

Steps to Relocating a Church

July 21, 1997

SBCBAA / NACBA Conference

Ron Chandler

Administrator, Germantown Baptist Church

1. Location, Location, Location
2. Architectural Interview and Hire
3. Facilities Study - FUNCTION NOT FORM
4. Space Needs and Studies
5. Planning for Maintenance and Storage
 - A. Floor Surfaces
 - B. Wall Surfaces
 - C. Stair Surfaces
 - D. Lighting
 - E. HVAC
 - F. Exterior Surfaces
 - G. Maintenance Facilities
 - H. Bus Parking and Sanitary Dumps
 - I. On-Site Storage
6. Construction Process
 - A. Inspection of work
 - B. Verification of changes
 - C. Timing
 1. Plan for Delays
 2. Develop backup plans
7. Possess the land by getting your people on the site as much as possible
8. Occupation
 - A. FF&E - \$3 per sq ft
 - B. Assignment of budgets
 - C. Phasing of physical move - you will have to move in on top of construction work
 - D. Trash removal at old site
 - E. Volunteer task force
 - F. Packing and Moving Company
 - G. Room Setup
 - H. Security
 - I. Communication and Information Systems Startup
 - J. Timing and shutting down church operations
 - K. Food Services
9. Maintenance and Housekeeping
 - A. Out-source vs in-house
 - B. Maintaining two sites
10. Expense Tracking

**REQUEST FOR PROPOSAL
FOR THE RELOCATION OF
GERMANTOWN BAPTIST CHURCH**

2216 GERMANTOWN ROAD
GERMANTOWN, TENNESSEE 38138
901-756-9450
901-758-5775 FAX

A. Background.

Germantown Baptist Church is constructing new physical facilities at 9450 Poplar Avenue, approximately four miles from its present location at 2216 Germantown Road. These facilities are scheduled to be ready to occupy on or about August 20, 1995.

B. Description.

The church will need to physically move all items from the old location to the new location. This will entail the packing, disconnection, and move of all furnishings, libraries, equipment, and related items.

C. Objectives.

There are specific objectives pertinent to this move:

1. To develop a time-line plan for the move, at the leadership of Ron Chandler, church Minister of Administration.
2. To train all employees and volunteers of the church in preparing for the move.
3. To provide all packing materials for the move.
4. To physically relocate all items referred to in this document in two phases.
 - a. Phase One shall include all offices, computer and phone services, kitchen and all related items.
 - b. Phase Two shall include all other items.

D. Management.

The move should be administered by a trained professional with experience in company relocations. This individual should be physically present during Phase One and Phase Two of the move to personally administer every detail.

E. Proposal Requirements.

The proposal should be a written submission. A meeting with the Church Administrator must be scheduled to tour the present facilities for the purpose of evaluating the requirements for the items to be moved. Calls to schedule this appointment may be made beginning Monday, March 27. You may call 758-5702 to reach the secretary to the Administrator.

F. Scope of the work.

The relocation of the church will include but not be limited to the following:

1. Computer system hardware including all pc's and printers at individual desks.
2. All books, files, furnishings, media, and equipment from the church library.
Note: A separate company will dismantle and move the library fixtures which are primarily shelving.
3. All offices including but not limited to desks, chairs, files, and associated items.
4. Kitchen equipment.
Note: A new kitchen, including equipment, is being installed at the new site. Equipment to be moved includes primarily dish storage carts, dishes, pots and pans, warming cabinet, meat slicer, yogurt machine, associated stands and carts, and small refrigerator. No large cooking equipment or ice machine is included.
5. Music Library including hymnal books.
6. Choir Robes.
7. 800-1000 stackable and/or folding chairs.
8. Folding tables and carts.
9. Resource room materials.
10. Screenflex Portable Partition units.
11. Baby beds and associated nursery and preschool equipment.
12. Childhood education furnishings.
13. Assorted sound and audio visual equipment.
14. Telephone switch.
15. Maintenance equipment including floor machines and vacuum cleaners.
16. Various record and storage cabinets.
17. All other as identified through review with the Church Administrator

Note: All pianos and organs are being moved by a separate company. No sanctuary pews or choir chairs will be relocated.

It is possible that volunteers will be used to place chairs and classroom furnishings at a central location for loading on your trucks.

G. Packing, Materials, and Training.

The proposal should address the provisions of the church and library staff packing their own offices, the provision of all materials for such and training to do so. Also, volunteers will be used to pack all education classrooms.

Packing materials, tape, and identification labels should be provided for all the above.

The proposal shall include provisions for your packers to pack all dishes and food service items.

