

CHARTER TEMPLATE

Facility Task Force

This template can be used to draft a charter for your church's Facility Task Force (building committee). The charter will be adopted by the church's governing board to define the nature and scope of the FTF's responsibilities and authority.

Purpose

The FTF acts as a strategic planning and advisory team to guide the implementation of the facility plan for _____ Church.

Responsibilities

- Identify and prioritize facility barriers to ministry and growth that need to be addressed.
- Evaluate recommendations from the consultants, the Church Health Team (CHT), and the congregation.
- Obtain estimates for implementation of all action steps being considered as part of Phase 1.
- Develop a detailed proposal for Phase 1 facility improvements including complete project budget and timeline. Submit this proposal to the appropriate decision-making group (governing board or congregation) for approval.
- Provide timely progress reports to various committees, teams, boards and membership.
- Once a proposal for Phase 1 has been approved and funding authorized, the FTF will direct the construction process, protecting the pastoral staff, ministry team leaders, and governing board from being distracted from ministry.
- Only if there are major changes to the facility plan that require funding over and above the contingency line in the project budget will the FTF seek further action.
- The FTF will not be responsible for fund raising.

Membership

- Individuals will be chosen because of their passion for the current ministry vision of the church and gifts and skills relevant to the FTF's assignment.
- The team will ideally consist of 5 to 7 people.
- Membership shall include the chair of the trustees/property committee and preferably an elder/governing board member.
- _____ is currently the chair.
- Members can be added with the unanimous agreement of the FTF.

Procedures

- Meetings will be called by the chair as needed.
- Minutes and action items will be captured and distributed to FTF members within 48 hours if possible.
- 70% of FTF must be in agreement to make a decision.
- Dissenting opinions are encouraged.

Main Communication Channels

The FTF communicates directly with the following entities: Church Health Team, consulting team (consistent with coaching arrangement), church governing board, and the congregation.

Authority/Dissolution

The FTF will be dissolved when Phase 1 of the facility plan is completed unless the church is ready to move immediately into Phase 2.