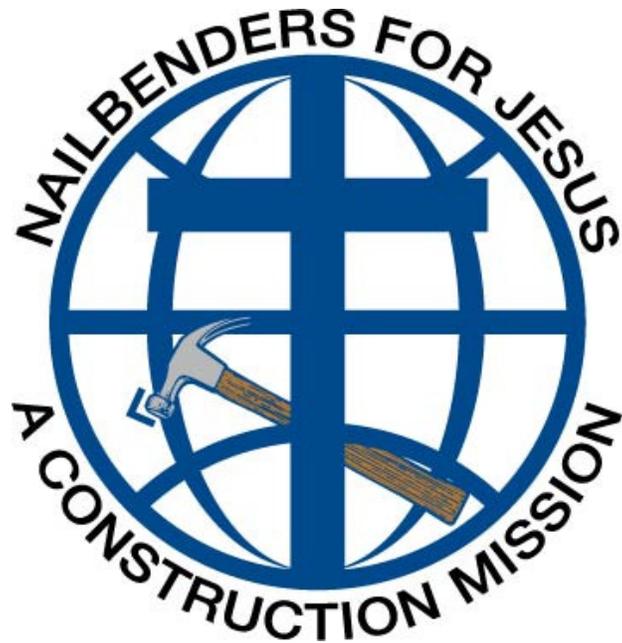


NAILBENDERS FOR JESUS



A Construction Mission
Of the
Arkansas Baptist State Convention

Organized in 1988

Construction Manual

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1. THE MISSION

Nailbenders for Jesus (NBFJ) is a construction mission of love based on the desire to contribute to the growth of Christ's kingdom through the growth of local churches. It is designed to assist congregations and new missions by constructing Worship Centers, Christian Education Centers, and additions to existing structures.

The mission consists of three separate but interrelated functions: Basic Construction, Finish Trim, and Nailbenders Wives Ministries. The basic construction phase consists of up to 12 days work taking the project from the bare slab to completion of hanging sheet rock (as time allows). The Finish Trim phase consists of up to 12 days work of finish carpentry (hanging interior doors, installing trim molding, etc) after the church has completed texturing and painting. The Finish/Trim Crew must be scheduled independent of the Nailbenders. Your NBFJ contact can provide Trim crew contact information. The Nailbender Wives Ministry consists of visiting local nursing homes, battered family centers and shut-ins.

We believe that each Nailbender for Jesus Family has been called to this mission ministry. We look forward to assisting you in furthering God's Kingdom.

The following sections provide details as to how we will work together to plan and execute the Nailbender phase of your building program.

2. PLANNING THE PROJECT

2.1 Coordination

To assist you in your planning process throughout your building program, a NBFJ Coordinator will be assigned to work with you on a continuing basis. Your Coordinator is:

(Name)

(Home Ph.)

(Cell Ph.)

(e-mail)

A single point of contact, knowledgeable in your construction project, should be designated by the church for coordination with the Regional Coordinator on all matters concerning building design and construction, including any requested changes. All requests from the church should be channeled through the designated coordinator.

During the construction phase a designated representative of the church, knowledgeable in your construction project, should be available (onsite or by phone) during all working

hours. This representative is to be responsible for the timely ordering of required materials and answering questions/making decisions concerning the church project.

To assist in the planning of meals, breaks and women's activities, one of the Nailbender wives will be assigned to work with you both during the planning and construction phases.

To prepare for the project the NBFJ Lead Man or a designated representative will be assigned to review the construction plans and resolve any concerns or needs prior to beginning the project.

2.2 Architectural Drawings

It is important that architectural drawings be made available to the regional coordinator as early as possible during the planning stage. Delay in the availability of these drawings can adversely affect your schedule position.

The Arkansas Architectural Act requires that all public building construction projects with a construction cost of \$100,000 or more have construction drawings produced by a licensed architect. The penalty for working without proper drawings is \$1,000 a day until the drawings are produced. Nailbenders for Jesus can not start construction on buildings projected to cost more than \$100,000 without approved construction drawings. See Appendix B.

