

A Brief History of The Builders for Christ Program

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When a Christian sees someone in need, he is moved by the love of Christ to help. Generally, there are two ways a Christian can proceed in helping: either to provide the help himself or, if for any reason he cannot provide the help himself, find someone who can help. For example, The Good Samaritan did not have lodging which he could provide himself, but he provided for the man's stay in an inn. At other times in the life of a believer the lack of time or a certain talent may be the reason he cannot provide the help himself.

What a blessing and privilege it is then for a Christian who sees a need to also be able to use his own talents, time, or possessions to provide help! Such was the case with the Builders for Christ (BFC) program. What started out as only a vision of a few people rapidly grew into a functional program which builds churches for WELS congregations in need of a worship facility.

Ray Zastrow, a retired police officer from Rhinelander, Wisconsin, was one of those men who had a desire to help and the talent to help in this way. The vision of getting a construction crew together began more than ten years ago and gradually grew until in 1989 a small group of workers generally from the Rhinelander area joined together to help build a worship facility in Antigo, Wisconsin. Ascension Lutheran of Antigo had cleared land for the building of a church and had hired their congregational president as the General Contractor. Then, through the combined efforts of the Rhinelander group and the members of Ascension, a 5600 square foot worship, fellowship, and educational facility was completed by November of 1989. By the time the new facility was dedicated in January of 1990, the Rhinelander group had already been looking ahead to another project. In February a crew of 8 people (who eventually became members of Builders For Christ) began construction of a worship facility for Abiding Hope Lutheran Church in Ocala, Florida. Construction was finished and the church dedicated on November 11, 1990.

What had started as only a small group "getting together" to help build a church had now grown into a group of people eager to continue to use their talents in building churches for the Lord. The Synod's Board for Home Missions (BHM) recognized and seized the opportunity to organize the Builders for Christ program. Marvin Radtke, a retired pastor, was asked to organize the Builders for Christ for the BHM, using the Rhinelander group as the core of what is now (April, 1993) a group of nearly 60 volunteers.

The Builders for Christ was organized by the BHM with the purpose of helping "WELS congregations organize and to provide needed workers so they may construct their own facilities at reduced cost." (From BFC brochure: See also Addendum 1) Pastor Radtke, in a letter dated October 26, 1992, expanded on this purpose, stressing the financial help the Builders for Christ makes possible. He wrote:

This program was conceived when we noticed that as the cost of construction of worship, fellowship, education units sky rocketed, the mission congregation's indebtedness and the high monthly repayment schedule that followed left them with little or no funds with which to carry out normal congregational programs, particularly their program of outreach.

The intent of the BFC program is to reduce the indebtedness of the mission congregation so that they are able to carry out normal congregational programs. A mission without a good, sound, on-going outreach program ceases to meet its primary purpose. It is the same with a self supporting congregation. The reduction of the CEF monies required for each project and the resultant interest subsidy from the Synodical budget is also a major part of the program.

From his explanation it is clear that the Builders for Christ carry out an extremely important function for the congregation and for the synod by easing the financial burden of the congregation and allowing it to focus on the ongoing work of spreading the gospel. By lowering construction costs, the BFC is not only able to reduce the amount of the initial loan for the congregation, but is then also able to reduce the amount of interest which the congregation will have to pay. Overall, savings average around 30% of the estimated cost. The money saved can, as noted, help the congregation to continue to finance its outreach program.

The building of a worship facility is valuable to the congregation not only as financial aid, but also as an aid to the preaching of the gospel. A worship facility which the congregation can call its own allows for the congregation to meet together for worship, to have a sense of "This is our church!", and to make worship more enjoyable for members and guests alike. Pastor Nathan Radtke of Peace Lutheran Church in Hayward, Wisconsin, a beneficiary of the Builders in 1991, explained how the Builders for Christ helped Peace to make worship more enjoyable:

In 1989 we recognized that the 75 or 80 % rule was at work in our congregation. That rule deals with human nature. If any public gathering place is 75 - 80 % full, the next people to come in see it as "full" or "crowded". This affects attendance numbers. We could very precisely point this out with our existing WEF unit and so needed to build our second unit, the chancel portion of our church, in order to keep growing.

The style of building is unmistakably a church. That has prompted many a comment by visitors who have been to 'modern' styled churches and felt unworshipful. We have a cedar gable ceiling which adds a great feeling of warmth. We have a sliding wall divider between our WEF and our Chancel which works very well for certain occasions and does not detract at all from the appearance of the building. Our

windows add a great deal to the church atmosphere. On the outside, the windows are capped with "Dormers" (peaks above the windows that look like ^) that add to the style of the building. The cedar siding fits our North woods atmosphere and has been complimented by non-members very often. We also styled our own altar/pulpit/lectern. To save space we have a free standing altar with the pulpit built in on one side and the lectern built in on the other side. We also purchased a programmable lighting system which allows variations at the push of a button. It can add good effects to the service.

Clearly the Builders for Christ helped Peace Lutheran in many ways. It provided for their needs by building a beautiful place of worship which could hold a growing congregation, by helping the congregation to build according to the space available, and by making it possible for the congregation to purchase "extra" furnishings with the money saved.

As we look at the various building projects which BFC has been involved in, we will see how it has helped fulfill the specific needs of other congregations. Whether the congregation needs a whole new building with worship, fellowship, and educational areas, or only needs an addition to a preexisting building, the BFC can build a facility which matches the congregation's budget and meets its needs.

Hayward was the official pilot project of the Builders for Christ. After completing work at Antigo and Ocala, the Rhinelander group became the core for the BFC as it was organized by the BHM. Their previous experience in organizing the construction of a worship facility was invaluable to the BFC. From their experiences at Antigo and Ocala they had learned how best to make efficient use of their time and talents as well as the talents of the local congregation and area business people. Work began at Peace, Hayward in June of 1990 with approximately 12-15 workers. The congregation had been worshipping in a WEF unit since 1986 and, as mentioned earlier, wished simply to add on a worship area to the existing WEF unit. Because of the savings which the BFC would make possible, Peace decided to construct a 2200 sq. ft. structure. This worship area contains a coat room, narthex, cry room, chancel, storage room, and sacristy; all essential parts of a worship facility for a well-equipped, people-friendly worship facility. The WEF unit now provides a separate and more private area for Christian education. The BFC completed its work on the facility in mid-October. Dedication was November 4, 1990. The following spring, pews and stained glass windows, and an altar, pulpit, and lecturn were installed by local workers. Total expenditures for the addition, which the architect had estimated at \$150,000, came to \$114,000 - a savings of \$36,000 for Peace Lutheran. Along with these savings came also the blessings of stained glass windows, a state of the art electrical system, and other "extras" which were not even considered in the architect's original estimates.

In 1991, the BFC was able to save one congregation even more in construction costs. This congregation was Abiding Savior of Elk River, Minnesota. Local congregation members along with a BFC crew consisting of 25 people (about 15 on-site at a time), began work on a worship facility in June of 1991. This was a unique project for the BFC because there was no existing building. They had to begin from scratch. By the time the project was completed, the BFC had saved Abiding Hope about \$75,000. Dedication was on November 17, 1991.

By the summer of 1992 interest in the Builders for Christ had grown on both "fronts": More congregations were asking for help and more people were willing to work as builders. In 1992 BFC was able to complete 3 projects. The first was in Sierra Vista, Arizona. 23 different builders, including many members from local congregations worked to complete a 2400 sq. ft. worship facility. Along with savings of about \$70,000, the BFC helped Trinity Lutheran to add on a large porch to provide an area for fellowship outdoors. BFC left the site in April while local workers finished the facility for a June 7 dedication.

Meanwhile the BFC headed for Houghton, Michigan, the site of Peace Lutheran Church. In June about 30 workers began to completely remodel an existing building. They put on a new roof and refurbished the basement. The total cost of the project was \$170,000, a savings of about \$100,000 from the estimated cost. Construction was completed on October 3 and dedication was on October 4!

At the same time as the Houghton project, BFC was working on a project in Chula Vista, California. Construction of a worship facility was completed in January of this year. Savings on the project are yet to be determined.

Presently, the BFC is working on a new project in Florence, Kentucky, for Amazing Grace Lutheran Church. (See pages 8-10 of this report for a description of my trip to the location of Amazing Grace Lutheran Church. Some of the work of the BFC on this project can also be seen on the video accompanying this report. The video was recorded on April 16, 1993 on site in Florence, Kentucky.) The projected day for the dedication is July 18, 1993.

Since the history of Builders for Christ is brief, at least in comparison to many of the programs connected with the WELS, the description of their work is also brief. Yet a brief description of their work tends to make it seem that their work is easy, yet nothing could be further from the truth. Much time and effort goes into their projects. Work begins well before the actual construction of the building and

continues during and after the construction. Also, the local congregation puts much time and effort into the entire construction process.

In fact, the process really begins with the local congregation. Before a WELS congregation even requests help from the BFC, it must first make the decision to build, analyze its own ability to help in the project, and make plans with an architect. Then, it can seek approval from the BHM. The BHM, which gives first consideration to mission congregations, may then approve the project. Once the proper papers are filled out with the BHM and CEF, the congregation can begin to work directly with the BFC. (See Addendum 2 for more information.)

Before the BFC arrives on site, much planning must take place both on the part of the BFC and the congregation. The congregation is responsible for supplying housing for the BFC workers during their time on site. It is also responsible for supplying the necessary funds, meals, sub-contractors, and equipment. Before and during the construction the building committee of the congregation must make sure that all permits and city approvals are obtained. The BFC will work with the congregation to make sure that all building materials are chosen and purchased. Meanwhile the BFC will be preparing for its trip to the construction site by reviewing the architect's plans to see if the BFC can do all the necessary work. While the BFC can build almost any size facility up to 10,000 sq. ft., they prefer to stay to lower heights both for the reasons of safety and cost effectiveness. The BFC will also send a "scout", the construction manager, who will go to the building site and make sure that everything is ready for the beginning of construction.

When the BFC workers arrive on site, work begins in earnest. The congregation will be kept busy with welcoming the workers, providing them with housing and meals, helping out with the construction as much as possible, and the important work of carrying on with its own daily work of outreach to the community. The BFC workers will also be kept busy during their stay. During construction, each BFC worker is generally assigned a specific duty. For example, a worker may spend a number of days working only on the doors in the building. This allows for efficient use of all the workers' time, for people who specialize in a certain area to put their talents to full use, and for a safe working area. Safety is one of the primary concerns of all involved. Along with making sure that he always operates safely, each worker is responsible to make sure that he knows exactly what he is doing, and if he isn't absolutely sure, ask for help or directions. During their stay, the workers also like to help the congregation in other ways when

possible. They enjoy helping out with the outreach, worship , or teaching tasks of the congregation.

