## Project Route Map... elements of a journey

This Route Map provides an outline - please adapt it to your own context; section numbers [0.1] link to relevant sections on the website

## task people tools All Church attendees and Church leadership Establish theology of the project Establish your overall Someone researches/interviews key people Survey the community to ascertain their needs by using church vision Agree the statement among the church a questionnaire and your local social atlas. followed by the congregation. Engage with agencies/community in the area (health, specific aims of the Church congregational teams police, social services...). What are their priorities? Agree among the church congregation Consider **Partnerships**. Develop a **mission statement**. building project. Ask teams to visit new builds 1.2 | 1.3 Finalise the aims of the building 1.1 | 2.1 | 2.2 | 2.3 • Will your **current governance** structure work for the • Church leadership **Establish structures** building? Will your volunteer / lay structure provide Church leadership and key volunteers / lay that will be robust enough appropriately skilled and time-rich people? enough to deliver the Develop a Building Group / Committee Define roles and recruit a group of say 5-8 Develop terms of reference for that group whole project. Make people. 4.3 | 4.5 Appoint chair and/or employer's agent Church leadership key appointments. Church leadership / chair / agent Timelines and budgets for: Congregation Develop detailed Community surveys/research. Leadership/Building Group/solicitors Obtaining land (if applicable). Building Group & Fundraiser/s timelines & budgets Architect & associated professionals Fundraising for the project. Congregational input Strategic plan 4.4 | 6.1 | 6.2 | 6.3 | 6.4 Appoint part time or client representative to serve the Leadership/Building Group Building Group with Appoint and manage church. Short list, interview & appoint architect church leadership Building Group the 'professional Building Group with church leadership Architect Approach **fundraiser** for help/advice support' you will Appoint part time support for funding? and Building Group Architect seeks other professionals 3.1 | 3.2 | 3.3 | 6.4 need. • Financial aspect of strategic plan Treasurer and church leadership. Develop the Monthly monitoring. Fundraising advisor Fundraiser fundraising strategy 'Internal' and 'external' elements. Communications person and implement to Run capital appeal and pledge days. achieve goal. 6.3 | 6.4 Applications to trusts/ corporates. Develop a design • Develop design: Plans, elevations, sections, site plans, Architect survey reports, planning permissions, etc... Building Group through an iterative 4.2 | 5.1 | 5.2 | 5.3 | 5.4 | 5.5 | 5.6 | 5.7 Church congregation process within the Church leadership timeline framework. 5.1 | 5.2 | 5.3 | 5.4 5.5 | 5.6 | 5.7 How will you regularly and appropriately communicate to Communications person on your Building all the 'stakeholders'? Keep momentum for the project going RIBA stages Building group Appoint builder Architect, builder and other professionals • Timelines from builders/architect Communications person on your Building Build the building. 'Open days' for congregation to view progress. Plan the official opening date well past the date that the • Communications person on Building Group building should be finished. Building management group--will this be a Recruit and training plan for new staff as applicable. different group from the original group? Staff Open & run the • Run preparation and training days. appointed? building! • Set expectations of congregation as to how the building Overall 'site manager'? may be used differently from the past. Church leadership setting the tone/culture of

• Financial models to be monitored and adjusted regularly.

Sign off completion.

the new building.

Treasurer

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