

# **Vertical Life Building and Development Team**

## **Purpose:**

This Team's responsibility is to set plans and action steps concerning church properties consistent with the overall vision of Vertical Life Church: To multiply disciples and multiply churches for the Glory of God.

## **Team Responsibilities:**

- Acquire consultation to establish plans and develop master site plan for the entire property.
- Set priorities of where and when to begin.
- Work with finance Team on best finance strategies.
- Negotiate with contractors and subcontractors.
- Enlist additional volunteer support from congregation as needed.
- Document in detail the above so that communication to the church body is consistent and transparent
- Present developed plans to VLC elder for approval
- Present approved plans to the church body:
  - for informational purposes regularly
  - for covenant membership approval when necessary
- Address all other items that come up

## **General Team Expectations:**

- Attend regular meetings  
N.B. It is important that ALL members be present, especially for the initial meetings, so that all members:
  - Are fully informed about all aspects handled by the Team
  - Can lend their unique talents and spiritual gifts to the Team regarding decisions that need to be made
  - Can be in agreement prior to presenting items to the elders and church body.
- Create a ClickUp account AFTER receiving an invitation by Mike Allen to keep track of individual and Team tasks.
- Keep up with your personal tasks in ClickUp.
- Keep up with Building Team group text messages. (Please keep this group business and prayer centered)
- Remember, we are all in this together, working to glorify God, so assume the best intentions of your co-members.
- Pray regularly for the Team, its members, and wisdom and direction for the decisions the Team must make.

## **Task Expectations (What if I'm assigned a task?):**

- Make sure you understand the task you've been assigned, and only accept it when you do.
- Pray immediately and regularly about the task, that any roadblocks to the task would be removed, and for the wisdom to complete the task fully, promptly, and well.
- Manage the task.
  - Seek any additional information needed about the task.
  - Delegate when appropriate: You are being asked to make sure that the task gets done, not who does it.
  - Ask for help with the task when you need clarification feel overwhelmed, or hit a roadblock of any kind.
- Stay in the lane of your task

**N.B. Asking for forgiveness instead of permission is NOT how this Team will operate. That is an unbiblical concept.**

- Determine how your task affects other areas of the Team's work or areas outside of the Team.
- Communicate regularly with those stake-holders (by text or email as much as possible to have a "paper" trail.)
- Always involve those stakeholders in the decisions that affect your task, coming to agreement on how the task is implemented, and seeking mediation from Mike Allen when needed.
- Report your task's completion:
  - Update the status in Click-up
  - Inform the Chairperson
  - Present to the Team, Elders, or Church Body if needed

## **Seriousness of Commitment**

Due to the fact that this will be a great responsibility and will not be a short-term process, each Team member should:

- Plan to make a minimum one-year commitment
- Have a clear understanding that this will be a long and time-consuming endeavor.
- Commit to ask for help immediately when needed.
- Provide sufficient notice to the Team if a need develops to step away from their responsibilities so that:
  - Those responsibilities are not neglected
  - The overall process of the Team is not hindered
  - A replacement Team member can be found as quickly as possible.

### **Individual Responsibilities:**

As time goes by, each Team member will likely become the chairperson of a sub-Team in their realm of responsibility so that the weight of that responsibility is not simply on one person but is shared with other members of the church

<b>Elder: Mike Allen</b>
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Oversees the Team and as representative of the VLC Elders. Sets the pace of the Team and its processes (not too fast and not too slow) Communicates with the elders and Church family as different milestones are reached in the process. Acts as peacemaker by monitoring verbal, written, and electronic, Team-related communication, between Team members and between church members and Team members, so that it is productive, edifying, on topic, consistent, and often.
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<b>Chairperson: Bruno Ramos</b>
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Communicates with and call meetings as necessary with: <ul style="list-style-type: none"><li>• building Team.</li><li>• contractors, and subcontractors.</li></ul> Delegates responsibilities to building Team members and follows up with those members to ensure that those delegations are understood and are integrated smoothly and consistently into the process. Works with the overseeing elder on: <ul style="list-style-type: none"><li>• planned process.</li><li>• steps to move forward at a consistent pace</li><li>• ways to effectively communicate with elders and church membership.</li></ul>
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<b>Vice Chair/Project Manager: Jeff Fox</b>
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Works with Chairperson to Set schedules with contractors and subcontractors after a plan is accepted and approved by necessary parties. Cooperates with rest of the Team regarding the need for contractors and subcontractors working directly on their planning and scheduling.
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<b>Site Forman/Supervisor: Joe Ward</b>
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Leads out, with project manager, in quality control of work once projects begin. Coordinates and oversees volunteer labor from church body as needed.
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<b>Secretary: Carrie Dodge</b>
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Keeps good records of meetings so that communication is consistent. Works with chairperson and project manager to ensure organization and documentation of all contracts, plans, and processes.
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<b>Designer: Mike Deluca</b>
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Oversees the internal and external designs of developed properties for both functionality and aesthetics. Helps keep a consistent building design and decoration that can apply to entire campus as new buildings are built, including: signage, landscaping, and branding.
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<b>Finances: Ryan Moore and Seth Gabriel</b>
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Work with and oversee the finances of the project, including: <ul style="list-style-type: none"><li>• Requesting draws and checks as needed from church treasure,</li><li>• Overseeing the overall budget of the project</li><li>• Giving regular reports to the VLC finance Team and Team elder</li></ul> Prepare financial reports to be presented to the church family as the project moves forward Work with the church stewardship Team on financing strategies making sure that the payment distribution process is as fluid as possible.
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<b>Vida Vertical Representative: TBD</b>
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Represents the Vida Vertical ministry in all matters keeping our brothers and sisters informed of all process. May have expertise to join in with the above responsibilities to be assigned once person is appointed by the leaders of Vida Vertical.
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### **First Steps:**

- 1.) Hold an initial meeting to ensure that all members understand their responsibilities and level of commitment. 1/28
- 2.) Hold a second meeting with NC Baptist state convention consultant and any others consultants to begin brainstorming ideas and possibilities of master site plan layout. (This will require several meetings and involvement of VLC Elders once details are developed.) First meeting 2/12 @ 6:30 @ GEC
- 3.) Interview and acquire contractor and/or architect to draw out master site plan prior to building plans. (This should be presented and approved by the church prior to moving forward with actual building plans to avoid needless spending.)
- 4.) Develop building plans for construction of worship centers for VLC and Vida Vertical