

**Building Project**  
**Building Construction Task Force (BCTF)**  
**A Board of Trustees Task Force**  
September 13, 2016

*Mission*

The mission of the BCTF is to supervise the design and construction of the renovation and expansion of the church. This group will work with the architect/engineer in the conceptual design phase and, following congregational approval, oversee final design, construction and commissioning; responding appropriately to issues that arise. Throughout the process the BCTF will coordinate with the Communications Task Force, Financial Task Force, and Board of Trustees.

*Membership*

The BCTF shall be co-chaired by Brad Kosiba and Josh Socolar. Other members are at the discretion of the co-chairs and may be added as the workload dictates.

*Duties*

1. Recommend architecture/engineering firm(s) to the board to assist with design of the project.
2. Working from the conceptual alternatives developed by the Space Reassessment Task Force and with input on preference from the congregation, develop final conceptual designs, specifications and estimates with the assistance of the architect/engineer.
3. Work with the Communications Task Force (CTF) to obtain congregational approval for the project.
4. Working from the broad project approval of the congregation, develop the detailed design, specifications and timelines necessary to get contractor bids.
5. With prior Board approval, select the contractor(s) to accomplish the project and begin construction.
6. Monitor contractor(s) work to ensure that every effort is made to bring the project in on time, adhering to quality standards and within budget.
7. Coordinate with the Board should significant alterations of the approved plans be required
8. Throughout the project, coordinate with the Financial Task Force (FTF) on all planned budgets and expenditures.
9. The co-chairs shall be members of the project coordinating group with one serving as primary member and one as backup.

*Termination*

The BCFT will dissolve once the building project is completed or as directed by the Board.