H. Calendar.

The church is to receive possession of the new facilities on Friday, August 25, 1995. It is anticipated that the move will take place in two phases as identified earlier in this request for proposal. It is conceivable that Phase One will need to be completed either the week of August 21 or 28, and Phase Two the week of August 28 or September 3. Preliminary plans are to conduct Phase One the first week and Phase Two the next consecutive week.

It is desired that all offices be relocated in one day, requiring office personnel to miss only one day of work.

I. Specifics of Proposal.

The written proposal should present the usual and customary estimations for moving. It should also include clear estimations of the number of men and trucks that will be provided to accomplish the move in the required time.

J. Cost Specifications.

The proposal should itemize all costs and specify "a cost not to exceed", and clearly specify all terms of payment.

Insurance should be identified as an option, with the church reserving the right to insure the move using an insurance provider.

K. Submission of Proposal.

The proposal should be submitted to the attention of Ron Chandler, Minister of Administration, 2216 Germantown Road, Germantown, Tennessee, 38138.

All proposals should be delivered to the church no later than Friday, April 13. It is requested that the proposal price be guaranteed until May 31. A decision will be made by April 30, 1995, with notification given to all unsuccessful bidders within five (5) days.

Acceptance of the proposal shall be by the signature of a church corporate officer.

Bulletin Announcements from Ron Chandler:

Sunday, November 5

The schedule for the move to the new church is now completed and will be published in the Scroll this week. Copies are also available in the foyer.

Sunday, November 12

The schedule for the move to the new church is now completed and will be published in the Scroll this week. Copies are also available in the foyer.

The church offices **WILL BE CLOSED TOMORROW**. No phone service will be available to the church tomorrow, however, the answering service will be handling emergency calls and paging church staff when necessary.

The church offices will reopen at the new site on Tuesday, November 14. However, construction is still underway at the site and only those with prearranged appointments should visit the church site. Security will be present to control access to the facilities. This will be necessary only for several days until all work completed. See other announcements with regard to OPEN HOUSE opportunities at the new site for touring and location of Sunday School rooms.

All regularly scheduled church programs will still be conducted at the current site until Monday, December 4, with the exception of Wednesday dinners, which are suspended after this week, until December 13, when they will begin at the new site.

Sunday, November 19

The church building contains no phone service today. **HOWEVER**, emergency cellular phones are available for use by those in attendance today. Also, the church answering service is answering all phone calls to our lines and will be forwarding emergency call information to the church staff on site. Please go to the cellular phone stations in the sanctuary foyer or the church office to place necessary phone calls.

All regularly scheduled church programs will still be conducted at the current site until Monday, December 4, with the exception of Wednesday dinners, which are suspended after this week, until December 13, when they will begin at the new site. See other announcements with regard to OPEN HOUSE opportunities at the new site for touring and location of Sunday School rooms.

Sunday, November 26

The church building contains no phone service today. **HOWEVER**, emergency cellular phones are available for use by those in attendance today. Also, the church answering service is answering all phone calls to our lines and will be forwarding emergency call information to the church staff on site. Please go to the cellular phone stations in the sanctuary foyer or the church office to place necessary phone calls.

All regularly scheduled church programs will still be conducted at the current site until Monday, December 4, with the exception of Wednesday dinners, which are suspended after this week, until December 13, when they will begin at the new site. See other announcements with regard to OPEN HOUSE opportunities at the new site for touring and location of Sunday School rooms.

Sunday, December 3

The church building contains no phone service today. **HOWEVER**, emergency cellular phones are available for use by those in attendance today. Also, the church answering service is answering all phone calls to our lines and will be forwarding emergency call information to the church staff on site. Please go to the cellular phone stations in the sanctuary foyer or the church office to place necessary phone calls.

All church buildings will be closed to the public beginning tomorrow at the current site. All furnishings will be

moved to the new site for all programs to begin full operation next Sunday, December 10. See other announcements with regard to OPEN HOUSE opportunities at the new site for touring and location of Sunday School rooms.

MOVE TO NEW FACILITIES
Guidelines for Move and General Information

Projected Date: Nov 13 - Dec 1 (subject to delays in increments of one week)

Projected Plan: Subject to Revision

(See Calendar)

Preliminary Setup (subject to TCO)

Mon, Oct 30 Deliver and build office furnishings
 Mon, Nov 6 Ministers may begin moving some items themselves
 into their new offices
 Mon, Nov 6 Individuals may begin to place resources and other
 items in "D and E" buildings, subject to TCO

Offices and Operations, Kitchen

Oct 12 - Nov 9 Pack up offices
 Fri, Nov 10 Load truck
 Mon, Nov 13 Unload offices and unpack
 (Church offices closed for office staff to unpack)
 Mon, Nov 13 Move Phone Switch and Kitchen
 Tues, Nov 14 Re-open offices at new site with phone service
 Tues - Fri, Nov 14-17 Complete move of offices and other items

Food Services

Nov 15 - 30 Closed for moving and servicing of new kitchen
 (No Wed meals or Thursday luncheons during this period)
 Possible reopen for Deacon Banquet at new site on December 2.

