



## TEAM JOB DESCRIPTIONS

Church building projects succeed when three primary functions are all brought into creative balance – ministry goals, finances and building plans. Church leaders need to develop an intentional process and structure that includes these areas to ensure success.

One way to do so would be to create three teams tasked with these respective responsibilities. Profiles for each of these teams are provided on the following pages. As you consider using this model, here are a few suggestions for success:

1. **Span of Involvement:** this primarily focuses on communicating the preliminary building design to your congregation and connecting the design to goals. This communication should happen before the launch of a funding (capital) campaign. Once adequate funds have been raised, other teams are then needed to move the project from conceptual design to actual construction (i.e. a Construction Team).
2. **Coordination of Teams:** it is useful for the leader of each team (ministry, finance and building) to form an "executive team" with the primary purpose of coordinating each team's progress. This provides the appropriate forum to resolve conflicting priorities, allowing individual teams to focus on their respective tasks. The executive team also allows all teams to speak with "one voice" when communicating with the congregation.
3. **Benefits:** successful implementation of this process will produce:
  - a. An inner core of highly engaged leaders who already have strong "buy-in" for the project, and who can each become "champions" for it within their spheres of influence.
  - b. A plan that is enthusiastically embraced by a majority of the congregation because it successfully balanced ministry goals, finances and building plans.
  - c. A project that has received generous financial support because of the success of a related capital campaign.
  - d. A project that can be effectively "handed off" to a Construction Team who will deliver the final building for occupancy and ministry impact.

Remember, the above suggested structure is a general guideline and should be adapted to the unique culture of your church. Organization alone does not guarantee success – that belongs in the realm of effective, visionary leadership. However, a well-designed, proven process will certainly facilitate a positive outcome.

**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.