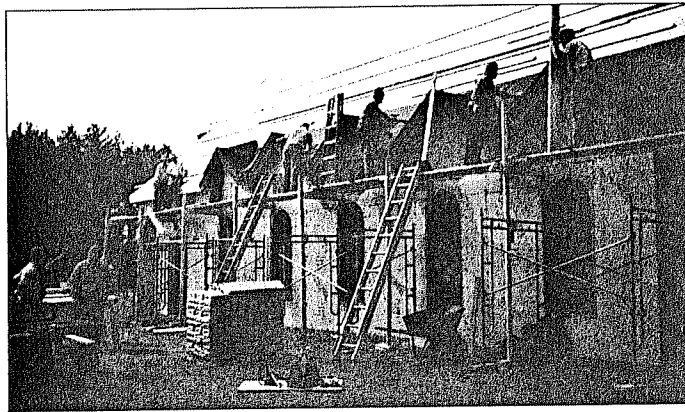
When construction is completed, everyone involved celebrates. Yet the work isn't completely finished. The congregation must still follow up on payment of all bills, finalize any CEF loans and BHM reports, provide videos for BFC promos, and return to its normal mode of operation and work. The BFC will continue on to another project.

The effects which participation in the BFC program has on members of a congregation is described by Pastor Nathan Zastrow:

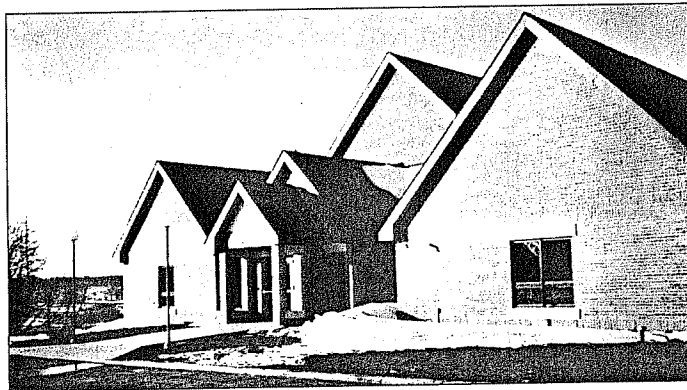
Having the BFC helped our members a great deal. Seeing WELS Christians doing something for God's Kingdom was very motivational. Strong friendships were established. Many areas of WELS USA were drawn together and strengthened by direct word from "other parts". Our architect made specific mention of everything being done to a very high professional standard. The amount of time for the project was no longer than that of a usual contractor - 3 1/2 months. Our members are thoroughly satisfied with the completed project and many can take a special pride in it since they "put that nail in there, raised that wall, or shingled our roof." And more so than ever, to them "This is MY CHURCH".

The hope of everyone involved with BFC is that there will always be another project waiting to be done. In fact, BFC hopes that in the future more than one crew will always be active on a project. They look ahead to the future with much enthusiasm. With a good force of workers presently enrolled, with an ongoing recruitment program to find new workers, and with the continued blessing of our Lord, the Builders for Christ will continue to help provide for the material needs of young congregations, so that they may continue to go about providing for the spiritual needs of their members and communities.

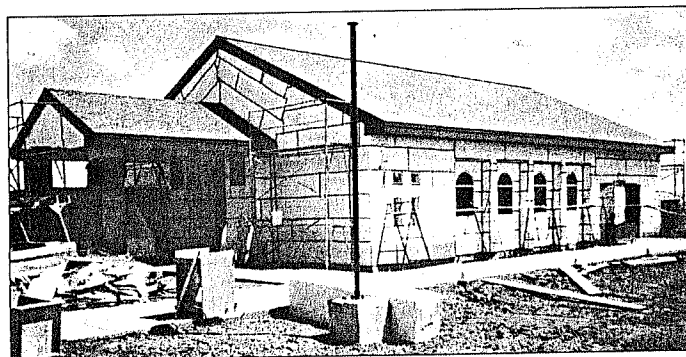
More information about becoming a builder or applying for assistance from the BFC is available from Rev. Marvin A. Radtke, Program Director, Builders for Christ, Rt. 7 Box 7841, Hayward, WI 54843 (715-462-9790) or from the BHM. (Also see Addendum 3 for information about becoming a builder.)



Peace, Hayward, Wisconsin



Risen Savior, Elk River, Minnesota



Trinity, Sierra Vista, Arizona

RECOLLECTIONS OF MY VISIT TO THE BUILDERS FOR CHRIST
PROJECT IN FLORENCE, KENTUCKY

Written at 9:00 PM, April 18, 1993,
immediately (almost) upon return from Florence.

Thursday, April 15, 1993

11:30 PM Left Mequon heading south on I-43.

Friday, April 16, 1993

5:00 AM Arrive at a wayside 40 minutes from Florence and sleep.

11:30 AM Leave wayside.

12:30 PM Arrive at site of Amazing Grace Lutheran Church in Florence, Kentucky. The church building was immediately visible from Pleasant Valley Road. I pulled into the driveway, noticed the large number of cars and trucks with Wisconsin license plates, and felt quite at home. I also noticed that there was absolutely no one outside. All were gathered inside a small "shed" erected for the purpose of eating meals, warming up, and storing equipment. I seized the opportunity to take a quick look at the church. The walls were standing and the trusses had just been put up that morning. I looked at the future sanctuary of the building which will have room for 175 worshipers. There will also be an office and restrooms upstairs, and a kitchen and fellowship area in the lower level. Soon two men drove up in a small truck, went inside the shed, and came out with another man. The third man was Ray Zastrow, construction manager for the Builders for Christ, and the other two were from a local company placing a bid for putting in insulation. I met Ray and he took me inside the shed to meet the builders. They were gathered around a long table and were just finishing their meal. Three games of euchre had begun, but within 15 minutes came to an end as the men returned to work. I wanted to get to meet some of the builders (the only face I recognized was that of Les Kehl, whom I had met during my vicar year in Manitowoc), so I joined them in the church. One of the first people I met was Ed Zastrow. Ed had taken a hard fall from the floor of the church into the basement the week before and had suffered a broken forearm. He was in good spirits and thanked the Lord that he had not been hurt worse. Ed asked me if I wanted to help out a bit and I said sure and the next thing I knew I was headed up the scaffolding to help pass the tops of the trusses and other boards up to the men above. The words of the BFC brochure came to mind: "If you can sweep a floor,... drive a nail,... we need you." Since I am essentially a building "illiterate" I was thankful for the opportunity to help in any way I could. While up on the scaffolding I got a chance to meet some of the builders. Soon I found out that most of them, if not all, were from cities that I knew: Marinette, Chippewa Falls, Saginaw, Rhinelander, Manitowoc (Newtonburg), Milwaukee, and such. My first impression of the Builders for Christ: Dedicated Christian servers.

4:00 PM Rain had moved in again (it had rained some in the morning also), so the builders decided to call it a week. A week until the next day, that is. They would return on Saturday morning to continue their work, after getting some needed rest and some needed food. They had found a place that served a fish fry, so that was the logical choice for a Friday evening for the Wisconsinites.

4:30 PM Went to the parsonage where I would be staying the two nights with Pastor Joel Gaerter, his wife Luanne, and daughter Elizabeth (age 3 1/2). Luanne explained to me a few things about the Builders for Christ, especially the system that was set up for the feeding of the builders. The women of Amazing Grace took turns serving the meals at noon for the builders. Much work went into

this, as I could tell from the stack of dishes on the kitchen counter. By noon the next day I would find out what great food the women made. And lots of it!

6:00 PM Met many of the builders and their wives at Bob's, a local restaurant, for a great fish fry with some great people.

11:00 PM Called it a night after talking with Pastor Gaertner who arrived home from a short business trip at 10:30. He was excited to see the work that had been done while he was gone and to help out with building for a day.

Saturday, April 17, 1993

8:30 AM Arrived at the site and pulled out my borrowed video camera for the first time. The builders were already hard at work. The weather was less rainy, but colder (about 35). After a few minutes of shooting video I was regretting the fact that I had forgotten to bring my work boots and gloves. After shooting some video, I headed into the shed and got a chance to talk with Mabel Kehl. She told me the interesting story of how she and her husband Les had gotten involved with the BFC. They were on vacation in Florida, traveling in their travel trailer, when someone told them to stay at Bradenton. They went there and attended the WELS church there. While they were there they were told of the work being done in Ocala, Florida by the early BFCers. They went there and got hooked. Now they both enjoy working for the BFC as often as possible.

10:30 AM I drove into Florence to have a look around. It had been almost three years since my first visit to Florence. I had come there for a few weeks in August of 1990 to help canvas the area. Pastor Gaertner had just been assigned as a graduate from the Seminary to work in Florence with a small core group of WELS people. They began Amazing Grace Lutheran Church, which has now grown into a group of 50-plus believers who look forward now to having their own church building.

12:01 PM Back on site for lunch. It was great. After a devotion, the women of Amazing Grace and the wives of the workers served a great meal. Ham, potatoes, salad, rolls, bars. (The cost of the meals averages about \$2.00 to \$2.50 per person.) Some of the members of Amazing Grace were also there to help build since it was Saturday and some of them were off from their jobs. I got to talk with one member who expressed how great this whole experience was. He said it was great to have the builders there because it gave Amazing Grace a chance to form friendships with fellow WELS members from other states. Friendships that would last for many years. Later I was told that men from Elk River, Minnesota (a former project of the BFC) had been on site earlier to help pour the foundation. Their work had already saved several thousand dollars on the project and much more would be saved. One member of Amazing Grace had built a pulpit, baptismal font, etc. for the church. Some of the builders were electricians, locksmiths, and such who could save the church quite a bit of money also.

1:00 PM The big moment for me. The builders had begun to put the plywood on the roof, which gave me a chance to pound some nails without doing any damage. It was great. I could begin to understand now the feeling the builders get from being able to serve the Lord in this way. It was a great feeling to be able to pound just a few nails into what will soon be a place of worship.

3:00 PM The workers packed up their tools and relaxed after another hard day of work. Although most of the builders are retired, their age rarely showed, although some mentioned a little (or more) soreness.

3:30 PM Left with Pastor Gaertner and a member to pick up the organ and paraments from the Holiday Inn where Amazing Grace has been meeting regularly on Sunday mornings.

