

CHURCH-COMMERCIAL BUILDING SERVICES, LLC

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Church Building Ministry Questionnaire

The questionnaire is designed for you to provide us information regarding your ministry building program(s). We will evaluate and **make written recommendations** based on your church's ministry and facility needs for the following areas: Worship space, Fellowship space, other space, Parking space, and Land requirements; Pre-design plans; Preliminary Construction costs. Upon receipt of the completed questionnaire we'll provide you with appropriate designs and costs for your church building project. Please fax, email or mail this form back to us. All information you provide will remain confidential.

Date: _____

General Information:

*Church Name _____

*Church City and State _____ - _____

*Pastors Name _____ Phone _____

*Email Address _____ Fax _____

*Committee Contact Person _____ Phone _____

*Website address if available _____

Building Ministry Information:

Complete Column I if you plan to expand your existing facilities.
Complete Column II if you plan to build new facilities.

Please complete all items in bold face type.

Column I

Additions – Renovations

Size of Lot	_____ acre(s)
Average attendance	_____
Ultimate attendance goal	_____
Size of worship space	_____ sq. ft.
Total seats in main worship area	_____
Worship attendance	_____
Size of nursery	_____ sq. ft.
Nursery attendance	_____
Size of children's church	_____ sq. ft.
Children's Church attendance	_____
Size of Education	_____ sq. ft.
Education attendance	_____
Fellowship space	_____ sq. ft.
Fellowship attendance	_____
Administration space	_____ sq. ft.
Current staff	_____
Future staff goal	_____

Column II

New Facilities - Relocations

Size of New Property	_____ acre(s)
* Average attendance	_____
* Ultimate attendance goal	_____
* Current Worship attendance	_____
* Desired worship attendance	_____
* Nursery average attendance	_____
* Children's Church average attendance	_____
* Education average attendance	_____
* Administration staff total	_____
* Fellowship attendance	_____
* Annual income	_____
* Available cash on hand	_____
Current mortgage balance	_____
Value of Current Building	_____
Cost of new site	_____
* Membership Breakdown:	
* Under 1 year	_____

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Annual Income	_____	* 18-25 years	_____
Available Expansion Fund	_____	* 46-55 years	_____
Current Mortgage Balance	_____	* 56-65 years	_____
Value of Current Building	_____	* 66+ years	_____

ANSWER ALL QUESTIONS BELOW THAT APPLY TO YOUR CHURCH BUILDING PROJECT

- * If you own land do you have a current land survey? Yes_____ No_____
- * What is land currently zoned for? _____
- *Has the church conducted a community survey? Yes_____ No_____
- *Has the church selected an Architect? Yes_____ No_____
- * Has the church had a civil engineer prepare a site plan? Yes_____ No_____
- * Has the church prepared a financial plan? Yes_____ No_____
- * Do you need financing? Yes_____ No_____
- * Does the church have a fund-raising campaign [stewardship program] Yes_____ No_____
- * Would you be interested in Church Planning sessions? Yes_____ No_____
- * How many seats do you need in the sanctuary? _____
- * How many seats do you need in the fellowship Hall? _____
- * Do you need classrooms? _____ How many? _____
- * Do you need administrative offices? _____ How many? _____
- * Do you need a choir loft? _____ To seat how many? _____
- * Do you need a kitchen? _____ What size small, medium or industrial _____
- * What other space needs do you have please list on a separate sheet of paper.
- *What is the age of your Church Building? _____ Do you have Historical Designation? _____

ADDITIONAL INFORMATION:

Note: All items listed with an * asterisk must be answered, if you have questions give us a call.

We thank you for taking the time to answer these questions.

CCBS MANAGEMENT