

# CHURCH BUILDING ON-SITE CONSULTATION FORM

Name of Church: \_\_\_\_\_

Church mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Committee Chairperson or Contact Person: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Pastor: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Association: \_\_\_\_\_

## AREAS OF CHURCH BUILDING CONSULTATION DESIRED (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Educational/Fellowship Space             | <input type="checkbox"/> Worship Space                            |
| <input type="checkbox"/> Recreation Space/Family Life Center      | <input type="checkbox"/> Parking                                  |
| <input type="checkbox"/> Renovation of Education Space            | <input type="checkbox"/> Landscaping                              |
| <input type="checkbox"/> Renovation of Worship Center             | <input type="checkbox"/> Renovation of Fellowship Hall Facilities |
| <input type="checkbox"/> Multiple Sunday Schools                  | <input type="checkbox"/> Master Plan for Future Phases            |
| <input type="checkbox"/> Relocation from present site             | <input type="checkbox"/> Multiple Worship Services                |
| <input type="checkbox"/> Building Steering Committee Organization | <input type="checkbox"/> Church Weekday Education / Kindergarten  |

# ON-SITE AGREEMENT

The \_\_\_\_\_ Baptist Church of \_\_\_\_\_ has agreed by vote of the congregation on (date) \_\_\_\_\_ to enter into the preliminary consultation phase toward building a new building or renovation of existing church facilities. A committee of \_\_\_\_\_ persons has been formed to activate information and will be present for an on-site consultation.

Verification of vote: \_\_\_\_\_  
(Signature of Moderator or Church Clerk)

Members of the committee to meet with the on-site consultant:

_____	_____
_____	_____
_____	_____
_____	_____

Pastor Signature: \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_

Contact cell phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Please fax this signed sheet to South Carolina Baptist Convention attention Robert Grant at 803.799.1044

## VITAL STATISTICS

**Resident church membership:** \_\_\_\_\_  
Check current membership list kept and reported by the church clerk.

**Average worship attendance:** \_\_\_\_\_  
Have ushers/staff or choir members count the congregation each week. Record these counts in the bulletin weekly.

**Sunday School enrollment:** \_\_\_\_\_  
This is the net enrollment advanced from year to year.

**Sunday School average attendance:** \_\_\_\_\_  
Usually taken from the on-going Sunday School records from each unit/class for the past 12 months.

**Past year's budget:** \$ \_\_\_\_\_

**Past year's undesignated receipts total:** \$ \_\_\_\_\_  
Undesignated receipts will be on record with the Church Clerk or present Finance Committee. Do not include mission's offerings or special projects—only budget receipts used for general programming.

**Current amount in building fund:** \$ \_\_\_\_\_  
Report from Church Clerk or Finance Committee.

**Current amount in savings – undesignated:** \$ \_\_\_\_\_

**Current year's budget:** \$ \_\_\_\_\_  
Report from Finance Committee.

**Amount of current church debt:** \$ \_\_\_\_\_  
Buildings, Busses/vans, equipment, etc...

**Acres available for building:** \_\_\_\_\_  
The City/County Tax Maps, County Clerk of Means Convenience and Deeds are the best source for total acres. Measurement of properties, determined square feet, divided by 43,560 square feet will determine total acres.

**Total acres of land owned by the church:** \_\_\_\_\_

**Total acres now preserved as cemetery:** \_\_\_\_\_

**Does your church have a lawyer?**  Yes  No *(Check one)*

**Name of Firm:** \_\_\_\_\_

Name of Insurance Company that carries Property & Casualty coverage on all facilities and liability: \_\_\_\_\_

What is the insured value of all facilities? \$ \_\_\_\_\_

What is the insured value of all furnishings? \$ \_\_\_\_\_

Does your church have flood insurance?  Yes  No (Check one)

Insured value? \$ \_\_\_\_\_

Is your church incorporated?  Yes  No (Check one) What Year? \_\_\_\_\_

**Worship center seating capacity:**

Main Floor: \_\_\_\_\_

Choir: \_\_\_\_\_

Balcony: \_\_\_\_\_

*How to measure worship space:*

Main Floor and Balcony seating: Measure the length of each pew by inches. Divide the total inches by 20 "Round down" this number to nearest whole number. Multiply this whole number to total pews of same length to determine capacity.

Choir:

Count choir chairs for the choir area capacity: If pews are used in choir area, measure the length of the pews by inches and divide by 18 to determine capacity of the area.

Platform:

Count platform area seating and instrumental seating or any other permanent seating options. Add capacities of main floor, balcony, choir and platform to determine total Worship Center seating capacity.

Other: \_\_\_\_\_

Total seating capacity of the Worship Center: 100% full \_\_\_\_\_ 80% full: \_\_\_\_\_

*Note: Do not use Architect's original capacity or square feet total to determine capacity. Only use actual seating provided to determine capacity.*

**Sunday School/Educational Facility Capacity:**

Total square feet: \_\_\_\_\_

Numbers of floors: \_\_\_\_\_

Elevator (Multi-passenger):  Yes  No (Check one)

Handicap lift:  Yes  No (Check one)

How many Sunday School units meet each week? \_\_\_\_\_

*How to measure educational space:*

Determine total square footage of building by measuring the square footage of a building by measuring the exterior of the facility. Multiply length times the width to

determine square footage. Multiply the square footage by the number of floors used for educational purposes.