Education, Music, All other

Oct 12 - Nov 10 Pack all items not needed for current operations
 Tues - Fri, Nov 14 - 17 Move misc items not needed for Sunday
Sunday, Nov 19 Last Day at Old Site*
 All 11:00 Sunday Schools stack chairs and stage furnishings for pickup
 Mon - Wed, Fri, Nov 20 - 22, 24 Move all Ministries
 Sat, Nov 25 Overtime for movers
Sunday, November 26 First Sunday at New Site*

Weekday Preschool

Mon - Wed, Nov 20 - 22 Close Weekday Preschool
 Mon - Wed, Fri, Nov 20 - 22, 24 Move and set-up all classes

Library

Oct 12 - Nov 3 Pack Library books and put in upper mall
 Mon - Fri, Nov 6 - 10 Cornflower dismantles and moves current library
 fixtures
 Tues, Nov 14 Move library books and equip

General Information

Box Labeling: Refer to training guides of October 10

Color Codes

A Building

D Building

E Building

Offices

Packing: All ministries are responsible for packing utilizing your own volunteers as follows:

Area

Who Packs and what to Pack

Offices:	Staff and secretaries, including all office, desk, and file contents. Pictures and other delicate items might be better moved on your own. Computers and all furnishings will be moved by the movers.
Weekday Preschool:	Weekday Preschool Staff for all items including resource rooms, except furnishings.
Preschool:	Volunteers and teaching staff for all items including resource rooms, except furnishings.
Childhood:	Volunteers and teaching staff for all items including resource rooms, except furnishings.
Student:	Volunteers and teaching staff for all items including resource rooms, except furnishings
Music:	Music staff and volunteers for all items including resource rooms, choir robes, libraries, hymnals, costumes, sets, and instruments, except heavy instruments and furnishings. Pianos to be moved by separate company.
Recreation:	Staff and volunteers for all items except furnishings. Ceramic molds to be packed by direction of movers by staff (subject to change if needed).
Singles:	Staff and volunteers for all items except furnishings.
Married Adults:	Staff and volunteers for all items except furnishings.
Evangelism:	Staff and volunteers for all items except furnishings.
Maintenance:	Maintenance staff for all items.

Library: Library staff including all books and resources.

Kitchen: Kitchen staff for items that are unbreakable.

Furnishings: On the last day of Sunday School, the 11:00 am Sunday School can help By stacking all chairs in youth, singles, and adult departments close to the door inside the department. Chairs should be stacked no more than 25 high.

Throw Away: A dumpster will be located on the south side of the offices for the disposal of all trash and items that can be disposed of when packing. Each age-group division needs to go through all Sunday School areas and check all cabinets, closets, and storage cabinets for items that can be thrown away.

