

[Church Name]

[Church Address]

BUSINESS PLAN 20__ (SAMPLE)



[Church Website]

Purpose of the Project

To create a welcoming environment for a wider range of community activities and users at [Church Name] by:

- Improving accessibility into and around the building for all current and potential users from the local community.
- Creating a flexible space suitable for a wide variety of community uses and worship.
- Maximizing available space and minimizing health and safety risks.
- Improving the toilet facilities including those provided to meet the needs of the disabled;
- Reducing the cost and environmental impact of our heating system.

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Church Location & Background

[Church Name] is a village at [Church Location], which was once a rural village but with the developments during the last century is now an urban area adjoining the City of [Name of City]. The population of [City] is approximately [Population#].

[You can insert pictures of the church here and even a map to the church if you want.]

The existing church premises, built in 1900 have served the community well. There have been subsequent improvements with a hall added to the rear in the 1970s, but a major refurbishment is required to ensure the premises meet legislative requirements and are appropriate for the needs of present and future generations of the community and the mission of the church.

[You can insert pictures of the church here.]

The central heating boiler installed in the 70s was connected to the existing pipe work within the existing church, which has a sloped and stepped floor. The rear hall has a stepped, narrow entrance and corridors to the rest of the building. To accommodate all potential users the improvements need to take account of compliance with the Disability Discrimination Act. We have a membership of [Membership#] with [# of Regular Worshippers] regular worshippers.

Use of the Building and Public Access

The general public, either individually or a group may have access to the building by booking in advance. Details of how to make a booking are displayed on the church premises.

On a regular basis the premises are in use as follows:

| | |
|-----------|--|
| Sunday | 10:00 – 12:00 - Morning Service with Coffee Followed by Refreshments 10:30 – 11:30 – Junior Church 18:00 – 19:30 – Evening Service 20:00 – 21:00 – After 8 Service led by the Young People (Bi-Monthly) |
| Monday | 19:30 – 21:00 – Wesley Guild (Oct – Apr) |
| Tuesday | 10:30 – 11:30 – Men’s Fellowship (Monthly) 14:00 – 15:00 – Friendly Hour 20:00 – 21:30 – Music Group |
| Wednesday | 18:00 – 19:30 – Evening Service 20:00 – 21:30 – Women’s Circle (Bi-Weekly) |
| Thursday | 12:00 – 13:00 – *Luncheon Club |
| Friday | 13:00 – 15:00 – Jumble Sale (Bi-Monthly) 19:00 – 19:30 – Prayer Fellowship (Monthly) |
| Saturday | 10:10 – 12:00 – Coffee Mornings (Bi-Monthly) |

Most mid-week events are attended by members of the community as well as church members.

*Luncheon club is for elderly people living alone within the community, to have a meal together.

Current Number of Users

| Group | Number and Frequency |
|-------------------|---|
| Wesley Guild | 25 Predominantly Church (Weekly – October – April) |
| Men’s Fellowship | 16: 10 Church, 6 Community (Monthly) |
| Friendly Hour | 56: 18 Church, 38 Community (Weekly) |
| Music Group | 11 Church |
| Women’s Circle | 15 of which 4 Church and 11 Community (Fortnightly) |
| Luncheon Club | 30 Helpers (14 Church, 16 Community) on a Rota, 36 Diners (Elderly people living alone within the community) some coming weekly, others fortnightly. |
| Jumble Sales | Held to raise money to run the church minibus, which is used by the church to bring people to meetings (predominantly Friendly Hour) and by community groups, e.g. scouts (bi-monthly). |
| Prayer Fellowship | 8 Church (Monthly) |
| Coffee Mornings | Held not only to raise money, but to provide a meeting place with cake & usually a car wash which especially older people appreciate (bi-monthly). |

After 8 Service A restaurant-style service organized and led by the young people of the church, with video clips, music group and guest speaker, up to 70 attend with a good proportion from outside the church (bi-monthly).

