**BUILDING STEERING TEAM**

***CHAIRMAN***

* Work together with Senior Pastor, Executive Pastor and staff in moving the church forward with God’s vision for the future
* Work with subcommittee chairpersons and hold them accountable
* Serve as liaison between the Building Steering Team and the church (along with the Senior Pastor and the Executive Pastor)
* Chair all meetings of the Building Steering Team and make sure they operate with the utmost efficiency and with Christ-honoring attitudes and actions
* Set the spiritual tone for this advancement of God’s Kingdom

***SECRETARY***

* Keep detailed minutes for each meeting of the Building Steering Team
* Prepare and distribute appropriate reports
* Inform team members about meeting dates and times
* Assist the Chairman, Executive Pastor and Senior Pastor in drafting reports to the church

***PRAYER***

* Develop and implement a strong prayer ministry that is designed to under gird the entire planning/building process
* Enlist church members to be a part of this ongoing prayer ministry (involve as many members as possible)
* Regularly publish/provide up-to-date prayer guides for all members of the prayer ministry
* Serve as member of the Building Steering Team
* Keep Building Steering Team informed about progress of the Prayer Team

***PLANS***

* Lead the planning process so the building is designed to meet program space needs
* Enlist church members to assist in this responsibility
* Must work with appropriate staff members regarding their particular program areas
* Work with Architect in developing complete construction plans and specifications for the new building
* Serve as member of the Building Steering Team
* Keep Building Steering Team informed about progress of the Planning Team

***PROMOTION***

* Enlist qualified church members to assist you in your responsibilities
* Keep the church informed about the building project (this stimulates interest, support, and participation)
* Keep informed about the actions of the other subcommittees and make decisions about what is worthy of publicizing
* Discover and utilize as many channels of publicity as possible
* Serve as member of the Building Steering Team
* Keep Building Steering Team informed about progress of the Promotion Team

***CHURCH GROWTH***

* Enlist vision-minded church members to assist you in your responsibilities
* Work closely with the Executive Pastor and Staff to develop a long-range plan for property and ministry
* Provide a detailed demographic study of the city
* Develop, with the aid of city leaders and the Executive Pastor, a long range look at the future of the surrounding area
* Serve as member of the Building Steering Team
* Keep Building Steering Team informed about progress of the Church Growth Team

***FURNISHINGS***

* Enlist sharp church members who are gifted in this area
* Inventory and evaluate current furnishings that will be impacted by this building project
* Consult with the plans subcommittee Chairman and the Architect
* Determine what new furnishings are needed after conferring with appropriate staff member for that particular area
* Get bids and make recommendations to the Building Steering Team
* After approval is given, order the furnishings and make sure everything is set up before the occupancy date
* Serve as member of the Building Steering Team
* Keep Building Steering Team informed about progress of the Furnishings Team

***CONSTRUCTION***

* Enlist 3-5 church members to assist you in your responsibilities
* Maintain clear line of communication with the Architect, Project Manager, and the Executive Pastor
* Work with Architect and Project Manager in securing bids from reputable subs
* Be available for on-site inspections with Project Manager and Architect
* Work closely with plans subcommittee to make sure the intent of the plans and the program provisions are not changed
* With project manager, approve payment of draws after the work has been completed
* Clear all major items with Building Steering Team and the Chairman before approving them or rejecting them
* Serve as member of the Building Steering Team
* Keep Building Steering Team informed about progress of the Construction Team

***FINANCE***

* Enlist several qualified church members to be a part of your team
* Develop an in-depth presentation of the church’s financial status, the church’s numerical and financial growth, and the church’s rationale for building
* Prepare a report concerning financing options for the church’s building program
* Seek out banks/lending institutions and get their very best bid for financing this building program
* Work with our legal counsel and make sure all documents are appropriate before signing
* Serve as member of the Building Steering Team
* Keep Building Steering Team informed about progress of the Finance Team