

# DEBRESELAM MEDHANEALEM ETHIOPIAN ORTHODOX CHURCH

## Building Coordinating Committee

Working Paper



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# Debreselam Medhanealem Ethiopian Orthodox Church

## Building Coordinating Committee (BCC)

### Structure and Accountabilities

*In the name of the Father, the Son and the Holy Sprit*

#### **1 Objective:**

The objective of this Building Coordinating Committee (BCC) is to advise and assist the Church Board of Trustees (BOT) in planning, implementing and managing the acquisition or construction of the new building for worship, education and social services, and to create a center that would generate revenue for religious purposes and long term sustenance to its faith community.

#### **2 Formation**

- 2.1 The church BOT shall appoint BCC members and introduce them to the congregation.
- 2.2 Members of the BCC shall be active church members who have demonstrated dedication to the founding and growth of the church.
- 2.3 BCC shall serve until the objectives stated above are accomplished and it is not limited to the BOT terms of service.
- 2.4 BCC sets its priorities, time lines and strategy to accomplish its designated objectives.
- 2.5 To facilitate liaison and enhance overseeing function, the BOT shall assign one Board member preferably the Vice President (VP) to the Executive Committee (EC) and the Finance Officer to the Finance subcommittee as ex-officio members of BCC. Their term is limited to the terms of the prevailing BOT and they shall be replaced with the election of a new BOT.
- 2.6 BOT shall transfer funds collected for the purchase or construction of a new building to the BCC designated bank account.
- 2.7 The BCC designated bank account shall be operated by the church BOT.
- 2.8 Use of funds from the BCC designated bank account shall be restricted to
  - 2.8.1 acquire or build a new church
  - 2.8.2 pay for miscellaneous expenses related to the BCC operation

- 2.9 The BOT shall establish a petty cash and change funds to be managed by BCC.
- 2.10 BOT arranges and supervises auditing tasks on BCC financial records and processes. The auditing task shall be performed every year by the Church Internal Control division or other internal or external auditors.
- 2.11 BCC may form different functional subcommittees and task forces to achieve its objectives. The members of the functional subcommittees should be members of the church. As needed, the BCC or its functional subcommittees may consult or use services of individuals and professional organizations.
- 2.12 A BCC member is expected to notify BCC in writing of his/her decision to resign four weeks in advance.
- 2.13 BCC in consultation with the BOT can remove a member from the Coordinating Committee or any of its subcommittees when the success of the project is at stake.