October 1995

Move to New Facilities

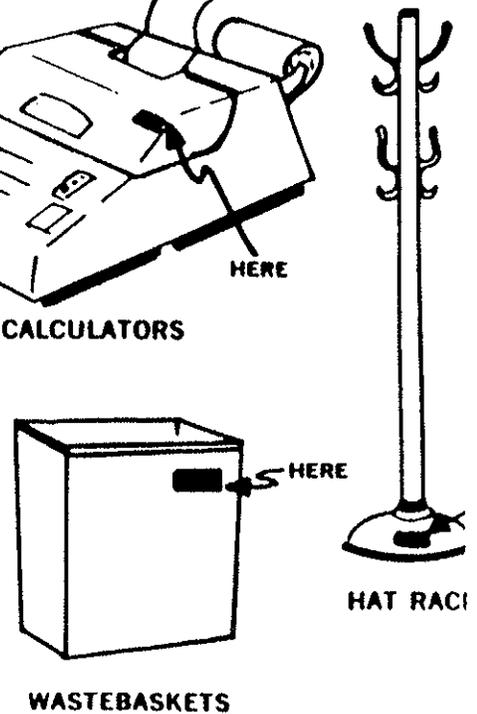
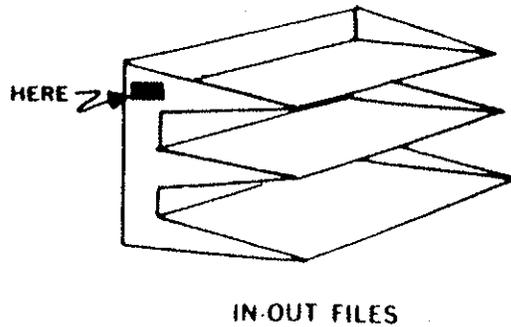
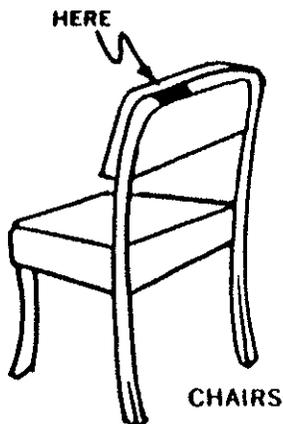
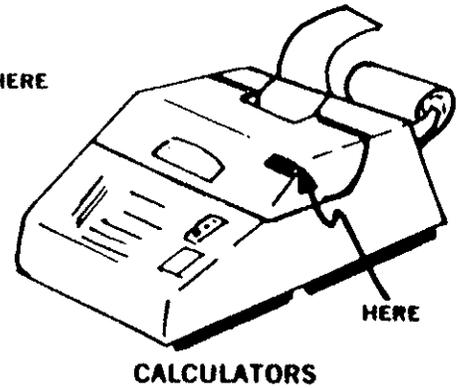
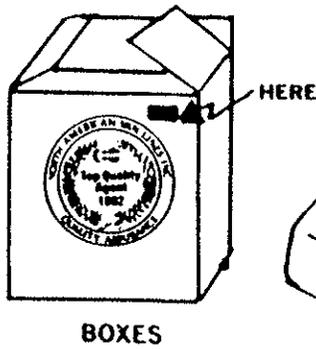
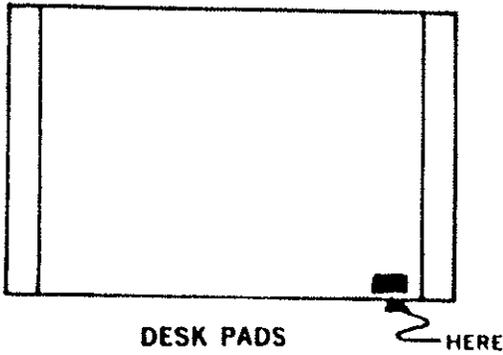
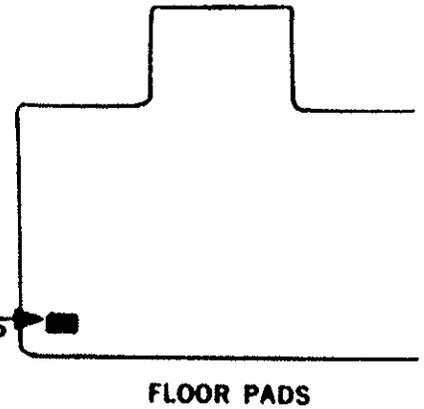
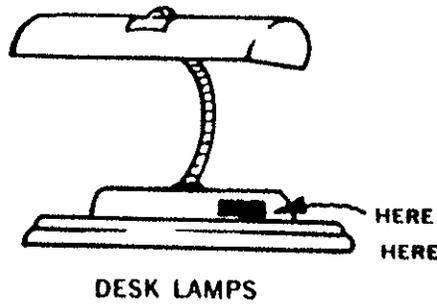
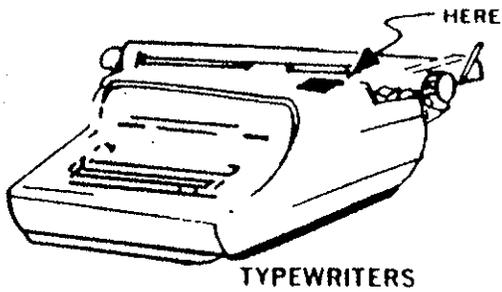
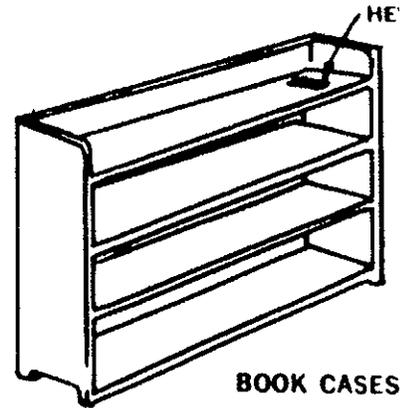
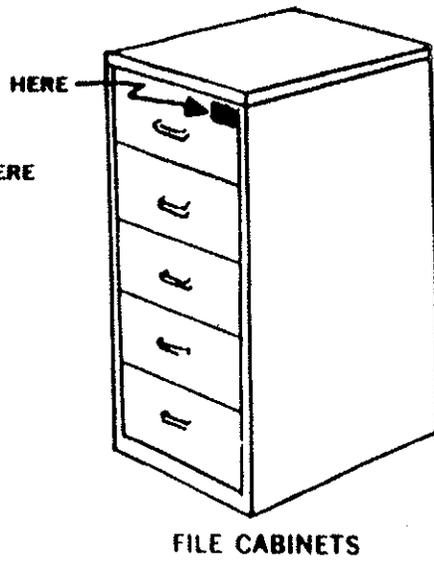
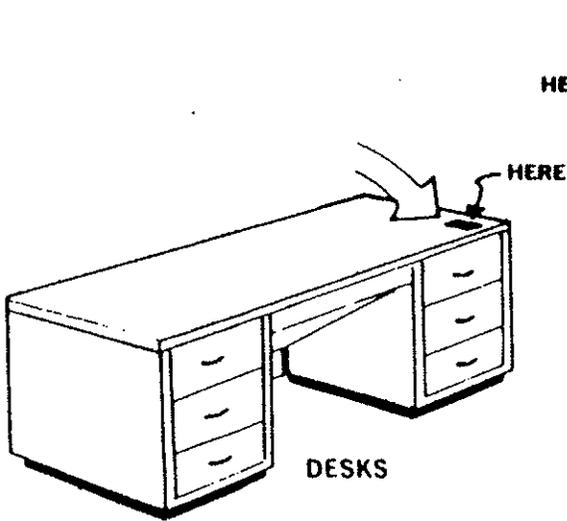
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12 All 11:00 am SS stack chairs and stage furnishings Packing	13 Move Kitchen Move Phone Switch (phones off) Unload offices and unpack (offices closed) Volunteer Assistance	14 Complete move of other items not needed for Sunday Reopen Offices and Phones, New Site Volunteer Assistance	15 Last Wed Meal at old site Move Library (begin on Tuesday) Move misc items Volunteer Assistance	16 Food Services closed through Dec 1 Move Misc Items Volunteer Assistance	17 Move Misc Items Volunteer Assistance	18 Volunteer Assistance																																																																																																													
19 Last Day at Old Site	20 Close and Move Weekday Preschool Move all Ministries Volunteer Assistance Weekday Teachers begin to setup new classes	21 Move all Ministries Volunteer Assistance	22 Move all Ministries Volunteer Assistance	23 Holiday	24 Move all ministries Volunteer Assistance	25 Overtime - Move all ministries Volunteer Assistance																																																																																																													
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WHERE TO LABEL YOUR OFFICE FURNITURE