Tomorrow we would be meeting at the Hilton instead because there was no room in the Inn. Pastor mentioned how great it will be when they will no longer have to move things from one hotel to another but will be able to have their own regular place of worship. He also said that three years ago he never would have guessed that they would already have their own building. The Lord has blessed Amazing Grace Lutheran Church richly. After dropping the organ off at the Hilton we made a quick stop at the apartment of some of the builders to pick up a VCR and TV for Bible class the next morning. The apartment was rented by Amazing Grace to house some of the builders. Other builders also lived in apartments, some stayed with members, and others brought their own camping facilities.

Sunday, April 18, 1993

8:30 AM Arrive at Hilton. Many builders and members came to church earlier than usual because they weren't sure if they would be able to find the location. The service began at 9:30 with about 60 people in attendance. 98 had been present the week before for Easter services. The theme for the day was "Easter's Hope and Assurance." Pastor Gaertner preached on I Peter 1:3-9. After the service and announcements by Pastor, Ray Zastrow gave an update of the project for the benefit of the members of Amazing Grace. He also introduced the builders who had arrived recently and may not have yet been at a worship service. This way the members get to meet all the builders. After this, two of the builders, Harold and Valeria Schultz showed a video presentation of the mission work being done in Japan. Their daughter June is married to John Hering, one of the WELS missionaries in that country. It was interesting to see the culture of the people of Japan, to see the "darkness" of a nation which is less than 1 percent Christian, and to see the ways in which the Lord is blessing the congregations in Japan.

12:30 PM Departed the Hilton. Made a quick stop at the parsonage to pick up my belongings and I was off. With a quick drive past the future home of Amazing Grace Lutheran Church, the events of the past two days rushed through my mind. This record is but a brief snippet from those two days and from the whole construction of the church building. It would be impossible to put into words, or even video tape, the great experience that I had there. The Builders for Christ is a great blessing from the Lord to the WELS. The builders are thankful to God for all that he has done for them and the love he has shown to them, and they in turn show that love to fellow believers. I hope that I will have a chance to work with the Builders for Christ in the future.

Addendum 1- The Purpose of Builders for Christ

BUILDERS FOR CHRIST PROGRAM

Builders For Christ is a service arm of the Board For Home Missions.

The Board For Home Missions recognized that:

1. construction costs have risen to such an extent that the capabilities of the Church Extension Fund is being greatly curtailed;
2. most mission congregations are being adversely affected by the greatly increased indebtedness;
3. some mission congregations could save considerable sums of money by constructing their facilities using carpenters, tradesmen, handymen and other "willing workers" found within their own congregation or other congregations within the Synod. (Such savings would make Church Extension Fund monies available to more congregations as well as alleviating the strain of their own loan repayment schedule.)
4. within our Synodical congregations there is a pool of talented individuals (primarily among our retired people) who are willing and able to serve the Lord's kingdom by using their talents in helping congregations construct their own facilities.

The Board For Home Missions has, therefore, created the Builders For Christ Program.

The Builders For Christ Program does not put the Board For Home Missions into the construction business! The Builders For Christ Program is nothing more than a service rendered to those congregations where this service might be used.

Most mission congregations lack the talents and manpower necessary to construct their own facilities. The Builders For Christ Program can assist such congregations by gathering and making available to the congregations the names of individuals, from within the Synod, who are willing and able to serve them as construction manager and laborers. These individuals would supplement willing workers from within the congregation.

Each congregation is solely responsible for the construction of its project and must directly engage or employ a Construction Manager and Builders for the

construction of its project. Neither the Builders For Christ Program, the Synod, the Board For Home Missions nor the District Mission Board in which the project is built, is a contractor for the congregation and none of them assumes any responsibility for the design, construction, or means and methods of construction of the project. The Builders For Christ Program is intended only to assist congregations in planning for the construction of their facility and to provide the congregation with names and talents of Builders who have committed themselves to the Builders for Christ program. The congregation contacts these individual Builders and makes the necessary arrangements with them.

Those using the Builders For Christ Program must follow carefully the procedures required by the Program so that they, the Construction Manager, the Builders, the District Mission Boards, the Board For Home Missions and the Synod itself are properly and legally protected.

The Builders For Christ Program may also be used by self-supporting congregations. However, mission congregations will always have the preference and the first opportunity to draw from the Builders For Christ roster of Construction Managers and Builders.

May this unique program serve not only our people but for the edification of His kingdom and to the glory of His name.

STATEMENT OF EXTENT AND NATURE OF

BUILDERS FOR CHRIST PROGRAM

The Builders For Christ Program is intended to provide congregations desiring to construct modest facilities (education/fellowship, worship, parsonage) with guidance, direction and information during the period prior to construction. This may include information regarding:

1. floor plans, exterior treatments and types of materials which fall within the construction capabilities of the Builders,
2. administrative and organizational considerations to be addressed prior to construction,
3. methods and means by which such buildings may be constructed in a cost efficient manner.

The program does not provide guidance, direction or other information with respect to:

1. the design and specifications for the building which is the sole responsibility of the congregation and their architect, or
2. the construction process including the means and methods of construction which is the sole responsibility of the congregation, the Construction Manager, and the Builders engaged or employed by the congregation.

The Builders For Christ Program is designed to help meet three essential needs for church planting:

1. The need to establish new congregations - People are often attracted to churches located nearest to their residences. It is a central objective of the Builders For Christ Program to serve the Wisconsin Ev. Lutheran Synod as it strives to share the Gospel with all people in the United States and Canada.
2. The need for worship facilities for new congregations - Every new mission needs a functional and aesthetically attractive facility. This facility should be constructed as soon as possible after the organization of the congregation. People of a community often want to know that the mission is permanent before they join. The presence of a building gives credibility to the fact that the congregation is here to stay.
3. The need for construction of affordable church facilities - The debt of each mission must be kept to a minimum. The congregation, if it is to concentrate on the task of ministry, cannot be overly occupied with its indebtedness. Conversely, the Board For Home Missions and the Synod cannot begin to meet the opportunities of opening new missions if each mission requires huge amounts of subsidy and church extension fund loans.

The Builders For Christ Program is intended to assist congregations in planning for the construction of their facilities in an efficient manner. The savings experienced by a congregation participating in the Builder For Christ Program are largely attributable to the use of Builders For Christ. The Builders are retired carpenters, tradesmen, handymen and other "willing workers" who have committed themselves to the Builders for Christ program and are willing to serve congregations desiring to construct their own facilities. The Builders may choose to donate their labors or to receive federal minimum wages for the hours worked.

A congregation desiring to construct a facility must first engage a Construction Manager and Builders willing to construct its facility. The congregation is expected to first seek Builders and perhaps even a Construction Manager from within its own or a neighboring congregation. Builders and Construction Managers so recruited must, however, make application for inclusion on the rosters maintained by the Builders For Christ Program. Their names must be placed on the appropriate roster prior to the date of their engagement by the congregation. To the extent that a congregation is unable to obtain Builders or a Construction Manager, it may obtain from a roster of Builders and Construction Managers maintained by the Builders For Christ, the names of other Builders and Construction Managers willing to be engage by the congregation. A congregation, however, is under no obligation to engage any Construction Manager or Builder from the names provided by the Program. Prior to engaging any Builder or Construction Manager, the congregation must satisfy itself with respect to that individual's qualifications and should conduct interviews and screening.

Congregations are under no obligation to participate in the Program and a congregation may terminate its participation in the Program at any time prior to the start of construction. If a congregation desires to participate in the Builders For Christ Program it must first make application and then be accepted for participation in the Program. This acceptance will be conditioned upon the congregation meeting certain criteria and obligating itself to abide by requirements established for participation in the Program. These requirements include:

1. The purchase of general liability and property damage insurance as specified by the Builders For Christ Program.
2. The maintenance of such Worker's Compensation Insurance coverage for all persons employed by the congregation on its construction project as may be mandated by applicable law.
3. The congregation must retain a licensed architect or engineer to prepare plans and specifications. The architect or engineer will undertake a continuing contractual responsibility to the congregation to assure that the project is built according to the plans and specifications. The congregation shall make no changes in such plans or specifications without the express approval of the architect or engineer whose seal appears on such plans and specifications.
4. The congregation shall pay wages to all paid Builders of at least the federal minimum wage and in accord with all applicable state and federal laws.

5. The plans and specifications for the building to be constructed by the congregation must be reviewed by the Builders For Christ Program. This review is made solely to assure that the plans and specifications meet the Guidelines For Facilities To Be Constructed By The Builders For Christ Program (BFC - 21). This is not a review of the structural or design adequacy of the architectural and engineering drawings and specifications, nor of the costs projected for the project. These are the sole responsibility of the architect or engineer employed by the congregation. The congregation must also agree that subsequent to the review by the Program, no change will be made in the plans and specifications which would not meet the Guidelines For Facilities To Be Constructed By Congregations Utilizing Builders For Christ (BFC - 21).
6. Prior to the start of construction, all of the individuals directly engaged or employed by the congregation in conjunction with the construction of the facility, (except contractors and congregational volunteers) must be included on the rosters of Builders and Construction Managers maintained by the Program.
7. Each congregation is solely responsible for the construction of its project and must directly engage or employ a Construction Manager and Builders to construct its project. Neither the Builders For Christ Program, the Synod nor the District Mission Board in which the project is built, is a contractor for the congregation and none of them assumes any responsibility for the design, construction, or means and methods of construction of the project.
8. The congregation must use standardized forms of contracts for employment of architects, engineers, employed Construction Manager, employed Builders, subcontractors and other persons working on the congregation's project. These forms have been prepared by the Builders For Christ Program and will be made available to the congregation by the Program.

The purpose of this STATEMENT is to clearly set forth the limited extent and nature of the Program and thereby help to avoid any misunderstandings regarding the purposes of the Program. It is particularly important that the congregation understand that the Wisconsin Ev. Lutheran Synod, The Board For Home Missions, the District Mission Board, and the Builders For Christ Program do not either expressly or impliedly accept any responsibility with regard to the design or construction of the facility or any problems that may occur before, during, and after the construction of the congregation's facility and that the congregation will be required to release, discharge, indemnify and hold harmless the Wisconsin Ev. Lutheran Synod, the Board For Home Missions, the District Mission Board, and the Builders For Christ from any and all damages and claims that may, at any time, arise as a result of the construction and maintenance of the facility.