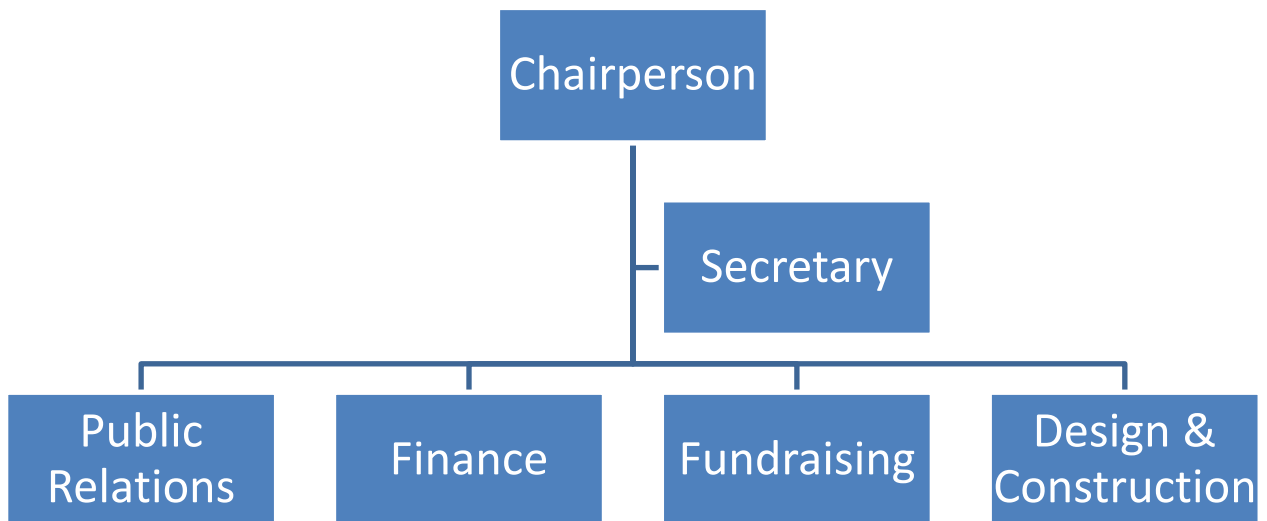
### **3 The Role of the BCC:**

- 3.1 Find and analyze the best information on the present and immediate needs of the Church and come up with all possible solutions in acquiring suitable exiting building or purchase an empty lot and build a functionally adaptable, financially feasible, safe and one that serves the present and future needs of the ever increasing number of parishioners.
- 3.2 Set project time line of the new church acquisition or construction.
- 3.3 Set budget for the new project considering the church finances and other funding sources.
- 3.4 Use various creative techniques to raise funds on a continuous basis.
- 3.5 Collects monetary and in-kind donations for the new building project and transfer it to the church treasurer.
- 3.6 Monitor financial recordkeeping of the building project and review the bank activity in the BCC designated bank account.
- 3.7 Review payment invoices related to the acquisition or building construction and submit them to the BOT for approval.
- 3.8 Approves and makes miscellaneous payments from BCC petty cash fund.
- 3.9 Provide progress report to the BOT and the general assembly, as needed.
- 3.10 As needed, screen and propose to the BOT to hire or enter into contract with professionals or organizations such as architects, contractors, mortgage originators, real estate brokers, attorneys, etc.

- 3.11 Search and identify the building or property grounds.
- 3.12 Collect and filter information on the property identified for purchase.
- 3.13 Present the location, price and timing of the purchases to the BOT for final approval.
- 3.14 Identify and negotiate mortgage terms to finance property acquisition or construction of the new church.
- 3.15 Follow-up the execution of the acquisition of the property or construction of the new church building.

**4 The structure of Building Coordinating Committee(BCC):**

- 4.1 BCC shall be comprised of the chairperson, the secretary, the two BOT representatives and subcommittee members.
- 4.2 BCC shall have 7 Executive Committee (EC) members consisted of the chairperson, the secretary, one BOT representative and four subcommittee heads (Public Relation, Fundraising, Finance and Design and Construction subcommittees).
- 4.3 The EC and BCC shall meet as frequently and as needed.
- 4.4 For each subcommittee, a clergy shall be assigned by the BOT.
- 4.5 The executive committee shall submit its quarterly progress report and any proposals and financial requirements to the Church BOT.
- 4.6 The BCC will have the following organizational Structure:



**5 BCC Chairperson**

- 5.1 Elected by the BCC and serves for three years.
- 5.2 Sets agenda and chairs BCC and EC meetings.
- 5.3 Coordinates activities of the subcommittees.
- 5.4 Organizes and structures all reporting procedures of the BCC.
- 5.5 Makes proposal for additional members or replacements.
- 5.6 Act as the contact person to the BCC.
- 5.7 Acts as the designated spokesperson of the BCC.
- 5.8 Prepares and presents progress report to the BOT in a timely manner.

**6 Secretary of the BCC**

- 6.1 Elected by the BCC and serves for three years.
- 6.2 Chairs BCC in the absence of the Chairperson.
- 6.3 Serve as member of the EC.
- 6.4 Organizes and leads all project related document retention.
- 6.5 Takes minutes of BCC meetings.
- 6.6 Sends out reminders about events, meetings and action requiring items.
- 6.7 Creates forms and procedures to track all information gathered by the BCC.
- 6.8 Responsible for all mail correspondences of the BCC.