As well as the above we also hold an annual Christmas tree festival, where local businesses, groups and individuals can sponsor a tree. This is held from Friday to Monday at the beginning of advent and is enjoyed by the local community young and hold with approximately 400 visitors, entrance if free.

[Church Name]

Our **Mission** as the [Church Name] in [City] is called by Christ to be:

*A Welcoming Community *A Witnessing Community *A Worshipping Community

Our **Vision** is to Worship God as known in Jesus, seek His will and draw those around into a relationship with Him.

Our **value** is to reflect on and test our heritage as [Church Doctrine]

Our **strategy** is to:

- Offer the opportunity for people of all ages to grow in faith and in discipleship.
- Offer an open community which values every individual.
- Identify and try to meet the needs of the local community.
- Offer a safe space for all.
- Work in partnership with other groups in the community as appropriate.
- Work in partnership with other local churches whenever possible.

Achieving our Strategy

In [Year] it became increasingly apparent that the premises no longer were sufficient to meet increased numbers and growing demand. Also the lack of a safe space, adequate heating, restricted disabled access throughout, compliance with health and safety regulations and the need to reduce our carbon footprint led the Property Committee to propose three alternative plans to meet current and foreseeable demand. These were presented to a General Church Meeting in [Date of Meeting].

To date this has been achieved through:

- Comments sought from members and existing user groups.
- Consultation with outside user groups – ongoing.
- Consultation with the local community – ongoing.
- A dreaming dreams day – what the people would like to see happen in the church in the next 3 to 5 years.
- TRIO (The Responsibility is Ours) – a program to challenge people about responsible giving.
- Appointment of a part-time (20 hours per week) lay worker.
- Various community events, e.g. Annual Community Christmas Tree Festival, Coffee Mornings.
- Lettings coordinator – more interactive than previous including promotion of community facilities.

The result of consultations were discussed with the architect who has produced a feasibility cost budget within which, inclusive of professional fees and VAT, all the envisaged works will be contained.

Meanwhile, church members, user groups and community contacts are working together to achieve our values and objectives to ensure systems are in place to properly manage and sustain the improved facilities when they become available by:

- Promoting our plans through community publications such as Faith Link, local newspaper and radio.
- Publicizing the improved facilities to the local authorities, social services, etc.
- Development of website.
- Management and Communications Team – Monitor progress and feedback on a regular basis.
- Fundraising Team – Internal.
- Grants Team – External Funders.

This refurbishment and improvement scheme aims to achieve our objective of providing safe accessible space and facilities for as wide as possible a cross section of the community.

Identification of the Need for the Improvement of Facilities

Background

The premises have been kept in a good state of repair and improvements have been made in providing disabled facilities under the direction of the Property Committee and Church Council. However, the Property Committee of [Church Name] has identified over a number of years the necessity for further upgrading of the premises, in particular the heating system. This has been backed up by issues highlighted in the [Church Name]'s Quinquennial Review.

The issues identified as a particular necessity were:

- Ramp with a more suitable degree of slope for disabled access
- Disabled toilet with easy wheelchair access
- Visibility of the rear entrance to users of the building
- Removal of the sloping floor of the sanctuary
- Removal of the stepped entrance to the rear hall
- Removal of the narrow corridors to the rear hall
- New heating system to reduce the churches carbon footprint
- Convert the existing sanctuary into a large multipurpose venue equipped with multimedia facilities there by increasing the range of options for community use
- Replace crumbling stone window sills
- Improve ventilation
- Rebuild crumbling boundary wall
- Increase the available space for children's and young people's work
- Eliminate overcrowding in the premises and improve overall safety
- Provide a storage area for equipment

Description of the Site

[Church Name] premises consist of an outside area comprising a small off-street car parking area (space for four or five cars) and grassed area with access down both sides of the building. A sloping ramp provides access to the front porch. The main worship area has a sloping floor with side aisles and fixed rows of pews, plus a number of movable chairs. Partitioned off to one side is a small meeting room which leads to a vestry and office area, with the photocopier occupying an area inside the side porch. Doors lead through to a larger back room with a kitchen area to one side and doors to the two toilets and the side entrance at the other side.