**Total capacity of Educational Space:** 100% full \_\_\_\_\_ 80% full: \_\_\_\_\_

**Fellowship Hall capacity:**

Measured size of kitchen: \_\_\_\_\_ = \_\_\_\_\_ square feet

Measured size of pantry/storage: \_\_\_\_\_ = \_\_\_\_\_ square feet

Measured size of eating area: \_\_\_\_\_ = \_\_\_\_\_ square feet

Do you have: rectangle tables: \_\_\_\_\_ round tables: \_\_\_\_\_

Is the Fellowship Hall used for Sunday School Classes?  Yes  No (Check one)

If yes, how many classes? \_\_\_\_\_

**Parking capacity:**

**Total number of marked spaces:** \_\_\_\_\_

Total number of marked parking spaces on campus can easily be counted. Total available to park can only be determined by evaluating the plot of your total property. Existing structures, setbacks, power lines, slope/contours, septic tanks and all existing structures must be established on the drawings.

**Total acres available to park:** \_\_\_\_\_

**Is there any parking across the road from the church?**  Yes  No (Check one)

**Number of handicapped marked spaces:** \_\_\_\_\_

**Number of guest marked spaces:** \_\_\_\_\_

Parking is best located nearest to the doors. Most first time guest would be attracted.

*How to determine your parking ratio:*

Total persons per car that occupies spaces on or off campus must be evaluated through a ratio measurement. Using a 3x5 index card presented to each person present in worship *who drove an automobile* to church will help this ratio measurement. Have the driver sign the center of the card and note how many persons rode in that vehicle with a number in the bottom right corner of the card. Also, to establish proper handicapped vehicles ask official handicapped vehicle drivers to place an "H" in the lower left corner.

Note: You can get 80 +/- spaces to an acre of land. Parking space dimensions 9 feet by 18 feet for standard, 8.5 by 16 feet for carport, 14 feet by 18 feet for handicapped (single space).

**Parking ratio:** \_\_\_\_\_

**Do you have an arrival hood?**  Yes  No (Check one)

An arrival hood for inclement weather is very nice to have. Traffic flow should allow passengers to exit the cars on the right side and this is the side nearest the church building. All traffic through the arrival hood should be one lane, one direction for safety (counter clock wise).

**Does your church have a Daycare/Weekday Education Program for Preschoolers?**  Yes  No (Check one)

If yes, what's the current enrollment? \_\_\_\_\_

**Does your church have plans in the future for a Weekday Education Program?**

Yes  No (Check one)

**Does your church have regular seasonal recreation for all ages?**

Yes  No (Check one) Indoor

Yes  No (Check one) Outdoor

**Does your church have weekly family night suppers?**  Yes  No (Check one)

If yes, what is your average attendance? \_\_\_\_\_

**Do you have a scale sketch of all facilities?**  Yes  No (Check one)

**Does your church have a topography and plot of your property?**  Yes  No (Check one)

**Do you currently have a preferred architect?**  Yes  No (Check one)

Firm's name: \_\_\_\_\_

**Please state the desired completion time for the planning stage for this project:** \_\_\_\_\_

**Which means of financial process are you considering to use for this project? Check all that apply.**

Capital Funding     Bond Program     Bank Mortgage     Cash on hand

## SUNDAY SCHOOL ORGANIZATIONAL GRID

DIVISION	AGE	NUMBER DEPT.	NUMBER CLASSES	ENROLLMENT	AVERAGE ATTEND.	+ ATTEND. TO PLAN FOR	ENROLLMENT & AVERAGE ATTENDANCE % (OFFICE USE ONLY)	
Preschool	B-12							
Ages 0-5	1							
	2							
	3							
	4							
	5							

Children Ages/Grade	6/1							
	7/2							
	8/3							
	9/4							
	10/5							
	11/6							

Youth Ages/Grade	12/7							
	13/8							
	14/9							
	15/10							
	16/11							

## SUNDAY SCHOOL ORGANIZATION (CON'T)

DIVISION	AGES	NUMBER DEPT.	NUMBER CLASSES	ENROLLMENT	AVERAGE ATTEND.	+ATTEND. TO PLAN FOR	ENROLLMENT & AVERAGE ATTENDANCE % (OFFICE USE ONLY)	
Young Adults	18-34							
College								
Singles								
Married								
Adults	35-64							
Senior Adults	65-up							
Total								

### EXPLAIN THE DESIRES OF THE COMMITTEE AND THE CHURCH FOR FUTURE BUILDING/ARCHITECTURAL NEEDS:

---



---



---

### DIRECTIONS TO THE CHURCH:

Coming From: \_\_\_\_\_

---

Physical Address: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

---



---



---