**7 Public Relations (PR) Subcommittee:**

- 7.1 The head of PR subcommittee shall be a member of the EC and will serve for three years.
- 7.2 Recruit and organize individuals to participate in various activities that support the goal of the BCC.
- 7.3 Communicate and promote the Church general image to the congregation and the public at large.
- 7.4 Gather information from the congregation, handle questions, and find ways on how the congregation shall own the project.
- 7.5 Engage in communication activities that inform, inspire and motivate the congregation to actively participate in the church acquisition or building process.
- 7.6 Prepare brochure or other materials (Social Media, DVD, PowerPoint, video, etc.) to fully inform the congregation at appropriate times.

- 7.7 Assist and work closely with the fundraising subcommittee in creating project awareness and fundraising campaign.

**8 Fundraising (FR) Subcommittee:**

- 8.1 The head of FR subcommittee will be a member of the EC and will serve for three years.
- 8.2 Continuously organize a variety of fund raising activities.
- 8.3 Campaign and ask church members to donate and pledge to the building fund.
- 8.4 Work hand-in-hand with the clergies. The clergies will be required to do their best in their sermons and other activities to motivate the congregation to engage in the church building endeavor.
- 8.5 Assist and work closely with the finance subcommittee on uncollected pledges or in-kind donations.
- 8.6 Initiate and coordinate grant applications and proposals writing and submission to government, non-government and private firms or agencies to apply for financial and material support.
- 8.7 Prepare interim and final grant fund utilization report to donors.
- 8.8 Initiate the hiring and use of professional grant writer to secure external source funds.

**9 Finance Subcommittee:**

- 9.1 The head of Finance subcommittee will be a member of the EC and will serve for three years.
- 9.2 Assess the financial strength of the Church in relation to the building project.
- 9.3 Gather pertinent and applicable information related to the project financial requirements.
- 9.4 Coordinate and develop budget necessary for the acquisition or building project.
- 9.5 Find appropriate financing for the new church building.
- 9.6 Collect donated and pledged money and in-kind donation and transfer them to the church treasurer the same day. This subcommittee uses separate collection receipts and process fund request forms.
- 9.7 Review payment invoices and forward it to the EC for approval.
- 9.8 Maintain and manage petty cash and change funds
- 9.9 Review approved payment requests and make miscellaneous payments from the petty cash fund.

- 9.10 Monitor financial recordkeeping of the building project.
- 9.11 Head of Finance subcommittee gets viewing access to the designated BCC bank account.
- 9.12 Assist any third party review and audit.
- 9.13 Make regular progress reports to the building EC.
- 9.14 The Church Finance Officer shall be a member of the finance subcommittee and shall perform activities related to recording and reporting of revenue and expenditures. Financial recordkeeping will be done in a separate sub-ledger.
- 9.15 Prepare and present financial reports to the EC and the BCC.

## **10 Design and Construction (D&C) Subcommittee**

- 10.1 The head of D&C subcommittee will be a member of the EC and will serve for three years.
- 10.2 Gather information on how the new church building will look like (style) and what units should be included (Sanctuary, Education, Kitchen, Fellowship, Music and Administration, etc.).
- 10.3 Working with the General Contractor, gather pertinent and applicable project information (master site planning, site grading, parking & drives, landscaping and site concrete) relating to the project site and report to the BCC.
- 10.4 Work with the Law Firm reviewing the construction agreement with the General Contractor.
- 10.5 Investigate local governmental factors to determine if there are municipal and city restrictions and limitations that could impact the project.
- 10.6 Be at the forefront in the selection of an architect, contractors, other professionals and vendors (suppliers).
- 10.7 Coordinate with the finance subcommittee to develop a budget and monitor project costs.
- 10.8 Work with the architect in developing the style of the new church building within the budget and based on 10.1 above.
- 10.9 Present the new church design to the EC and BCC.
- 10.10 Hold a design review meeting with the General Contractor, architect and management company before the construction of the building starts.

## Building Coordinating Committee

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- 10.11** Hold subsequent milestone meetings with the General Contractor, architect, professionals, vendors, suppliers, government agencies, consultants, utility companies, and individual contracted professionals and volunteers.
- 10.12** Prepare and present project report periodically and at critical phases to the BCC.
- 10.13** Act as the main contact to the architect, the General Contractor and other groups during construction phase.
- 10.14** Coordinate with the Architect and government agencies to oversee the construction and engineering works of the project.