

Pre-Planning Questionnaire

The engagement of a capital project has a large potential to benefit the growth and future of your congregation. An investment that affects the future of your church should be undertaken with prayer and careful understanding of the potential challenges that may arrive. While many churches have been blessed, others have found pitfalls that can set the church back years in their ministry. So we ask you to be prayerful and intentional as you move forward.

1. Does this project reflect your churches mission and vision? Give a brief description of how your project fits your mission?

2. What are the reasons/needs driving the building project plans?

3. How much congregational support do you have for this project?

4. What steps have you taken so far in your planning?

5. Give an overall description of your project. (drawings if you have them)

6. **Financial considerations:**
 - a. **How much do you have on hand?** _____
 - i. **Policy is that 50% of cost of project should be in hand. (Cash or assets)**
 - b. **Loan Amount?** _____
 - i. **Loan amount is limited to 50% of project or 300% of Annual Tithe. (Annual tithe is the average of the three previous years.)**

If you have questions on the policy please contact the Executive Secretary.

You now have an idea of the amount of resources you have available as you begin to look at the project.

Please return the form along to the Executive Secretary so we are aware you are beginning a capital project.

Date returned _____

Pastor Signature _____