The worship area is used regularly for Sunday services (morning and evening) and Wednesday evening services, and also for weddings, funerals and christenings. This area has most recently been the venue for restaurant-style After 8 services which are led by the young people in the church and have attracted 40+ people.

The vestry is used as the church office, a storage facility and for the preacher on Sundays and Wednesdays before services.

The small meeting room is used when the congregation needs to spill over from the main worship area by pulling back the partition. It is also used after the service on a Sunday morning for refreshments – there is a serving hatch from the kitchen. This room is also used for meetings such as the Property Committee and could hold about 24 seated around tables.

The kitchen was refurbished in 1996 and is fitted to a high standard with steel work surfaces, a commercial cooker, dishwasher, sinks and has serving hatches to the other rooms. It is used regularly for the preparation of refreshments, most significantly for the serving of about 24 meals for the Luncheon Club.

The rear hall is used on Sunday mornings for Junior Church, plus other weekday meetings. The luncheon Club and Friendly Hour meetings use it to its fullest capacity.

Scheme Objectives

The building alterations and refurbishment of [Church Name] will make the premises:

- Safer
- More Accessible for all Users
- More Comfortable
- More Flexible
- More Attractive

Overall the scheme will:

- Give Added Value to Users
- Offer a more Attractive Modern Option to Users
- Provide a new Lease of Life to a well-used Community Facility
- Offer a Flexible Space to Attract More Users
- Ensure the Premises are a Continued Community Asset for the Future
- Increase the Range of Community Services the Church is able to Provide
- Assist the Church to Achieve its Mission, Vision and Calling

The scheme will provide the following specific outputs:

- Welcoming New Front Entrance with Easy Disabled Access
- Refurbished Worship Area with Flexibility to be Used for many other Purposes during the Week
- Level Floor in the Worship Area
- Fully DDA Compliant Disabled Toilet
- New Accessible and Visible Rear Entrance to the Premises
- New Storage Facilities for all Users
- New Church Office
- New Church Vestry
- New Environmentally Friendly Heating System
- Modern Presentation Equipment and Audio System

The outputs will achieve the following:

- Accessibility for all Users Including Wheelchairs, Pushchairs and Prams
- Improved Building Security and Child Protection
- Safe and Comfortable Toilet Facilities for all Users
- A much more Flexible and Safer Space for use by the Community
- A warm Welcoming Building with Reduced Environmental Impact

Details of the Project

[Insert pictures of what is being discussed below.]

The ramp to the front entrance will be removed and the front doors replaced with glass doors improving the access and make the building more welcoming.

The side entrance to the building will be removed and replaced with a new entrance which will face down the long path which gives access to it.

Both of the new entrances will be fully DDA compliant.

Current Main Worship Area

[Insert pictures of what is being discussed below.]

The worship area currently has a mixture of mainly fixed wooden pews and some moveable seating at the front. To the left front of the worship area is a small meeting room which is separated from the worship area by a folding wooden screen. The floor of the worship area slopes from the back of the front and the aisles at each side of the pews are narrow.

[Insert pictures of what is being discussed below.]

As part of the project all the pews will be removed as will the sloping floor. The floor will be leveled to the same height as the new front entrance doors giving easy access to the front of the building. This will create a large multipurpose flexible space suitable for many groups.

Office Space

[Insert pictures of what is being discussed below.]

The current vestry duels as an office and is unsuitable at present for both purposes. The entrance to the rear meeting room involves passing through several doors to gain access to the room itself and the toilets.

Rear Meeting Room

[Insert pictures of what is being discussed below.]

The project will result in the rear of the premises being altered to improve the access from the side entrance door (see above) by creating a new extension which will include the new side entrance and vestibule, make the current disabled toilet fully DDA complaint and separate office and vestry. This will also result in the moving of one of the existing toilets and the some of the many doors accessing the rear meeting room.

