir, platform)									
Screens									
Computer									
Software									
Other									
Lighting									
House Lighting									
Platform Lighting									
Performance Lighting									
Control Panel									
Other									
Equipment Rental									
Subtotal - Furniture & Equip./Worship Center									
Parking									
Curbing									
Paving									
Storm Water Collection Boxes and Drains									
Striping (lane markers, directional markers, special parking)									
Highway/Roadway Access									
Special Needs Parking									
Handicapped									
Visitors									
Bus/Van									
Equipment Rental									
Other									
Subtotal - Parking									
Landscaping									
Finish Grading									

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	Cost of Materials	Cost of Labor		Total Cost	Volunteer Team/ Subcontractor
		With Volunteers	Without Volunteers		
Beds					
Plants					
Trees					
Sod					
Seeding					
Sprinkler/Watering Systems					
Equipment Rental					
Other					
Subtotal - Landscaping					
Contingency					
Church Contingency (2% - 5%)					
Lender Contingency (5%)					
Subtotal - Contingency					
TOTAL COST OF PROJECT					









*"Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? For if he lays the foundation and is not able to finish it, everyone who sees it will ridicule him"*  
(Luke 14: 28-29, NIV).

***"Without consultation,  
plans are frustrated,  
but with many counselors  
they succeed"***  
(Prov, 15:22, NASB).

**"Commit your works to the Lord, and your plans  
will be established" (Prov. 16:3, NASB).**

***"There is an  
appointed time  
for everything  
And there is a  
time for every  
event under  
heaven"***  
(Eccl. 3:1, NASB).

**"LET THE WISE LISTEN AND  
ADD TO THEIR LEARNING,  
AND LET THE DISCERNING  
GET GUIDANCE"  
(PROV. 1:5, NIV).**

***"Make plans  
by seeking advice"***  
(Prov. 20:18, NIV).



**NORTH AMERICAN  
MISSION BOARD**

4200 North Point Pkwy.  
Alpharetta, GA 30022-4176

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