

Church Financial Obligations and Responsibilities

Based on the requirements of specified project, ChurchCare and the church undergoing construction, will work together to determine an estimated cost (\$/sq. ft.) before an agreement is signed. This estimate will include the administration fee, supplemental support and all building material costs based on approved drawings. All other obligations will be in addition to this estimate.

Project Consulting

The church will provide roundtrip travel expenses (airfare, fuel, tolls, lodging, meals) for site visits for project consulting. Project consulting can include the following:

- Establishing budgets
- Establishing committees
- Gathering information
- Selecting a site
- Assistance with building plans
- Review of finalized plans

Administration Fee (included under estimated cost)

A one-time administration fee of \$2.50/sq. ft. payable to ChurchCare is required, 50% at start of project, and the balance at the midway point of the project. Square footage is determined by the outside dimensions found on the foundation and/or floor plan. For church plants, a request to renegotiate this fee may be considered.

Supplemental Support for Builders (included under estimated cost)

Not all full missionary builders working on a project are at 100% support levels. ChurchCare will ask the church undergoing construction to supplement individual support needs. The amount will be determined by the Director prior to the completion of the estimate.

Housing

Some Builders live in trailers on or near the work site. ChurchCare asks the church undergoing construction to provide a place to park the trailer and provide water, sewer, propane, access to a phone line and internet, and electrical service (50 amp minimum).

Other Builders require housing and we ask the church undergoing construction to provide an apartment or space in someone's home.

Once the Builder or Builders are identified, the housing need will be determined and communicated.

ChurchCare will include this in an overall budget estimate.

Builder Travel Expenses

The church undergoing construction will provide one-way travel expenses from the Builder's last project to this project. This expense will be incurred for each builder on the project and will typically include fuel, tolls, meals and lodging. Additional travel expenses will be required for relocating tool trailers.

ChurchCare will include this in an overall budget estimate.

Property and Building Assessment

ChurchCare will assist the church undergoing construction in gathering the following information, if required, and work to include this in an overall budget estimate:

- Property and topographical survey
- Site plan
- Wastewater treatment & disposal plan
- Storm water management plan
- Accurate floor plans of existing buildings
- Assessment of any structural conditions which may require replacement or remediation

Outside consultants who may be required:

- Architectural
- Civil Engineering
- Land surveyor
- Structural Engineering
- CAD (computer aided design)
- MEP Engineering (mechanical/electrical/plumbing)
- Acoustical Engineering
- Sprinkler Systems Engineering
- Fire & Security Systems Engineering
- Legal counsel

Church Architect

ChurchCare is willing to assist churches in the selection of a suitable architect. The church undergoing construction is responsible to secure an architect and provide financially for:

- Schematic design
- Final design / approved drawings

Filing Fees and Permits

The church undergoing construction is responsible to secure and provide financially for:

- All necessary building permits
- Needed variances
- Zoning Board approval
- Miscellaneous filing fees

Outside consultants who may be required:

- Architectural
- Legal counsel

Builders will not move to the site until all approvals have been obtained and all financial arrangements are in place. The building permit and other necessary approvals must be in hand.

Insurance

The church undergoing construction is acting as general contractor and is responsible to provide:

- Adequate insurance coverage during all phases of the construction project
- Notification to the insurance company of construction project and that volunteers are on site
- ChurchCare may be named as an additional insured

Building Material Costs (included under estimated cost)

The church undergoing construction is responsible to provide financially for:

- All material necessary to complete construction. (ChurchCare does not "mark-up" material costs.)
- All perishable tools, specialty tool rentals, heavy equipment rentals and specialized services (cranes, dumpsters, etc.)
- Sub-contractor services if required
- Having established accounts or a means to pay C.O.D.

Change Order/Work Revision

It is understood that, at times, change orders/work revisions may be desirable or become necessary. Change orders must be accompanied by a brief description, cost estimate and approvals by a church representative and ChurchCare's Lead Builder. If the scope of the change is determined to be significant; architectural services, engineering services and zoning board approvals may need to be pursued. Confirmation that any additional costs resulting from a change or revision is approved by the church and the funds are available to cover the cost.

Property Development Costs

Dependent upon scope and project timing, ChurchCare may be able to complete many if not all property development projects. The church undergoing construction is responsible to provide financially for:

- Parking lot and curbing installation
- Landscaping and grading
- Utilities hook-up
- Outside lighting
- Waste water treatment & disposal
- Other (retention ponds, privacy fences, etc.)

ChurchCare will work with the church to include this in an overall budget estimate.

Furnishings and Equipment Costs

Decisions on equipment and furnishings and associated costs are solely the responsibility of the church.

Safety

The church undergoing construction is responsible to provide any necessary safety equipment. These must be worn when possible danger is present.

Unless otherwise specified by the church's insurance company, the following is recommended:

- No children under the age of 16 shall be on the job site unless accompanied by a responsible adult/supervisor
- No person under the age of 18 shall operate any type of power tools or equipment without **written** permission from parent or guardian **AND** Lead Builder.

The church may dictate additional items to assist with safety.

Acknowledgement: ChurchCare Financial Obligations and
Responsibilities. (5 pages)

Church Representative

Date

CHURCHCARE CONSTRUCTION

36830 Royalton Road
Grafton, Ohio 44044
(440) 748-1677

dwhipple@churchcare.org

www.churchcare.org

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