

Pre-Consultation Church Ministry Profile

(Rev 6-14)

The following information is needed to prepare for the planning process for your church. Please be as thorough as possible in completing this information. Feel free to add pages and make additional notes of explanation, as you deem appropriate.

Church Name _____

Church street address (for UPS delivery): _____

City/State/Zip _____

Church Telephone: (____) _____ Church Fax: (____) _____

Date completed: _____

Ministerial staff:

Name:	Position:	Full or Part time?	E-Mail Address	Yrs @ this church
	Pastor			

(Attach additional Sheets as necessary)

Name of Planning committee or task force responsible for project: _____

Committee Chairperson or Contact Person: _____

E-Mail: _____

Daytime Phone No. (____) _____ Fax No. (____) _____

Current Church Community:

How would you describe the current setting? rural suburban urban _____

Briefly describe significant changes to community that are affecting the church: _____

Church Property and Parking:

Acres of property owned: _____ (please attach survey - see page 6 for instructions)

Parking spaces currently available on property you own: _____

Parking spaces currently available on the street within walking distance: _____

Parking spaces currently available on nearby properties: _____

Total parking available: _____

Provide number of cars and attendance at peak attendance time for three representative Sundays:

	Time	Cars Present:	Attendance on campus this hour:
Sunday 1			
Sunday 2			
Sunday 3			

Worship Space:

Existing Worship Center Capacity (20" per person on pews) Congregation: _____ seats

Choir loft: _____ seats

Instruments used in worship (describe type and number for each service):

Average Weekend **Worship** Attendance:

Service	Day & Time	Congregation	Choir	Total In worship Center	Extended Sessions & Children's Worship	Total Worship Attendance
1						
2						
3						
Total						

(If currently conducting more than three services attach separate sheet)

Fellowship / Recreation:

Approximate capacity of fellowship hall: _____ Typical attendance at fellowship events: _____

How often do you have such events? _____

Do you have a weekday evening meal? Yes No Average attendance _____

Recent Trends:

		Current Year	Past Five Years (identify years)					
Total Membership								
Resident Membership								
Sunday AM Worship Average attendance each service	1							
	2							
	3							
Sunday School (Sunday AM) Average attendance each session	1							
	2							
	3							

Current Education Program Space Needs: Use brackets to show grouping/grading.
Photocopy and complete separate form for more than two sessions.

Division	ages/ grades	Department / Assemblies	Number of Classes	Session 1 Average Attendance	Session 2 Average Attendance	Notes	Weekday program/school Attendance
Preschool (age)	Birth-1yr						
	1's						
	2's						
	3's						
	4's						
	5's						
Children (Use brackets to show groups that meet together and designate year of transition to Students)	Gr 1						
	Gr 2						
	Gr 3						
	Gr 4						
	Gr 5						
	Gr 6						
	Gr 7						
	Gr 8						
Students (grade)	Gr 9						
	Gr 10						
	Gr 11						
	Gr 12						
Young Adults							
Median Adults							
Senior Adults							
Others							
Totals							

Church Finances:

Undesignated budget income of church last full year: \$ _____

Current year annual budget: \$ _____

Present church indebtedness: \$ _____ Present building funds available: \$ _____

Are you currently in a capital campaign? Yes No When will it be completed? _____

Are you planning a capital campaign? Yes No When will it start? _____

Building Project:

Describe any unusual current building/space issues:

Describe the church's requirements and priorities for your proposed next building project:

Have you established a target date for construction to begin? Date: _____

Scope of Service:Which of the following types of service are you needing at the current time? *(Check all that apply)*

On-site Consultation _____yes _____no _____maybe

Master Site Planning _____yes _____no _____maybe

Design-Build Services _____yes _____no _____maybe

Capital Fund Raising _____yes _____no _____maybe

Construction Documents _____yes _____no _____maybe

Strategic Ministry Planning _____yes _____no _____maybe

Geo-demographic Study _____yes _____no _____maybe

Other (specify) _____

Other (specify) _____

Long Range Planning:

What is the church's mission/vision?

Purpose Statement:

Describe the growth strategy of the church:

Most Important strengths of the church:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Most important issues/challenges/opportunities confronting this church:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Further explanation of the church's requirements for the current project:

MATERIALS TO BE SUPPLIED BY THE CHURCH:

Completed

- ☐ Program information as requested on these forms. This information is necessary for an understanding of your needs and to provide competent professional services. Please feel free to add any other information deemed appropriate to the understanding of the project. Alternative forms may be used if they are neatly printed or typed and contain the necessary information.
- ☐ A property survey, prepared by a registered land surveyor or civil engineer, showing all existing buildings, improvements, easements, setbacks, significant trees, sewer or septic system, property boundaries, topographic contours, finish floor grades of all levels of existing buildings, and spot grades of significant features relative to a common bench mark.
- ☐ Accurate floor plans of all existing buildings on the subject site drawn to a standard architectural scale with overall and interior dimensions. Label each room, show wall thickness, plumbing fixtures, doors, and windows.
- ☐ For interior studies and studies to include exterior design: elevation (side view) drawings showing heights of walls and building elements to scale if possible.
- ☐ Local code requirements, zoning ordinances, deed restrictions, and other special requirements for the project.
- ☐ Clear photographs of church property and buildings taken from all angles of view to depict color, shapes, rooflines, equipment locations, and relationship to adjacent properties. For interior studies, interior photographs should be included as well (include diagram to illustrate point of view of photographs).

Visioneering Studios, Inc. is not responsible for the accuracy of the information supplied by the church. The information on this form is intended as a means of communicating the desires and needs of the church and reflects the church's current understanding at the time of its completion. It does not constitute a binding agreement to provide services on the part of Visioneering Studios.

Form completed by: _____

Phone Number: _____

Unless other arrangements have specifically been made with the consultant, all materials including building floor plans and the site survey should be received by Visioneering Studios at least two weeks in advance of the scheduled consultation.

Mail completed worksheet and supplemental materials to:

Visioneering Studios at LifeWay
One LifeWay Plaza
Nashville, Tennessee 37234-0168

Fax: 615.251.2466
Email: carch@lifeway.com