General Information

Box Labeling: Refer to training guides of October 10

Color Codes

A Building
D Building
E Building
Offices

Packing: All ministries are responsible for packing utilizing your own volunteers as follows:

Area

Who Packs and what to Pack

Offices:	Staff and secretaries, including all office, desk, and file contents. Pictures and other delicate items might be better moved on your own. Computers and all furnishings will be moved by the movers.
Weekday Preschool:	Weekday Preschool Staff for all items including resource rooms, except furnishings.
Preschool:	Volunteers and teaching staff for all items including resource rooms, except furnishings.
Childhood:	Volunteers and teaching staff for all items including resource rooms, except furnishings.
Student:	Volunteers and teaching staff for all items including resource rooms, except furnishings
Music:	Music staff and volunteers for all items including resource rooms, choir robes, libraries, hymnals, costumes, sets, and instruments, except heavy instruments and furnishings. Pianos to be moved by separate company.
Recreation:	Staff and volunteers for all items except furnishings. Ceramic molds to be packed by direction of movers by staff (subject to change if needed).
Singles:	Staff and volunteers for all items except furnishings.
Married Adults:	Staff and volunteers for all items except furnishings.
Evangelism:	Staff and volunteers for all items except furnishings.
Maintenance:	Maintenance staff for all items.

Library: Library staff including all books and resources.

Kitchen: Kitchen staff for items that are unbreakable.

Furnishings: On the last day of Sunday School, the 11:00 am Sunday School can help By stacking all chairs in youth, singles, and adult departments close to the door inside the department. Chairs should be stacked no more than 25 high.

Throw Away: A dumpster will be located on the south side of the offices for the disposal of all trash and items that can be disposed of when packing. Each age-group division needs to go through all Sunday School areas and check all cabinets, closets, and storage cabinets for items that can be thrown away.