CONSTRUCTION MANAGER

The Construction Manager engaged or employed by the congregation is vital to a congregation's successful completion of the construction of its facility. Some of the duties normally performed by the Construction Manager and some of the qualities which a Construction Manager should possess are as follows:

Some of the basics:

1. He is a committed Christian who exemplifies a strong faith and a cheerful disposition as he relates to his fellow Builders and to the congregation he serves.
2. He is genuinely interested in the welfare of the Builders engaged or employed by the congregation.
3. He deals tactfully and yet firmly with the Builders engaged or employed by the congregation.
4. He briefs the congregation in an on-site visitation on construction details six to seven months prior to the beginning of construction. Expenses incurred by the Construction Manager for this very important meeting must be borne by the congregation.
5. He arrives on the project two to six weeks in advance of the start of construction to assist in the subletting process.
6. He remains until the project is completed or at least until the Builders engaged or employed by the congregation have concluded their responsibilities and the congregation releases him from further responsibilities.
7. He becomes an advisory member of the congregation's building committee.
8. ~~He~~ He is the liaison between the congregation's building committee and the Builders engaged or employed by the congregation.
9. He is responsible to the congregation, architect and the general contractor (if any).
10. He reports directly to the congregation.

Some of the details of his responsibilities:

1. Assist the congregation in procuring tools and equipment needed on the project.
2. Assists the congregation in securing utilities on site for Builders' campers (water, sewer, electrical).
3. Arranges for the installation of a telephone on site.

4. Assists the congregation in securing housing for Builders who come without campers.
5. Advises the Builders regularly as to their appropriate arrival date.
6. Arranges with the congregation for lunches and coffee breaks snacks (if any).
7. Together with the architect and building committee, identifies specific jobs to be done by Builders and by congregational, unpaid volunteers and determines which jobs are to be sublet.
8. Prepares a detailed materials list and orders materials sufficiently in advance of the construction deadline.
9. Solicits bids from subcontractors.
10. Assists the congregation in recruiting unpaid volunteers from among the congregation's membership.
11. Encourages and promotes good safety habits on the job. (The congregation provides adequate first aid supplies.)
12. Submits Builder's time sheets to the congregation on a regular basis, and receives and distributes salary checks to the Builders.
13. Has charge of the Builders and congregational volunteers on the job and coordinates the separately employed contractors.
14. Communicates
Communicates
Communicates!

**TYPICAL RESPONSIBILITIES OF
BUILDERS FOR CHRIST
CONSTRUCTION MANAGER**

SPECIFIC JOB	PARTY TYPICALLY RESPONSIBLE
Plans	Architect, General Contractor (if any), Building Committee, Construction Manager
approval	
engineering	
Arrange utilities for Builders campers	Construction Manager, Building Committee
Set-up for campers	Construction Manager
Prepare Bid Package	Construction Manager, Building Committee
analyze	Construction Manager, Building Committee
award	Construction Manager, Building Committee
Schedule Builders for arrival	Construction Manager
Liaison Between Builders and congregation	Construction Manager
Order materials for specific dates	Construction Manager, or General Contractor
Site preparation layout	Construction Manager, or General Contractor
Actual site work	Subcontractor
Footing forms	Builders, congregation Volunteers, Construction Manager
Inspection	Building Inspector
Foundation	Construction Manager, Building Inspector
Prepare floor for pouring	Construction Manager, Builders, congregation Volunteers
Pouring floor	Subcontractor
Frame layout	Construction Manager, Builders
Construct and erect all frames	Construction Manager, Builders, congregation Volunteers
straight	
plumb	
Hoist for trusses	Subcontractor
Erect trusses	Construction Manager, Builders, congregation Volunteers
Plumbing	Subcontractor, Building Inspector
start to finish	
Electrical	Subcontractor, Building Inspector
start to finish	
Heating	Subcontractor, Construction Manager,
start to finish	
Sheathing walls and roof, shingles	Builders, congregation Volunteers
Install windows, external doors, hardware	Construction Manager, Builders, congregation Volunteers

SPECIFIC JOB	PARTY TYPICALLY RESPONSIBLE
Inspection of framing	Construction Manager, Building Inspector
Insulation	Subcontractor, Construction Manager, Builders, congregation Volunteers
Drywall installation	Construction Manager, Builders, congregation volunteers
Taping and texturing	Subcontractor, (Construction Manager, Builders, congregation Volunteers)
Painting	Congregation Volunteers
Select interior finishes, furnishings and built-in finishes	Architect with concurrence of Building Committee
Wood trim, doors, etc	Construction Manager, Builders, congregation Volunteers
Stucco/Brick/Block	Subcontractor
Other siding	Construction Manager, Builders
Chancel area	Construction Manager, Builders, congregation Volunteers
Chancel furniture	Congregation
Recording bills - daily	Construction Manager, Congregation's Treasurer
Remit bills for payment	Construction Manager, Congregation's Treasurer
Obtain lien waivers	Construction Manager, Congregation's Treasurer
Pay bills	Construction Manager, Congregation's Treasurer
Final inspection and Certificate of occupancy	Construction Manager, Building Committee, Building Inspector, Architect

The general contractor (if any) may assume responsibility for a number of these things if he is actively present. If he is not on the job daily or if there is no general contractor, the Construction Manager will frequently assume these responsibilities.

The Construction Manager also remains in constant contact with the architect, the Building Committee and the treasurer of the congregation.

Bid analysis and awarding of bids, ordering materials, and scheduling subcontractors is an ongoing task. The Construction Manager must therefore, daily review all items and schedules to keep all schedules on track.

The Construction Manager should arrange for materials to be on site according to the work schedule so that materials are on site when needed but not lying unused for excessive periods of time making such materials open to theft or damage. Purchase of materials on an as needed basis can save the congregation money by delaying borrowing of funds until absolutely necessary.

PROCEDURES FOR APPLICATION

**FOR PROJECTS
TO BE CONSIDERED BY THE
BUILDERS FOR CHRIST**

PROCEDURES

1. The DMB must identify the anticipated BFC building projects in its district 24 - 30 months before anticipated date of construction. (OPA projections)
2. The DMB together with the congregation must determine the size and affordability of the facility necessary to meet the needs of the congregation.
3. The DMB shall prioritize the projects.
4. The DMB shall establish a general time for construction for each project (Spring of '94; Winter of '95).
5. The DMB shall make arrangements with the Builders For Christ director to meet with the congregation to present the program and the BFC facility guidelines to the congregation and to detail the procedures for application by the congregation.
6. The congregation within 30 days shall inform the DMB of their desire to participate, or not to participate, in the Builders For Christ program.
7. The DMB will request Planning Funds accompanied with the congregation's BFC's Application For Participation.
8. Upon the granting of Planning Funds by the BHM to those congregations desiring to use the BFC program a construction manager shall be assigned (engaged) by the participating congregation in consultation with the BFC director.
9. Only after a construction manager has been engaged shall the congregation begin the process of selecting an architect.
10. The congregation shall supply both the construction manager and the BFC director with schematics, preliminary plans and working drawings & Specifications and shall inform both the construction manager and the director of any and all floor plan and structural changes.
11. ~~The~~ construction manager together with the Director shall establish the time for beginning construction.

BUILDERS FOR CHRIST
AND
THE CONGREGATION'S BUILDING PROGRAM

Who are the Builders for Christ?

The Builders For Christ (Builders) are retired carpenters, handymen and other "willing workers" who have voluntarily committed themselves to be engaged as unpaid Builders or as employed Builders, at federal minimum wage, by congregations desiring to construct modest facilities. Both males and females are equally eligible. The invitation to serve as a Builder For Christ is extended only to members of the Wisconsin Ev. Lutheran Synod. Most importantly, all Builders are confessed Christians whose consecration to Jesus Christ and His church should be obvious both on and off the job.

What is the Builders For Christ Program?

The Builders For Christ Program is intended to provide congregations desiring to construct modest facilities with guidance, direction and information during the period prior to construction. This may include information regarding:

1. floor plans, exterior treatments and types of materials which fall within the construction capabilities of the Builders
2. administrative and organizational considerations to be addressed prior to construction, and
3. methods and means by which such buildings may be constructed in a cost efficient manner.

The Program will also make available the names of Builders willing to be engaged or employed by the congregation as a Construction Manager to assist the congregation with the supervision of construction. These names will be made available, however, only after the congregation has used its best efforts to recruit Builders and a Construction Manager from other sources.

The program does not provide guidance, direction or other information with respect to:

1. the design and specifications for the building which is the responsibility of the congregation and their architect, or
2. the construction process including the means and methods of construction which is the responsibility of the congregation and the Construction Manager engaged or employed by the congregation.

A mission congregation desiring to participate in the Builders For Christ Program should first make application to the Builders For Christ Program through their respective District Mission Board. Self-supporting congregations may make application directly to the Builders For Christ Director, requesting the necessary forms.

Who may utilize the services of the Builders For Christ Program?

Only congregations of the Wisconsin Ev. Lutheran Synod may participate in the Builders For Christ Program. Mission congregations take priority, although other congregations are eligible.

How does a congregation apply for participation in the Builders For Christ Program?

The congregation desiring information concerning the Builders For Christ Program should contact their District Mission Board, if they are a mission congregation, otherwise they may contact the Builders For Christ Director directly. The District Consultant will meet with the congregation and explain the Builders For Christ Program. The cost of the meeting is to be borne by the self-supporting congregation. The cost to a mission congregation will be determined by the District Mission Board.

If, after presentation by the District Consultant, the congregation desires to participate in the Builders For Christ Program, the congregation must establish a building committee (if one does not already exist). Acceptance into the program should precipitate a number of congregational decisions and actions including:

1. Determining a building program timetable
2. Engaging a licensed architect or engineer
3. Securing a Construction Manager
4. Recruiting a Builders For Christ crew
5. Recruiting unpaid volunteers from their own or neighboring congregations

When does a congregation apply for participation in the Builders For Christ Program?

Ideally, a congregation makes application for participation in the Builders For Christ Program 14 to 20 months before the anticipated beginning of actual construction. The processes at each step of the planning and construction phases take considerable time.

It is advisable that the first step taken by a congregation is to hear the presentation of the Builders For Christ Program. In this way, the congregation will have information regarding the type of building the Builders For Christ can help the congregation construct under the program. If the congregation's decision is to utilize the Builders For Christ Program they will want this information at hand when interviewing architects.

What are the requirements for a congregation to participate in the Builders For Christ Program?

After making application, the congregation must be accepted for participation in the Builders For Christ Program. This acceptance is conditioned upon the congregation agreeing to assume certain obligations necessary for participation. These include:

1. The purchase of general liability and property damage insurance as specified by the Builders For Christ Program.

2. The congregation shall pay wages to all employed Builders of at least the federal minimum wage and in accord with all applicable state and federal laws.

3. The congregation must retain a licensed architect or engineer to prepare plans and specifications. The plans and specifications shall bear the seal of a licensed architect or engineer who will undertake a continuing contractual responsibility to the congregation to assure that the project is built according to the plans and specifications. The congregation shall make no changes in such plans or specifications without the express approval of the architect or engineer whose seal appears on such plans and specifications.

