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**ASSESSMENT OF BUILDING NEEDS**

**and**

**CONGREGATIONAL SURVEY**

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## INSTRUCTIONS

Before you proceed with the preparation of a Request for Approval to Build, the following documents must be completed:

*Assessment of Building Needs:* Questionnaires should be filled out by the members of your Church Board, Long-Range Planning Committee, and/or Building Committee. A summary statement of the conclusions you have drawn from this assessment will be required in your Request for Approval to Build, Phase I-Conceptual.

*Congregational Survey:* To be filled out by all regular church attendees who are at least 15 years of age. A synopsis of the results of this survey must accompany your Request for Approval to Build, Phase I-Conceptual.

## BEFORE YOU BEGIN

If you think the time may have come for your church to build, answer each of the following questions.

1. Do you expect a new building will attract new people to the church?  Yes  No
2. Is it your goal to design a building that will inspire people to worship?  Yes  No
3. Do you expect your members to be more motivated to reach out to others once you have a new building?  Yes  No
4. Do you think a building program will motivate your people to give more generously to the work of the church?  Yes  No
5. Do you expect the building program to unify your people behind a significant challenge?  Yes  No
6. Do you hope that a building program will involve more people in the work of the church?  Yes  No
7. Do you see the buildings as a way to make a statement to the community about the church's importance?  Yes  No
8. Do you hope that a new building will help your people take more pride in their church?  Yes  No
9. Do you need a larger sanctuary so the entire congregation can worship together at one time?  Yes  No
10. Do you need to add more educational space so all your classes can meet at once?  Yes  No
11. Is it possible that your space needs could be met through more creative use of your present facilities, such as converting space to multiple use, changing furnishings, scheduling services and ministries at alternate times, or using off-campus meeting space?  Yes  No
12. Are you still paying debt on your last building?  Yes  No
13. Would you have to borrow a major part of the finances for a building program?  Yes  No
14. Would payment for the project depend on the church's future growth?  Yes  No
15. To help pay for the building, would you explore ways to cut spending on your present ministry programs or staffing?  Yes  No

## **THE MOTIVATION TEST: WHY DO YOU WANT TO BUILD?**

Which of the following reasons to build are motivating your church's leaders to consider building?

1. A new building will attract new people to the church.  Yes  No
2. Members will be more motivated to reach out to others once we have a new buildings.  Yes  No
3. Our new building will inspire people to worship.  Yes  No
4. A building program will involve more people in the work of the church.  Yes  No
5. A building program will motivate our people to give more generously to the work of the church.  Yes  No
6. A building program will unify our people behind a significant challenge.  Yes  No
7. A new building will make a statement to the community about our church's importance.  Yes  No
8. Our people will take greater pride in their church when the new building is complete.  Yes  No
9. A new facility will provide our people with a more effective tool for ministry.  Yes  No

## AN "OPEN FOR BUSINESS" INVENTORY

How available is your church to your community?

1. Do you have an outdoor sign that directs people to the church offices?  Yes  No
2. Is the door leading to the office area always unlocked during office hours?  Yes  No
3. Once a person enters the building, is it obvious how to find the church office?  Yes  No
4. Is the hallway leading to the office area well lighted?  Yes  No
5. Are all the offices for professional and support staff in the same area for maximum accessibility to the public?  Yes  No
6. Is your church office open regular hours?  Yes  No
7. Are your office hours posted?  Yes  No
8. Is the pastor normally available at specific hours during the week?  Yes  No
9. Do you have a comfortable waiting area for visitors to your church office?  Yes  No
10. Does the person who answers your phone and receives your visitors, whether paid or volunteer, make each caller and visitor feel like an important person rather than like an interruption?  Yes  No
11. Has the person who answers your phone and receives your visitors, whether paid or volunteer, been trained to make referrals for physical, emotional, and spiritual crises?  Yes  No
12. Does your church have a yellow pages listing?  Yes  No
13. If so, does it include a map that shows where the church building is?  Yes  No
14. Does it list your office hours?  Yes  No
15. Are the pastors' names on the church sign?  Yes  No
16. Is a twenty-four-hour emergency telephone number listed?  Yes  No
17. Does the church phone have an answering machine that gives after-hours callers a number for emergencies?  Yes  No
18. Do those who cannot attend Sunday services because of work have an opportunity to attend a worship service at an alternate time?  Yes  No
19. Do you offer more than one kind of worship to minister to different segments of your community?  Yes  No

20. Do you have small groups intentionally structured to incorporate new people?  Yes  No
21. Do you run a weekly ad in the church section of your local newspaper?  Yes  No
22. Do you place small but significant advertising in other sections of your local newspaper that tell about specialized ministries of your church (for example, a divorce support group)?  Yes  No
23. Are the foyers of your buildings designed so people outside can see people inside and so see when you are "open for business"?  Yes  No

## THE NEED TEST: DO YOU NEED TO BUILD?

Which of the following statements is true for your church?