Toilet Facilities

[Insert pictures of what is being discussed below.]

There are currently two toilets (on the left) in the building which are accessed via a narrow corridor which gives restricted access for both disabled and wheelchair users. One of the current toilets has some disabled facilities but it is not DDA compliant and access is difficult.

The new extension will incorporate the moving of one of the existing toilets and the narrow corridor as part of the rear extension giving far better access to the disabled toilet which will be made fully DDA compliant. (see plan)

Audio and Visual Aids

The worship area currently has an audio system with hearing aid loop which was installed approximately 15 years ago. The system is now showing signs of its age and is no longer fit for purpose. There is currently no built in visual aids systems.

As part of the project a new and more flexible audio system will be installed including a loop system along with a modern visual aids/presentation system for use by all users including Sunday and Wednesday Worship.

Future Management of the Premises

The premises will continue to be managed by the [Church Name] Council with assistance and information being offered by Church Stewards and the church members.

The [Church Name] will continue to oversee the running of the Church in accordance with the rules, principles and values of the [Church Name].

Track Record of Delivering Projects

The management of all [Church Name] building schemes is overseen by Local, District and National governing bodies. Those involved at the District and National level have expertise and experience in overseeing building projects.

Local [Church] building schemes require the approval of district and national bodies who employ and use relevant professionals to examine and check all schemes prior to approval. Their advice is available throughout the project.

The church premises in [City] having been operating on the site since 1900 and have undergone many changes and improvements. The most recent was in 1996 when a new kitchen was built and the front entrance altered to give improved access including a ramp for wheelchair users. There have also been several minor schemes over the last few years including the alternation of the toilets to give improved disabled access and relaying of the block flooring in the large meeting room.

The premises are managed by the Church Council through delegated powers given to the Property Committee who oversee all of the upkeep and maintenance of the premises.

Due to the successful use of the premises as a church and a community facility we have reached the stage where we need to modernize and develop the premises further in order to open up the building to wider use by providing a flexible multipurpose space.

Summary

The improvements to the premises will not only maintain the church building but will also enable the premises to be made available to a wider section of the community due to the flexibility and improved access that the scheme will offer.

The scheme will also make the building safer, more accessible and useable to all members of the community from the very young to the very old.

The churches environmental footprint will be greatly reduced by the installation of a new energy efficient heating system.

The scheme will undoubtedly improve the facilities available and contribute to the ongoing task of developing a dynamic and caring community in the local area.

[Insert a full picture of the front of the church here.]

Timeline of Development of Scheme

| | |
|---------------|--|
| October 20__ | The church agreed to look at how we might update and adapt the premises to make them more user friendly, and to appoint an architect to see what is structurally possible. |
| Spring 20__ | Architect appointed and a plan of what would be possible structurally with the oldest part of the building. |
| May 20__ | Fundraising launched. |
| Spring 20__ | Three sets of plans presented to the church based on the original structural possibility plan. |
| Summer 20__ | After consultation with members, it was decided the plans did not address the main short comings with the building, and alternative proposals were agreed. |
| Spring 20__ | Planning permission obtained. |
| Summer 20__ | Detailed plans received from the architect in line with the Summer 20__ proposals, these were agreed with an alteration to the interior layout. |
| November 20__ | Went out to the tender. |
| January 20__ | Tenders received. |

Management and Appraisal of the Scheme

The scheme is managed by the Church Property Committee consisting of:

[Committee Member's Name], Property Secretary and Steward, an insurance claims handler
[Committee Member's Name], Property Chair and Steward, an accountant
[Committee Member's Name], Church Treasurer, a retired health visitor
[Committee Member's Name], Senior Church Steward, a semi-retired paramedic

In addition, [Architect's Name and Company Name] is our architect.

The progress of the scheme is evaluated by the Church Council at regular intervals, chair the [Rev. Name]

The [Church] property office scrutinizes and evaluates the schemes technical aspects, its objectives and the financial requirements/implications and advises as necessary.