



Church Building & Renovation Project Checklist

Not sure where to start? Here are some steps for your congregation to consider.

Church building projects take many forms — from renovation and restoration of existing spaces to accessibility improvements, major system upgrades or new construction. While every congregation's journey is unique, most projects follow a similar rhythm of discernment, planning, fundraising, financing and construction.

This checklist offers a general roadmap to help your congregation understand the steps involved and how financial planning and fundraising align with design and construction decisions.

1. Discern needs and build consensus

- Congregation Council initiates study and appoints Study Task Force.
- Task Force analyzes mission, facility challenges and develops preliminary proposal.
- Hold feedback meetings/open forums to refine proposal.
- Congregation votes to proceed with planning phase.

2. Form teams and prepare the plan

- Congregation Council appoints a Building Team and Finance Team.
- Building Team refines needs, conducts site research and interviews architects.
- Finance Team conducts feasibility study to determine fundraising capacity and financing strategy.
- Congregation Council signs agreements for design and capital campaign services (if needed).

3. Develop designs and determine affordability

- Building Team works with architect on schematic design and preliminary cost estimates.
- Finance Team reviews feasibility results and establishes financial parameters.
- Congregation Council approves schematic direction within established financial limits.
- Architect continues design development consistent with approved scope and budget.

4. Finalize construction documents and approvals

- Congregation votes to approve final project scope and budget.
- Capital campaign launches; Fund Treasurer appointed.
- Architect completes construction documents.
- Building Team reviews documents and contractor bids are received.
- Loan application submitted and financing finalized.
- Final contractor selected; construction timeline confirmed.

5. Build, monitor and close out the project

- Building Team manages payments, change orders and inspections.
- Architect certifies payments, handles change orders and performs inspections.
- Finance Team and Treasurer manage draw requests and payments.
- Finance Team conducts capital campaign and manages pledged funds throughout the project.
- Congregation Council secures insurance, accepts building and plans dedication.
- Final inspections, warranty follow-ups and closing documents completed.



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Every building project is a journey, and no congregation needs to navigate it alone. As you consider these steps and begin to discern what comes next, the Mission Investment Fund is here to walk with you — offering guidance, perspective and support in capital planning, fundraising strategy, financing and faithful stewardship along the way. Reach out whenever you're ready to explore next steps or simply start the conversation.

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