### UTILIZATION OF FACILITIES

1. Big groups are in big rooms.  Yes  No
2. Little groups are in little rooms.  Yes  No
3. The teaching methods we use maximize space use.  Yes  No
4. No empty spaces are left unused.  Yes  No
5. Seasonal storage has been moved to spaces that are not useful for people to meet or work in.  Yes  No
6. Furniture is arranged to get maximum use of space.  Yes  No
7. Furniture has been changed as needed to maximize space use.  Yes  No
8. Every space that can be made multi-use has been made multi-use.  Yes  No
9. A plan for minor remodeling to increase utilization has been or is being implemented.  Yes  No
10. We have multiple worship services.  Yes  No
11. We have multiple education sessions.  Yes  No
12. We have worship services on more than one day a week.  Yes  No
13. We have education sessions on more than one day a week.  Yes  No
14. If it is available, we use alternate meeting space (restaurants, offices, homes, community meeting rooms, etc.)  Yes  No
15. If on-site parking is inadequate, we use adjacent, remote, or stacked parking.  Yes  No
16. If practical in our situation, we have built or planned modest additions to increase the usefulness of our facility (for example, a fellowship foyer or administrative suite).  Yes  No

### AWARENESS OF NEEDS

17. We know the needs of people in our community.  Yes  No
18. We know which of those needs we are meeting.  Yes  No
19. We know which additional needs we wish to minister to.  Yes  No
20. We have determined our short- and long-term facility needs based on present and projected ministries.  Yes  No

## THE FINANCES TEST: ARE YOU FINANCIALLY READY TO BUILD?

Which of the following are true for your church?

1. The regular giving in our church is strong.  Yes  No
2. The giving units (individuals or families who give regularly) represent a majority of the congregation.  Yes  No
3. We consistently meet our budget, fully funding our ministries and staff needs.  Yes  No
4. Our budget includes adequate funds for intentional outreach and to meet needs of people in our community.  Yes  No
5. We teach biblical finance for families and individuals, including an emphasis on biblical giving.  Yes  No
6. The church is out of debt.  Yes  No
7. In a survey, the present giving units have committed themselves to an increase in their giving to cover the cost of construction and future building operation costs, so that none of the church's present ministry spending will be diverted to building.  Yes  No
8. The increased giving for future facilities needs has been invested in an interest-bearing provision fund.  Yes  No
9. The church has invested enough in its provision fund to be able to pay cash or almost cash for the proposed building program.  Yes  No

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# CONGREGATIONAL SURVEY

## DEMOGRAPHICS OF CONGREGATION:

1. What is your age group?

15-21: \_\_\_\_\_

22-35: \_\_\_\_\_

36-55: \_\_\_\_\_

56+: \_\_\_\_\_

2. What is your marital status?

Married: \_\_\_\_\_

Single: \_\_\_\_\_

Divorced: \_\_\_\_\_

Separated: \_\_\_\_\_

Widowed: \_\_\_\_\_

3. What is your gender?

Male: \_\_\_\_\_

Female: \_\_\_\_\_

4. How many potential family members in the area could attend church?

\_\_\_\_\_

## MINISTRIES:

5. What are the most important ministries of your church? (Rank in order: 1=most important)

\_\_\_\_\_ Bus ministry

\_\_\_\_\_ Women's ministry

\_\_\_\_\_ Drama

\_\_\_\_\_ Junior high

\_\_\_\_\_ Men's ministry

\_\_\_\_\_ Caravans

\_\_\_\_\_ Senior high

\_\_\_\_\_ Church school

\_\_\_\_\_ Quizzing

\_\_\_\_\_ College group

\_\_\_\_\_ After school

\_\_\_\_\_ Bible study

\_\_\_\_\_ Singles

\_\_\_\_\_ Arts and crafts

\_\_\_\_\_ Daycare

\_\_\_\_\_ Young married

\_\_\_\_\_ Hospitals/shut-ins

\_\_\_\_\_ Puppets

\_\_\_\_\_ Senior adults

\_\_\_\_\_ Music

\_\_\_\_\_ Visitation

\_\_\_\_\_ Boy/Girl Scouts

\_\_\_\_\_ Fellowship dinners

\_\_\_\_\_ Youth music

\_\_\_\_\_ Recreation

\_\_\_\_\_ Other (specify: \_\_\_\_\_)

6. In order for the church to grow, do new ministries need to be established?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify which ministries you feel are needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Are you willing to become involved in establishing or expanding one or more of these ministries?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If so, which times could you commit to participation in a ministry?

\_\_\_\_\_ Sunday morning

\_\_\_\_\_ Sunday evening

\_\_\_\_\_ Wednesday evening

\_\_\_\_\_ Weekdays

\_\_\_\_\_ Weekday evening

\_\_\_\_\_ Saturday

**FACILITY:**

- 8. Are you satisfied with our present facility just as it is?  Yes  No
- 9. Are you willing to be flexible in attending services and Sunday School classes at other than traditional times in order to make room in our present sanctuary and educational facility?  Yes  No
- 10. Are you willing to worship and share ministries in a combined sanctuary/multi-use facility on a permanent basis?  Yes  No
- 11. Would you support a plan that include a combined sanctuary/multi-use facility as a means to accommodate growth?  Yes  No
- 12. Are you in favor of a plan for the future that culminates in a fellowship hall/recreational facility with a separate sanctuary?  Yes  No

If yes, which do you feel should be built first?

Sanctuary: \_\_\_\_\_

Multi-Use Facility: \_\_\_\_\_

- 13. Would you be agreeable to meeting in a fellowship hall/recreational facility for a period of time while the church is growing and funds are raised for a sanctuary?  Yes  No

If yes, for how long?

1-3 Years: \_\_\_\_\_

3-6 Years: \_\_\_\_\_

6-10 Years: \_\_\_\_\_

- 14. Approximately what size church do you think our church should be to carry out God's mission for our community? \_\_\_\_\_

**FINANCIAL:**

- 15. Would you participate in a "bond" investment program for a period of one to five years as a means of financing a portion of the building project?  Yes  No
- 16. What amount would you be able to invest? \$ \_\_\_\_\_

**COMMENTS:**

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