4. The plans and specifications for the building to be constructed by the congregation must be reviewed by the Builders For Christ Program. This review is made solely to assure that the plans and specifications meet the Guidelines For Facilities To Be Constructed By The Builders For Christ Program. (BFC - 21) This is not a review of the structural or design adequacy of the architectural and engineering drawings and specifications, nor of the costs projected for the project. These are the sole responsibility of the architect or engineer employed by the congregation. The congregation must also agree that subsequent to the review by the Program, no change will be made in the plans and specification which would not meet the Guidelines For Facilities To Be Constructed By Congregations Utilizing Builders For Christ (BFC - 21).

5. Prior to the start of construction, all of the individuals directly engaged or employed by the congregation in conjunction with the construction of the facility, (except contractors and congregational volunteers) must be included on the rosters of Builders and Construction Manager maintained by the Program.

6. Each congregation is solely responsible for the construction of its project and must directly engage or employ a Construction Manager and Builders to construct its project. Neither the Builders For Christ Program, the Synod nor the District Mission Board in which the project is built, ~~nor~~ a contractor for the congregation and none of them assumes any responsibility for the design, construction, or means and methods of construction or maintenance of the project.

7. The congregation must use standardized forms of contracts for employment of architects, engineers, employed Construction Manager, employed Builders, subcontractors and other persons working on the congregation's project. These forms have been prepared by the Builders For Christ Program and will be made available to the congregation.

What do the Builders For Christ build?

The structures erected by a congregation with the help of the Builders For Christ must, of necessity, be relatively modest in design, of limited square footage, without steeply pitched roofs, and capable of completion without the use of extensive heavy equipment. A variety of sketches of floor plans and elevations that have been utilized by other congregations may be made available to the congregation upon request.

What are the savings to the congregation when the Builders For Christ Program is used to construct a facility?

The percentage of savings will vary depending on material costs, types of materials used, and on the number and expertise of the Builders engaged or employed by the congregation. The design of the building also plays a large part. If the facility is designed in such a fashion that only a small portion of the facility can be constructed by the Builders, the saving will be relatively small. The savings are directly proportionate to the amount of construction that can be done by the Builders. It is therefore, important that the congregation instruct its architect to bear this in mind when designing the facility, avoiding designs that require special equipment or the need to engage specialty subcontractors.

How many Builders For Christ are involved on a project?

A congregation normally engages or employs seven to nine Builders for the construction of its project. The number will vary somewhat, depending on the size of the facility. On each job, the entire crew may not be needed at all times.

What about congregational volunteers?

They may be full time or part time workers. They augment the work done by the Builders and put in approximately 20 - 30 percent of the man hours on each project. The congregational volunteers work some evenings, but mostly on Saturday, particularly toward the end of the construction program. The congregational volunteers are not employees and receive no wages or any other pecuniary compensation for their work.

When ~~are~~ the Builders For Christ available?

Most of the Builders live in trailers which freeze up in cold weather. Therefore, they work during the warm seasons of the year. In southern climates, they prefer to work in the winter months.

How does the congregation recruit or obtain Builders For Christ?

A good resource for Builders is:

1. the congregation itself.
(Even the smallest of new missions can frequently find two or three full time Builders.)
2. neighboring congregations.
(The "project" congregation must tell its story of ministry and facility needs to the neighboring congregations.)
3. the district congregations may be solicited.

All Builders and Construction Managers who are recruited by the congregation must make application for inclusion on the appropriate rosters maintained by the Builders For Christ Program and their names must be placed on these rosters prior to the date of their engagement or employment by the congregation. (This is necessary to protect the congregation, the Builders For Christ, the DMB, the Board For Home Missions, and the Synod in matters of liability and insurance.)

If, after exhausting all of these resources, the congregation has not obtained a Construction Manager and a sufficient number of Builders, then the Builders For Christ Director will, upon request, make available the names of Construction Managers and Builders from its roster of Construction Managers and Builders who are willing to be engaged or employed by the congregation.

How long does it take the Builders For Christ to erect a church facility?

The construction time will vary depending upon the size of the project and the difficulties encountered during construction. On average, a congregation utilizing Builders For Christ can finish a 5,000 square foot building in 3 to 4 months.

What about construction equipment?

Frequently the Builders will supply their own hand tools. Larger power tools must be supplied by the congregation.

What is the obligation of the congregation to the Builders For Christ Program?

The congregation must engage or employ Builders directly and is obligated to pay each employed Builder the federal minimum wage. Beyond the payment of the federal minimum wage, the Builders receive no expense allowance.

Since most of the Builders live in their own travel trailers, the congregation is expected to provide a place where the trailers may be parked. If the city codes permit, the ideal location is the church site in order to provide both convenience and job security. All utility hookups must be in place prior to the arrival of the Builders. The Builders who come without trailers will require housing. The ideal arrangement is that the congregation members supply trailers for them. Some single Builders have lived with members of the congregation.

The congregation may supply noon lunches and coffee break snacks during the construction period.

Most of all, the congregation should commission the Builders in a worship service for their work and again recognize them in some special way at the time of the church dedication. Since this is the church away from home for the Builders, they very much appreciate becoming

temporary members of the congregation, namely; to worship, receive communion, attend Bible Class, sing in the choir and even teach Sunday School. Some of the Builders may even be willing to make evangelism calls on weekends.

What is the financial obligation of the congregation to the Builders For Christ?

There is no obligated fee for the use of the Builders For Christ Program. However, project congregations are strongly encouraged to remember the Program with an annual contribution, preferable on the anniversaries of the facility's dedication. Since the Program receives no financial assistance from the Synod's budget, the budget of the Builders For Christ Program must be supported in its entirety from donations and grants.

The congregation is also asked to assist in covering the costs of the annual Construction Manager's Conference which will be attended by the Construction Manager the congregation engages or employs. The cost is estimated to be \$350.

What is the role of the Construction Manager?

The Construction Manager causes the project to progress smoothly and successfully to completion. An example of the functions and duties normally performed by a Construction Manager are set out in pages BFC-5 through BFC-8. This is attached as an exhibit.

How does the congregation secure a Construction Manager?

Some congregations engage a general contractor who provides a Construction Manager. In other instances, a congregation will undertake to train its own Construction Manager by arranging for him to serve as a Builder on one or more projects constructed by other congregations engaging or employing Builders For Christ. (On the job training.) In the event that the congregation is able to recruit its own Construction Manager that individual must make application for inclusion on the roster of the Construction Manager maintained by the Builders For Christ Program. His name must be placed on that roster prior to the date of his engagement or employment by the congregation.

The Director of the Builders For Christ Program maintains a roster of Builders willing to work for a congregation as a Construction Manager. If available, one of them may be selected.

What about an architect and building plans?

The congregation must engage a licensed architect or engineer to prepare the plans and specifications who shall both affix his seal to the plans and undertake continuing contractual responsibility to assure that the project is built in accordance with these plans and

specifications. It is preferable that the congregation does not engage an architect or engineer until the District Consultant has met with the congregation to explain the various aspects and steps involved in a project constructed by the Builders For Christ Program. At such a meeting the District Consultant will also share with the congregation a number of design sketches of buildings used by other congregations under the Program. An Architectural Questionnaire will also be supplied to the congregation with suggestions for selecting an architect. Where possible a congregation may also engage the architect who prepared one of the design sketches. This may provide cost savings to the congregation.

What if the congregation already has an architect and building plans?

In the event that the congregation already has an architect and plans, the District Consultant or Builders For Christ Director should be invited to review the plans to determine whether or not the building meets the Criteria for Facilities to be Constructed by Congregations Utilizing Builders For Christ. (BFC - 21) Minor modifications may permit the design to meet these criteria. The District Consultant will also share with the congregation a list of Design Criteria (BFC-22ff) which the congregation may find helpful in assuring that their facility will be both functional and serviceable.

Who is the Director for the Builders For Christ Program?

The Director of the Builders For Christ Program is:

Rev. Marvin A. Radtke
Rt. 7 Box 7841
Hayward, WI 54843
(715) 462-9790

The Director of the Builders For Christ Program should be contacted with respect to participation in the Builders For Christ Program. He will, in turn, contact the appropriate individuals who would be responsible for the project.

**SCHEDULE
OF STEPS FOR
MISSION CONGREGATIONS
PARTICIPATING IN THE
BUILDERS FOR CHRIST PROGRAM**

Date prior to commencement of construction	Activity
30 mo.	The DMB identifies anticipated BFC building projects in its district (OPA)
30 - 26 mo.	The DMB together with the congregation determines the size and affordability of the facility. The DMB shall prioritize the projects. The DMB shall establish a general time for construction for each project. (Spring '94; Winter '95)
25 mo.	The DMB makes arrangements with the Builders For Christ director to meet with the congregation to present the program, the BFC Facility Guidelines, and to detail the procedures for application by the congregation.
24 mo.	The congregation, within 30 days, shall inform the DMB of their desire to participate, or not to participate in the Builders For Christ program.
23 - 19 mo.	Congregation appoints Building Committee The DMB requests planning Funds accompanied with the congregation's BFC's application for participation.
18 mo.	Upon the granting of Planning funds by the BHM to those congregations desiring to use the BFC program, a construction manager shall be assigned (engaged) by the participating congregation in consultation with the BFC director.
17 mo.	After a construction manager has been engaged, the congregation begins the process of selecting an architect.
16 mo.	Congregation selects architect, receives and approves contract.
15 mo.	Congregation submits contract to REO for review and signature.
14 1/2 mo.	Congregation signs contract and distributes to appropriate individuals.
14 mo.	Building committee meets with construction manager.
14 mo.	Building Committee holds initial meeting with architect.
12 mo.	Architect completes Master Site Plan and Design Sketches.

