

The Client Team

Chair person – coordinating the meetings and overseeing the elements of the project. Reporting to the church leadership.

Finance and fundraising – someone who will oversee the finances and fundraising and work alongside the church treasurer.

Communications – this is a vital role to ensure that people on your ‘stakeholder map’ (see handouts) are kept in regular contact with the project, from local dignitaries to church members, from the local media to local residents. This therefore needs to be someone who has experience of writing press releases, web blogs, speaking at meetings, writing materials to present to the church family, etc.

Prayer and mission - to keep a prayerful focus on the mission of the church is not always easy during all stages of such a project, but it helps if someone takes on this role within the group

Employers’ Agent – someone who dedicates on average a day a week to the project – the dedicated link with the architect, dealing with day to day matters. Possibly someone who is employed by the church for 2-3 years to see through the project. They will need to have some knowledge of building processes.

Community – a person who develops the ‘stakeholder map’, organises community surveys, keeps an ear to the ground with regards planning permission objections, develops links to a residents association where applicable, etc.

Administrator – takes the minutes, puts together papers and spreadsheets where needed. This may also be the same person who acts as **Project Manager** (see handout on Design Team), but this could be a separate person.

It is helpful to write down what is involved in each role, and the time expected to take for each person. That ‘role description’ will help clarify what the expectations are and avoid confusion. Encourage people to see their time on the group as a commitment of at least 3 years, so you get some continuity.

Generally it is better not to have the vicar on this group but to copy them in to the minutes – after all, they have all the normal activity of the church to run through the life of the project.

Ensure people in the church know who is on your Building Group and give them a profile, so that members of the congregation know who to talk to about issues relating to the project.