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Resources for: Effective Building Projects Prepared for Sacred Space Grants Initiative Session 3

The Sacred Space classes focus on three essential steps to linking a congregation's facility to their mission – reflection, planning and action. In the context of the Sacred Space program, part two of the planning step consists of congregations planning how to maintain their existing buildings and how to raise funds for building projects. The following resources are recommended for these planning phases of a congregation's building program.

Holliman, Glen N. and Barbara L. Holliman. *With Generous Hearts: How to Raise Capital Funds for Your Church, Church School, Church Agency or Regional Church Body*. Harrisburg, PA: Morehouse Publishing, 1997.

This book is an excellent overview of capital campaigns. The Hollimans present six steps of effective fundraising: (1) identify the compelling need for which funds are required; (2) identify the potential donors who are able to respond financially to the need; (3) communicate the need to potential donors; (4) ask for a donation to address the need; (5) say "thank you" to those who have made donations; then (6) continue the process of identifying needs and donors, sharing information, and inviting people to participate.

Maintenance Manual: A Program for Inspection and Seasonal Maintenance of Religious Properties. Albany, NY: Architecture and Building Commission of the Roman Catholic Diocese of Albany, 1985.

Packaged in a three-ring notebook and printed on pages that may be legally photocopied and distributed, this manual includes interior and exterior property maintenance schedules for every season. Also included are mechanical, inspection, and safety checklists—plus organizational space for recording emergency numbers, a building's history, and equipment servicing records. A glossary of key "property maintenance" terms completes the notebook. The *Maintenance Manual* may be purchased from Partners for Sacred Places at www.sacredplaces.org.

Partners for Sacred Places

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Partners for Sacred Places is a nonprofit organization devoted to helping Americans care for and make good use of older and historic religious properties. Partners maintains an Information Clearinghouse, accessible from its website, which contains extensive building related resources. Many of the resources are available online, others may be ordered for a nominal fee.

Your Sacred Place is a Community Asset: A Tool Kit To Attract New Resources and Partners. Philadelphia, PA: Partners for Sacred Places, 2002.

The goal of this resource is two-fold: "(1) to show your own congregation and the surrounding community the value of your sacred place as a community asset and (2) to use that understanding to attract new partners and resources to maintain your assets." This tool kit provides congregations with five tools such as the "Calculating Your Public Value" tool, which includes use of a web-based tool that calculates the actual value of programs and services; and a "Building Assessment" tool which enables congregations to physically inspect their building and analyze how the space is used.