12 mo.	Congregation begins solicitation of volunteer help from their own and neighboring congregations.
12 mo.	Congregation contacts Builders from BFC roster for their project.
11 mo.	Master site plan and Design Sketches reviewed by Construction Manager.
10 1/2 mo.	Master Site Plan and Design Sketches approved by congregation.
10 mo.	Master Site Plan and Design Sketches reviewed by DMB and BHM.
10 mo.	Receive BHM approval for architect to proceed to Design Drawings and preparation of BC-1 form.
9 mo.	Design drawings and BC-1 form completed by architect.
7 mo.	Approved by congregation.
6 1/2 mo.	Submit Design Drawings and BC-1 form to DMB, BHM, Construction Manager, BFC for review.
6 1/2 mo.	Submission of request for funding to DMB and BHM (Jan., April, Sept.)
6 1/2 mo.	Receive letter of approval of request and permission for architect to proceed with working drawings and specifications.
5 1/2 mo.	The construction manager with the director shall establish specific time for beginning of construction.
5 1/2 mo.	Congregation establishes final commitment from Builders and Volunteer.
4 mo.	Completion of working Drawings and specifications
4 mo.	Working Drawings and specifications for review by Construction Manager
3 1/2 mo.	Working drawings and Specifications approved by congregation
3 1/2 mo.	Begin process to acquire construction permits
2 mo.	Evidence that required insurance has been obtained is filed with BFC
1 mo.	Construction Manager arrives on site
1 mo.	Permits acquired
1 mo.	Site preparation and foundation work begins
1 week	Site preparation and foundation work completed
-0-	Builders arrive and construction begins

CERTIFICATE OF RESOLUTION

_____, 19____

I certify that I am the duly qualified and acting Secretary of:

Lutheran Church
of

a not-for-profit corporation organized and existing under the laws of the State of _____, and as such I have custody of the books and records of said corporation; that on the ____ day of _____, 19____, at ____ o'clock __M, a duly called and constituted meeting of the voters assembly of said corporation was held; and that upon motion duly made and seconded the following resolution was adopted in accordance with the constitution and bylaws of the corporation a majority of the voting membership voting in favor thereof:

WHEREAS, _____ Lutheran Church ("Church") desires to undertake the construction of its own facility; and

WHEREAS, The Builders For Christ Program may, upon application, assist the Church in the planning and implementation of such construction; be it

RESOLVED that the Church make application to participate in the Builders For Christ Program, and be it further

RESOLVED that the President and Secretary of the Church be and are hereby authorized, empowered, and directed to execute in the name and behalf of the Church an APPLICATION OF CONGREGATION TO PARTICIPATE IN THE BUILDERS FOR CHRIST PROGRAM, and said officers are further authorized, empowered and directed to do all such acts and things and to execute and deliver all such documents as may in the discretion of said officers be deemed necessary, proper or convenient to carry out said Program, and the same are hereby approved in all respects.

IN WITNESS WHEREOF, I have hereunto affixed my name on this ____ day of _____, 19____.

(SEAL)

Secretary

**APPLICATION
OF
CONGREGATION
TO PARTICIPATE IN
THE BUILDERS FOR CHRIST PROGRAM**

**APPLICATION OF CONGREGATION
TO PARTICIPATE IN
THE BUILDERS FOR CHRIST PROGRAM**

Adequate facilities are essential for the establishment of new mission congregations and the growth of existing congregations. It is equally important, however, for the debt of the congregation to be kept to a minimum in order for the congregation to concentrate on its ministry without being overly occupied with its indebtedness. The Builders For Christ Program is intended to meet these needs by permitting congregations to construct their facilities in a cost efficient manner. A substantial portion of the savings experienced by a congregation participating in the Builders For Christ Program are attributable to the employment of Builders For Christ by the congregation. Builders For Christ are retired carpenters, other tradesmen, handymen, and other "willing workers" who have committed themselves to the Builder for Christ program and whose names are recorded on the Builders rosters. They may choose to be engaged as an unpaid Builder or to be employed at federal minimum wages, by congregations desiring to undertake the construction of their own facilities. Some Builders are willing to be engaged or employed by a congregation in order to assist it with the construction of its facilities and other Builders are willing to be engaged or employed by a congregation as a Construction Manager and assist the congregation with the supervision of construction.

The Program is intended to provide congregations desiring to construct primarily wood frame facilities which are relatively modest in design, of limited square footage, without steeply pitched roofs, and capable of completion without the use of extensive heavy equipment. It is the Program's intention to offer guidance, direction and information during the period prior to construction. This may include information regarding:

1. Floor plans, exterior treatments and types of materials utilized by other congregations
2. Administrative and organizational considerations to be addressed prior to construction
3. Methods and means by which such buildings may be constructed in a cost efficient manner.

The Program will also make available the name of a Builder who would be willing to serve the congregation as a Construction Manager and the names of other Builders willing to assist the congregation. These names will be made available, however, only after the congregation has used its best efforts to recruit Builders and a Construction Manager from other sources.

NOW THEREFORE, _____
(Congregation)

of _____ (the "congregation"), desiring to undertake
(City) (State)

the construction of its own facility by engaging or employing Builders to assist it with the construction of its facility hereby makes application for participation in the Program.

As a participant in the Program, the congregation may receive from the Program information and guidance regarding:

1. Duties and obligations assumed and problems encountered by a congregation undertaking responsibility for the construction of its own facility
2. The process by which a congregation can undertake the construction of its own facility utilizing Builders
3. Design sketches of facilities built or proposed to be built by congregations utilizing Builders, together with the name of the architect or engineer who prepared the design sketches and, where applicable, information regarding the approximate cost incurred by such congregations in constructing such facilities. These are conceptual sketches and not detailed drawings, and are not usable for construction purposes.
4. Suggested design criteria for consideration by a congregation to provide guidance to the congregation in designing a facility that will be functional, efficient, and that will grow with the congregation.
5. Suggested guidelines to be used in the interviewing and selection of an architect or engineer.
6. Standardized forms or contracts for employment of architects, engineers, employed Construction Managers, employed Builders, contractors, and other persons employed by a congregation in constructing its own facility.
7. Standardized consents for congregational volunteers involved in the construction of its facility
8. Information regarding general liability and property damage insurance
9. The Program maintains rosters of the names of Builders willing to be engaged or employed at federal minimum wage by the congregation to assist it with the construction of its facility to serve as a Construction Manager for the congregation. After a congregation has exhausted all other sources for recruitment of Builders and a Construction Manager, the Program will, upon request, make such names available to the congregation. A congregation, however, is under no obligation to engage or hire any Builder whose name has been made available to it and before engaging or employing any such person the congregation must satisfy itself with respect to the person's qualifications.

As a participant in the Program, the congregation will receive only pre-construction information and guidance as set out above. The congregation remains solely responsible for all aspects of the design and construction of its facility. The Program will provide no guidance, direction, or other information with respect to the design and specifications for the facility or the actual construction

process including the means and methods of construction. The design and specifications for the facility, including working drawings and the specifications are the sole responsibility of the congregation and the architect or engineer hired by the congregation. The actual construction process, including the

means and methods of construction, is the sole responsibility of the congregation determined in consultation with the architect or engineer and the Construction Manager engaged or employed by the congregation to design and build its facility.

As a condition of participation in the Program, the congregation obligates itself to fully comply with the requirements set out below, and acknowledges that upon its failure to comply with any such requirement or for any other good cause, both as solely determined in the discretion of the Program, the participation of the congregation may be immediately terminated without the need for prior written notice to the congregation.

1. The design and specifications, including the construction or working drawings and the specifications (the "documents") for the facility to be constructed by the congregation must be prepared by a licensed architect or engineer employed by the congregation. Such architect or engineer shall:
 - a) review the documents
 - b) affix his seal to the documents and take any other steps which may be required under the law of the state in which the facility is to be constructed to certify to the congregation that the documents meet all applicable building codes and the standards of good architectural and engineering practice
 - c) undertake continuing contractual responsibility to the congregation in order to assure that the project is built in accordance with the documents.
 - d) The congregation further agrees that in its undertaking to construct its facility it will construct the facility as specified in the documents and will make no changes without the approval of the licensed architect or engineer whose seal appears on such documents.
2. The documents for the facility to be constructed by the congregation must be reviewed on behalf of the Program prior to the start of construction. This review is made only to assure that the Criteria For Facilities To Be Constructed By Builders For Christ (BFC - 21) are met and for no other purpose. These criteria have been established to facilitate the construction of a facility by Builders. The congregation understands and agrees that this is not a review of the structural or design adequacy of the documents, the means, methods and manner of construction, nor of the projected costs for the project. These are the sole responsibility of the architect or engineer employed by the congregation. The congregation further agrees that subsequent to the review on behalf of the Program, no change will be made in the documents which would not meet the Criteria For Facilities To Be Constructed By Congregations Utilizing Builders For Christ (BFC - 21).
3. The design of the proposed facility should be one that will permit a major portion to be built by Builders engaged or employed by the congregation. The congregation agrees to hire contractors or subcontractors to construct those portions of the facility not suitable for construction by Builders. The determination of the suitability of any such proposed facility for construction by Builders as well as the determination of what portions of a project must be constructed by contractors and subcontractors shall be determined by the Construction Manager and building committee in consultation with the architect or engineer employed by the congregation.
4. Prior to the start of construction, the congregation must enter into a written agreement with each individual directly engaged or employed by the congregation in conjunction with the construction of the facility and such individual must be included on the rosters maintained by the Program. The congregation must also agree to pay an employed Builder or Construction Manager the federal minimum wage for his/her work and any other benefits required by law.

5. The congregation shall furnish and maintain public liability and property damage insurance with limits as hereinafter set out which shall protect the congregation and the Synod from claims arising from the planning, design and construction of the congregation's facility or in any way from the fact of the congregation's participation in the Program. This insurance shall provide for coverage of all claims (regardless of the date on which such claim is made) arising out of occurrences during the policy period. The term of such policy shall commence on or before the date the congregation is accepted for participation in the Program and continue until the completion of construction of the facility. The insurance shall, although not by way of limitation, provide coverage from claims of personal injury or bodily injury (except to the extent such claims may be covered by any applicable Workmen's Compensation Insurance maintained by the congregation), and claims resulting from property damage. The Wisconsin Ev. Lutheran Synod shall appear as named insured on each policy. A certificate of insurance evidencing such coverage, in a form acceptable to the Wisconsin Ev. Lutheran Synod and dated of even date with, or prior to, the date of the congregation's acceptance into the Program must be filed with The Wisconsin Ev. Lutheran Synod. This certificate of insurance shall contain a provision stating that coverages afforded under the policies will not be canceled until at least thirty days prior written notice has been given to the Wisconsin Ev. Lutheran Synod. The limits of such insurance must be a combined single limit for personal injury and property damage of at least one million dollars per occurrence and three million dollars annually.
6. The congregation shall be solely responsible for all aspects of the construction of its facility. The congregation, in meeting this responsibility must directly engage or employ a Builder willing to serve as a Construction Manager and, if employed, paid at least federal minimum wage and in accord with all applicable state and federal laws. He is to supervise the project on its behalf and Builders to perform the construction work.
7. The congregation must maintain such Worker's Compensation Insurance coverage as may be mandated by applicable law for all persons employed by it on its construction project. In the event that any work is contracted out by the congregation, each contractor, subcontractor, or other contractor shall also be required to provide Worker's Compensation Insurance for all of its employees on the job.
8. The congregation must utilize standardized forms of contracts for employment of architects, engineers, employed Construction Manager, employed Builders, contractors, subcontractors and other individuals employed by the congregation in conjunction with the construction of its facility as well as standardized consents for congregational volunteers involved in the construction of the facility. These forms will be made available to the congregation by the Program.
9. Because the congregation's participation in the Program is voluntary and the Program provides only pre-construction guidance and information which the congregation is free to accept or reject and because the congregation, in conjunction with the architect or engineer which it employs remain solely responsible for all aspects of the design of the facility, and the congregation remains solely responsible for all aspects of construction of the facility and the materials, means and methods and techniques selected for the construction, the congregation agrees to release, discharge, indemnify and forever hold harmless the Wisconsin Ev. Lutheran Synod, together with all the officers, agents, servants, and employees of the Wisconsin Ev. Lutheran Synod from any and all damages, causes of action and claims which may at any time, arise as a direct or indirect result of, although not by way of limitation the following:
 - a) the construction of the congregation's facility
 - b) the congregation's participation in the Program

