

# Planning a capital improvement project

An improvement or expansion project requires careful consideration of many factors and issues — your wish list is just the beginning! The following questions will help you lay the foundation for a strong project.

## Your project

- Describe your church's project, with details on the most important elements
- What is the purpose of your project? What will it accomplish? What are your highest priorities?
- Outline your project's budget, highlighting the major components
- What kind of construction timeline do you anticipate?

## Your capital campaign

- When will your campaign begin? When will it end? Over how many years will pledges be payable?
- Will you manage your campaign internally or seek outside expertise?
- What are your campaign goals for money raised and member participation? Do you expect to raise at least one third of the project cost?
- Will your cash-on-hand be sufficient to cover mortgage payments each year?

## Your church and community

- What is the mission of your church? What is its vision?
- What makes your church unique? What are your special gifts?

- Describe two or three programs that distinguish your church
- Describe your church over the last five years — membership and the number of pledging units; average weekly worship and Sunday school attendance; OCWM support and other mission giving
- What methods are you using to expand membership?
- Describe your community — Is it urban? suburban? rural? What is the population?
- How has your community and population changed in the last five years? What changes does your community anticipate in the coming five years?
- What is the average value of residential property around your church? What percentage of the community has been developed?
- Describe the involvement of the pastor and laity in the life of the wider church
- What are the greatest challenges currently facing your congregation?
- How will a Cornerstone Fund loan enhance your church's mission and ministry?

## Questions?

If you have questions or would like additional information, please contact:  
**Cornerstone Fund**  
**888.822.3863**  
**info@cornerstonefund.org**