

**MINISTRY TEAM
POSITION PROFILE
(For Pre-Campaign Assessment Phase Only)**

Primary Purpose:

The primary purpose of the Ministry Team is to identify the specific ministry needs that are being impacted by lack of adequate facilities and to quantify the ministry goals to be achieved by the proposed building project.

Team Member Profile:

Members of the Ministry Team should have a good understanding of the church's primary mission/vision. They should represent the core ministry areas of the church such as worship, fellowship, education and administration. Also, they should possess good organizational and communication skills to assist the Building and Finance Teams in presenting the project to the congregation. Members should be skilled at collaborating with other teams and have the ability to compromise when necessary, to balance all factors related to the project.

Optimum Team Size: 5-7 members

Anticipated Time Commitment: 3-4 months.

Key Responsibilities:

1. Give input and advice to the overall Pre-Campaign Assessment process.
2. Create a "Case Statement" that logically, yet passionately explains the ministry need for this project.
3. Identify specific ministry planning goals for each of the following primary areas:
 - a. Worship
 - b. Fellowship
 - c. Education
 - d. Administration
 - e. In addition to the above primary ministry goals, also determine any secondary goals to be achieved.
4. Communicate the above ministry planning goals to the Building and Finance Teams.
5. Evaluate the preliminary building design to determine its adequacy in achieving ministry goals.
6. Meet over the course of the Pre-Campaign Assessment process (both in person and on conference calls).
7. Interface with the Finance and Building Teams to coordinate plans, communication and presentations to the congregation.

**FINANCE TEAM
POSITION PROFILE
(For Pre-Campaign Assessment Phase Only)**

Primary Purpose:

The primary purpose of the Finance Team is to assess the congregation's readiness for a successful capital campaign. This should be accomplished by thoroughly teaching the proposed building project to the congregation and then devising ways in which to test for appropriate levels of ownership.

Team Member Profile:

Members of the Finance Team should be knowledgeable about financial matters, in general, and the church's finances, in particular. In addition to financial knowledge, they should have a good understanding of the support base of the congregation. Team members should possess good organizational and communication skills to assist the Building and Ministry Teams in presenting the project to the congregation. Members should be skilled at collaborating with other teams and have the ability to compromise when necessary, to balance all factors related to the project.

Optimum Size of Team: 5-7 members

Anticipated Time Commitment: 3-4 months.

Key Responsibilities:

1. Give input and advice to the overall Pre-Campaign Assessment process.
2. Give guidance in formulating the campaign financial goal and the overall financial plan.
3. Critique the congregational survey.
4. Critique the personal interview questions.
5. Assist in the identification of potential leaders for the forthcoming capital campaign.
6. Meet over the course of the Pre-Campaign Assessment process (both in person and on conference calls).
7. Interface with the Ministry and Building Teams in order to coordinate plans, communication and presentations to the congregation.

**BUILDING TEAM
POSITION PROFILE
(For Pre-Campaign Assessment Phase Only)**

Primary Purpose:

The primary purpose of the Building Team is to create a facility design that accomplishes the ministry goals of the project and aligns with the projected financial affordability of the congregation. This team should also assist in communicating the project to church leaders and to the entire congregation.

Team Member Profile:

Members of the Building Team should be knowledgeable about construction matters, in general, and the church's current facilities, in particular. They should also have a good understanding of the primary mission/vision of the church and how this particular project supports that mission/vision. They should possess good organizational and communication skills to assist the Ministry and Finance Teams in presenting the project to the congregation. Members should be skilled at collaborating with other teams and have the ability to compromise when necessary, to balance all factors related to the project.

Optimum Team Size: 5-7 members

Anticipated Time Commitment: 3-4 months.

Key Responsibilities:

1. Give input and advice to the overall Pre-Campaign Assessment process.
2. Obtain input from the Ministry and Finance Teams to define the "program" for the project (i.e. ministry goals and project budget).
3. Retain a Design/Build professional (if not already chosen) to assist with creation of a schematic design.
4. With the assistance of the Design/Build professional, define the scope of the project and create a preliminary design.
5. Assist the Ministry and Finance Teams in presenting the preliminary design to church leaders and to the entire congregation.
6. Obtain feedback from leaders and the congregation and incorporate appropriate suggestions within a revised project proposal.
7. Meet over the course of the Pre-Campaign Assessment process (both in person and on conference calls).
8. Interface with the Ministry and Finance Teams to coordinate plans, communication and presentations to the congregation.