- c) any information, guidance, assistance or other service received by the congregation from the Program
 - d) any review of failure to review plans or specification for a facility which may be performed by or on behalf of the Program
 - e) the Program making available to the congregation the names of Builders willing to be engaged or employed by the congregation to serve either as a Builder, Construction Manager, or otherwise to assist the congregation in the construction of its facility
 - f) the engagement or employment by the congregation of any Builder, construction Manager, contractor, subcontractor, architect, engineer, or any other individual in conjunction with the congregation's construction of the congregation's facility. In the event that any cause of action should be brought against the Wisconsin Ev. Lutheran Synod as a result of any such damage or claim for damage, the congregation shall assume full responsibility for the defense of such action.
10. The congregation shall comply with all building and sanitary laws, and all state, county, and municipal laws, rules, ordinances, and regulations with respect to the construction of such facility.
11. If the congregation is a self-supporting congregation, it shall be responsible for all expenses which may be incurred by the Program on its behalf. (Plane fare, travel costs, etc.)
12. While there is no required payment for the use of the Builders For Christ Program, project congregations are strongly urged to remember the Program with an annual contribution, preferably on the anniversaries of the facilities dedication. Since the Program receives no financial assistance from the Synod's treasury, the budget must be supported in its entirety from donations and grants.

(CONTINUED ON NEXT PAGE)

This agreement is signed this _____ day of _____ 19____.

Name of congregation

City and state

President

Secretary

Corporate seal of the
Congregation

This _____ day of _____, 19____,

Applicants Name

is hereby accepted for the Builders For Christ Program subject to the terms of the foregoing Application and its compliance with all of the requirements for participation set out in said Application.

Builders For Christ

By: Rev. Marvin A. Radtke

.....
Director, Builders For Christ Program

Addendum 3

**INFORMATION
FOR
PROSPECTIVE
BUILDERS FOR CHRIST**

INFORMATION
FOR
PROSPECTIVE
BUILDERS FOR CHRIST

Who are the Builders For Christ?

Builders For Christ (Builders) are carpenters, tradesmen, handymen, and other "willing workers" who have committed themselves to the Builders for Christ program and whose names are recorded on the roster of Builders maintained by the Builders for Christ program. They may choose to be engaged or employed at federal minimum wage, by congregations desiring to construct modest church facilities. Ninety percent are retired. Men and women are eligible. The invitation to serve as a Builder For Christ is extended only to members of the Wisconsin Ev. Lutheran Synod. The Builders and their spouses are expected, therefore, to be faithful in various church activities, notably worship and Bible Class attendance of the congregations which engage or employ them.

Why are Builders needed?

Congregations, especially mission congregations, need functional and attractive churches in order to maintain effective ministries for Christ.

For the Board For Home Missions to establish as many new missions as opportunities dictate, the indebtedness of each congregation must be kept to a minimum.

The Builders, by helping congregations in the construction of their facilities, can help congregations, the Church Extension Fund and the Synod's budget (through reduced interest subsidy) to experience considerable cost savings. This in turn will enable the Board For Home Missions to open additional mission fields.

What is the Builders For Christ Program?

The Builders for Christ Program is intended to provide congregations desiring to construct modest facilities (primarily wood frame, not gothic cathedrals with steeply pitched roofs) with guidance, direction and information during the period prior to construction. This may include information regarding:

1. floor plans, exterior treatments and types of materials that have been used by other congregations
2. administrative and organizational considerations to be addressed prior to construction
3. methods and means by which such structures may be constructed in a cost efficient manner.

If necessary the Builders For Christ Program will make available the names of Builders willing to be engaged or employed by the congregation in order to assist it with the construction of its facility. The name of a Builder willing to be engaged or employed by the congregation as a Construction Manager to assist the congregation with the supervision of construction may also be made available. These names will be made

available, however, only after the congregation has used its best efforts to recruit Builders and a Construction Manager from their own congregation, neighboring congregations or others in their circuit conference or district.

The program does not provide guidance, direction or other information with respect to:

1. the design and specifications for the facility. (This is the sole responsibility of the congregation and its architect.)
2. the construction process including the means or methods of construction. This is the sole responsibility of the congregation and Construction Manager, the Builders and the contractors hired by the congregation.

A congregation desiring to participate in the Builders For Christ Program should first make application to the Builders For Christ Program by requesting the necessary forms from the Director of the Program. (In the case of mission congregation the application would be made through its District Mission Board.)

What about housing for Builders while on the job?

While working for a congregation, many of the Builders live in their own travel trailers. If permitted by the municipal code, the travel trailers are often placed on the project site. This allows for optimum convenience and security of the project and material stored on site. Those not possessing travel trailers may live in trailers supplied by congregation members, in the homes of members, or, if the project is within driving distance, in their own homes. Spouses often accompany the Builders but do so at no expense to the congregation.

While on the job Builders are to be allowed to return to their homes to attend confirmations, weddings, funerals, etc.

What are their working conditions?

The Builders are engaged or employed directly by the congregation undertaking the construction of its own facility and are normally expected to work five days a week, eight hours per day. The work pace will vary; each Builder working within his own capacity. No one is pushed. Builders may work Tuesday through Saturday, to accommodate part time congregational volunteers. Noon lunches and coffee break snacks may be supplied by members of the congregation.

The congregation employing a Builder will afford these Builders, as employees of the congregation, coverage under any applicable state worker compensation law and any other employment benefit required by law.

While Builders are generally requested to work on projects for at least one month, they are encouraged to remain throughout the project which usually lasts three to four months on the average. Builders, while on the job, are accountable to the Construction Manager. A Builder will frequently bring some hand tools to the job. Larger power tools will be supplied by the congregation.

How do individuals become Builders?

The program maintains a roster of Builders who are members of good standing in a congregation affiliated with the Wisconsin Ev. Lutheran Synod and who have indicated a willingness to be engaged or employed by one or more congregations on their building projects. Prior to being placed on this roster, each Builder must complete an application form supplied by the Builders For Christ Program. Placement on the roster will be conditional upon acceptance by the program and the Builders agreement to abide by the guidelines and

requirements of the program. The names of Builders on the roster are made available to the project congregations. It is the congregation which selects its labor crew and formally engages or employs each Builder.

The congregation will usually commission the Builders for their project in a Sunday morning worship service. The congregation remembers the Builders again on the occasion of the dedication of the facility. While it is not required that the Builders serve on many projects, most of them do, and with the same crew. Some Builders, however, choose to serve only once, perhaps on a project located near their homes.

What do Builders accomplish?

Besides the considerable cost savings realized by the congregation, the CEF, and the Synodical budget, the Builders are blessings to the congregation in many other respects. They are models of commitment, dedication, zeal for missions, etc. Many congregations have been inspired to new heights for faithfulness and zeal because of the three or four month presence of the Builders.

There is a blessing also experienced by the Builders. They make new, never to be forgotten friends. They experience the feeling of usefulness. They have the satisfaction of serving the Savior and Lord of their lives.

APPLICATION

FOR INCLUSION ON ROSTER

OF

BUILDERS FOR CHRIST

Please return the completed forms to:

*Rev. Marvin A. Radtke
Rt. 7 Box 7841
Hayward, WI 54843*

PREFACE

Adequate facilities are essential for the establishment of new mission congregations and the growth of existing congregations. It is equally important, however, for the debt of the congregation to be kept to a minimum in order for the congregation to concentrate on its ministry without being overly occupied with its indebtedness. The Builders For Christ Program is intended to meet these needs by permitting congregations to construct their facilities in a cost efficient manner. A substantial portion of the savings experienced by a congregation participating in the Builders For Christ Program are attributable to the engagement and employment of Builders For Christ by the congregation.

Builders For Christ often are retired carpenters, other tradesmen, handymen, and other "willing workers". They are willing to commit themselves to serve congregations as unpaid Builders or as Builders employed by the congregation at federal minimum wage. Some builders commit themselves full time for the duration of construction (approximately 120 to 150 days). Others commit themselves part time (weeks or months). Some will use their vacation time of 2,3, or 4 weeks to serve the Lord and his congregation in the construction of needed facilities.

If you are willing to commit yourself to this Program please complete the following **APPLICATION** in its entirety.

The application form may seem long and perhaps even complicated. However, the General Information will enable the director to provide names to the congregation so that a complete crew may be assembled according to their needs. The health history form provides information concerning any limitations concerning your activities in construction work. The purpose of the health history form is also for your protection. If while on a project a health emergency or accident should occur, this information could be of great value to the attending physician. It could save valuable time and perhaps costly tests. It will also enable him to contact and to consult with your regular physician. The information on your health history will be used only in cases of emergency. The information is not public.

**POLICY FOR PLACEMENT
of
APPLICANT'S NAME
on
ROSTER
of
BUILDERS**

An applicants name may be placed on the roster of the Builders maintained by the Builders For Christ Program if the following criteria are met:

1. The Application For Inclusion On Roster of Builders For Christ Program has been properly completed and returned.
2. The General Information, Employment Experience, Training and Education Form has been completed and returned.
3. The Health History Form has been completed, signed and dated by the applicant's physician.
4. The Physicians's Statement has been completed, signed and dated by the applicant's physician and returned.
5. The applicant's physician has not limited his/her activities to such an extent that the applicant could not reasonably work on a construction project.
6. The information provided by the applicant on the Health History Form does not appear to be inconsistent with the limitations imposed on the applicant's activities by his physician.

APPLICATION

In gratitude for the many blessings which the Lord has given to me, I desire to share these gifts for the advancement of His Kingdom by participation in the Builders For Christ Program. I am willing to commit myself as a Builder and to serve congregations undertaking the construction of their own facilities. In order to have my name made available to congregations interested in engaging or employing me, I hereby request that my name be placed on the Roster of the Builders maintained by the Builders For Christ.

In making this application for inclusion of my name on the Roster, I agree to the following:

1. I have accurately completed the attached General Information, Employment Experience and Training Form and the Health History Form. If at any time the information reported on these forms changes, I will immediately advise the Director of the Builders For Christ Program.

2. I understand that because of the physical nature of the construction work which I will perform while serving the congregations I will, within thirty days of making this APPLICATION, and annually thereafter, have my physician complete the attached Physician's Statement and return it to the Director of the Program. (This physician's statement is intended to reassure both me and the Program that my health will permit me to work on a construction project as a Builder For Christ and establish any limitations on the work I may perform.)

3. I understand the decision to place my name on the Roster is in the sole discretion of the Director of the Builders For Christ Program and that my completion of this APPLICATION does not assure that my name will be placed on the Roster. I further understand that even after my name is placed on the Roster it may, at any time, be removed from the Roster.

4. I understand that if my name is placed on the Roster, it will be made available to congregations who are in need of Builders. I further understand that the decision with respect to my service is up to the congregation which may or may not elect to contact me for their project. I also understand that if I am employed by a congregation, the congregation will be solely responsible for compliance with all applicable Federal, state and local laws regarding my employment including the necessary withholding of income tax and social security tax, the payment of the social security tax and compliance with any requirement regarding Worker's Compensation Insurance or unemployment compensation. I further understand that if I serve as an unpaid Builder I cannot be covered by Workers Compensation Insurance or unemployment compensation.

5. I understand that construction work often involves hard physical labor, heavy lifting and other strenuous activity, at times under varied weather conditions, and that some of these activities may take place on ladders, scaffolds, building framing and other locations above or below ground level. I further understand that the design and the means and methods utilized by a congregation in the construction of its facility are matters completely in the control of each congregation and the persons hired by that congregation to assist it in such matters. In the event that there are limits to the construction activities I am able or willing to perform, it is my responsibility to advise the congregation of these facts and, prior to accepting engagement or employment by the congregation, to work out an agreement satisfactory to me, under which my activities will not exceed those limits.

6. I understand that the Program's function is to make available to participating congregations pre-construction guidance, direction and information, and names, including my own, of needed Builders and construction Managers. I understand and agree that in working on a project of a participating congregation as an unpaid Builder, or as an employee, it is the congregation, not the Program, which is solely responsible for the construction of that project and the means and methods by which such construction is accomplished. Therefore, if I should be injured or sustain any other damage while working as a Builders, I agree that I have no recourse for any such injury or damage against the Wisconsin Ev. Lutheran Synod, all Districts of the Wisconsin Ev. Lutheran Synod, and the agents, officers, and employees of either arising out of any such injury or damage which I might sustain and, on my own behalf and for my estate and my heirs, I hereby waive and release any claim which I may at any time have against the Synod, its Districts or agents, officers, and employees of either due to my participation in the Program.

7. I agree that any information contained in this completed

**Application For Inclusion On The Roster Of The Builders For Christ Program,
General Information, Employment Experience , And Training Form,
Health History Form,
Physicians Statement as completed by my physician,**

may be made available to any congregation to which my name may be made available by the Builders For Christ Program.

I state that I have carefully read and fully understand the foregoing APPLICATION and all attachments and that I am making this APPLICATION as my own free act and deed, and that in making this APPLICATION I am relying solely on the information contained in this APPLICATION.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if engaged or employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

This APPLICATION is made this _____ day of _____, 19____

(applicant's signature)

**WHEN COMPLETED PLEASE RETURN THIS FORM TO:
THE DIRECTOR OF THE BUILDERS FOR CHRIST PROGRAM**

GENERAL INFORMATION

Name: _____
Last First Middle Initial Social security

Address: _____
Street City State Zip

Phone number: () -

Are you 18 or older _____

Are you a U.S. citizen or an alien authorized to work in the United States? _____
yes no

Name and address for two references:

1. Name: _____ Phone number: () -
Address: _____
Street City State Zip

2. Name: _____ Phone number: () -
Address: _____
Street City State Zip

Have you ever been convicted of a crime or are there any criminal charges pending against you? _____
no If yes, please describe in full, including dates on the other side of this sheet. yes

Name and address of the congregation in which you presently hold your membership?

Name Address City State Zip

Please have your pastor sign on the line provided below indicating that you are a member of the congregation in good standing. Also, have your pastor provide a written reference and attach it to this form.

(Signature of the Pastor)

EMPLOYMENT EXPERIENCE, TRAINING AND EDUCATION

Please list:

- a) the name and address of each employer by whom you have been employed during the past ten years,
- b) the capacity in which you were employed, and
- c) the reason (including retirement) for terminating that employment.

Please indicate the experience, training and/or education which you have had in the following areas of construction. (Please indicate years of experience.)

Type of work	Company Owner/ General				Date		Years Exper.
	Contractor	Foreman	Laborer	For Self	Last Performed		
General Contracting							
Purchasing							
Materials							
Excavation							
Forming, Framing, Structural							
Masonry work							
Steel erection							
Roofing							
Siding							
Plumbing							
Electrical							
HVAC							
Insulation							
Drywall							
Finish work							
Ceramic tile							
Painting							
Wallpapering							
Cabinetwork							
Floor covering							

List any other areas of construction experience or training which you possess. _____

In order to permit a congregation to construct their facility in the most cost efficient manner possible, it is necessary to obtain materials and supplies for the best possible price. If you have any source(s) from which such materials and equipment may be purchased at favorable prices and you are willing and able to share these sources with congregations participating in the Builders For Christ Program, please provide a brief description of the types of material available and the nature and geographic location of the source(s).

INFORMATION REGARDING SERVICE AS A BUILDER FOR CHRIST

I am willing to serve as an unpaid Builder. _____

I am willing to be employed at federal minimum wage. _____

Do you have your own construction tools? _____
yes no

Describe: _____

Would it be necessary for the congregation to furnish you with living facilities while serving on the project? _____

yes no

Will you provide your own facilities such as a trailer or camper? _____

yes no

Will anyone accompany you? _____

(spouse, family member)

Would this person be willing, as an unpaid volunteer, to help in any way such as cooking, running errands or in any other capacity? _____

(If such a person is to be engaged or employed by the congregation he or she shall follow the same procedure in filing AN APPLICATION FOR INCLUSION ON THE ROSTER form.)

Area of preference for engagement or employment by a congregation: (check one or more)

- 1. Anywhere in the country _____
- 2. North _____
- 3. South _____
- 4. East _____
- 5. West _____

6. A specific project:

First choice: _____

Second choice: _____

Third choice: _____

Other: _____

Preferred time for engagement or employment by a congregation: (check one or more)

Any time: _____

Spring (March) _____

Summer (June) _____

Fall (September) _____

Winter (December) _____

Other _____

Comments: _____

HEALTH HISTORY FORM

1. How would you rate your health? Excellent ___ Good ___ Fair ___ Poor ___

2. List any medications which you are taking and the purpose of each medication:

3. List the date of your most recent tetanus shot: _____

4. List any serious illness, injuries and/or surgery which you have had in the past ten years:

5. Are you physically, mentally or emotionally limited in any way? _____ _____

yes no

Please describe: _____

6. Do you have:

	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
<u>Diabetes</u>	_____	_____	<u>Hearing impairment</u>	_____	_____
<u>Arthritis</u>	_____	_____	<u>Sight impairment</u>	_____	_____
<u>High blood pressure</u>	_____	_____	<u>Heart trouble</u>	_____	_____
<u>Shortness of breath</u>	_____	_____	<u>Alcohol or drug dependence</u>	_____	_____
<u>Kidney trouble</u>	_____	_____	<u>Fear of heights</u>	_____	_____
<u>Prostrate trouble</u>	_____	_____	<u>Hernia</u>	_____	_____
<u>Prosthetic device</u>	_____	_____	<u>Pacemaker</u>	_____	_____

If you have answered yes to any of the above, please elaborate. _____

7. List and describe any health factors which might affect your ability to work on a construction project:

8. Does work in heat or cold which may be encountered on a project affect you?

9. List any allergies which you may have: _____

10. List any allergies to medications and industrial/construction materials: _____

11. Name, address and telephone number of physician who will prepare Physician's Statement regarding ability to work on a construction project:

Physician's name: _____

Address: _____

Telephone: _____

12. In the case of a health emergency or accident while working on a project do you authorize the Builders For Christ Program to discuss your overall health as well as the information reflected on the health certificate with your physician? _____

yes no

13. In the event of a health emergency or accident, list the names of at least two individuals (in addition to your spouse) who should be contacted:

Name	Address	Relationship	Phone no.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PHYSICIAN'S STATEMENT

I am the physician regularly attending the medical care and treatment of:

and, as such, I am familiar with the state of his/her present health and physical condition. I further understand that he/she desires to be engaged or employed as a construction worker by congregations undertaking the construction of their own facilities and that such construction work often involves hard physical labor, heavy lifting and other strenuous activity, sometimes under varied weather conditions, and that some of the activities may take place on ladders, scaffolds, building framing and other locations above and below ground level.

In my opinion, based upon my examination of him/her on ____ / ____ / ____ his/her health and physical condition are such that he/she can safely perform construction work without endangering his/her own health and well-being or the health and well-being of his/her fellow workers. However, because of health conditions his/her activities should be limited as I have described below.

(Please be as specific as possible in listing such limitations and the medical reasons for such limitations. If there are no limitations, please state: "no limitations".)

(Signature of Physician)

(Please Print Name)

Date: ____ / ____ / ____

ADDENDUM

CONCERNING THE COST FOR THE COMPLETION OF PHYSICIAN'S STATEMENT

Some physician's charge for the completion of the Physician's Statement (previous page). If so, you may request reimbursement up to \$50.00 (\$50.00 maximum). If you desire reimbursement please fill out the form below and return with the application. The request will be forwarded to the Synod offices for processing and the reimburse should be received within three weeks.

REIMBURSEMENT REQUEST

The physician's charge for the completion of the Physicians' Statement totals \$_____.

I request the following amount to be reimbursed: \$_____ (\$50.00 maximum request)

NAME: _____

ADDRESS: _____

City State Zip

NOTE: Please attach a copy of the physician's bill for the Synod's accounting office.

Thank you.

Wisconsin Lutheran Seminary Library
11831 N. Seminary Drive, 654
Mequon, Wisconsin