If requested, designated NBFJ personnel may attend drawing development working sessions with the registered architect and authorized church representatives. If asked, designated NBFJ personnel may express an opinion as to the relative cost and ease/difficulty of construction. These are informational opinions only. NBFJ personnel will not attempt to influence the architect or church in development of the drawings.

2.3 General Limitations

There are some limitations on the type of work that NBFJ personnel perform. These are related primarily to safety and schedule considerations. If your project exceeds any of these limitations, a Request for Waiver can be prepared and submitted to the General Membership for approval/disapproval. Your Regional Coordinator will work with you if requested. Specifically, these limitations are:

1. Maximum roof pitch of 5/12 for installation of roof decking and felt underlayment.
2. Maximum ceiling height of 16 feet for installation of ceiling sheetrock.
3. Use of 30 pound felt underlayment.
4. Maximum perimeter wall height of 10 feet.

Should your requirements exceed any of these limitations, your Coordinator will work with you in exploring alternative solutions and requesting waivers.

2.4 Scheduling

Before your building project can be included in the NBFJ scheduling process, it is necessary that an authorized representative meet with your Church, normally the pastor and the building committee chairman to; (1) certify that they have read and agree to the guidelines, work scope and limitations contained therein, (2) complete the Request for Assistance (Appendix C), and submit the completed Request for Assistance to your Coordinator.

Development of a workable schedule and adherence to the schedule with minimum deviations is a key to a successful construction project. Your Coordinator will work with you in developing a schedule for both pre-construction and construction activities. While some contingencies, such as adverse weather and supplier labor stoppages, can not be planned for, an effective schedule can minimize their effect.

Two important schedule dates are foundation completion and metal building construction completion, if applicable. Foundation completion includes rough-in plumbing and concrete finishing. For basement buildings this includes installation of floor trusses and sub-floor. (Note: In some cases, as schedule and manpower permit, NBFJ personnel will install the floor trusses and sub-floor). In the case of multiple requests in the same month for Nailbenders for Jesus (NBFJ) assistance, a significant factor in determining your schedule position is completion of your foundation/metal building. **All NBFJ schedule dates should be considered tentative until your slab/metal building is in a “ready for NBFJ to build” condition. If you fail to meet your progress schedule and another church is “ready to build” they will be scheduled ahead of you.**

Schedule activities to be considered include, but are not limited to, the following:

1. Preparation and approval of architectural drawings.
2. Foundation work.
3. Materials list development.
4. Roof Truss design/construction/delivery.
5. Baptistry acquisition.
6. Steeple acquisition.
7. Building permits.
8. Subcontractor activities.
9. Utility company provision of electrical service to construction site and RV parking area. **Note: Utilities often have significant lead times!**
10. Materials delivery. (Note: all materials requested to complete installation of trusses, including framing material, stripping material and trusses, should be delivered prior to the arrival of the first group of NBFJ. Windows and doors should also be available to ensure proper openings.)

11. Electrical installation. *
12. Roofing installation. *
13. Insulation installation. *
14. Plumbing installation. *
15. Heating & Ventilation installation. *
16. Particular emphasis should be placed on any scheduled activities having the potential to delay work. Because NBFJ are at your particular job site for a defined period of time, any delays can result in planned work being left uncompleted. For example, a delay of one day could result in as much as 2 man-months of lost time.

* These items are the responsibility of the church and must be completed before sheetrock can be installed.

A small initial contingent of NBFJ will arrive at the job site on the first Wednesday of the month in which your job is scheduled. These men will layout the building on Thursday and assist the arriving members with parking/hookup on Thursday. The first actual workday is Friday. Weather permitting, work will continue the next two weeks, Monday through Saturday, with Sundays and Wednesday nights reserved to worship with you. Unless the job is completed early, NBFJ will break camp and leave on Friday morning two weeks after arrival.

3. CONSTRUCTION CREW WORK SCOPE

The Construction Crew will, to the best of their abilities and within the constraints of the available manpower, perform the following functions:

1. Layout and fabricate exterior walls, including door and window hangers.
2. Layout and fabricate interior walls, including door and window headers.
3. Erect exterior and interior walls.
4. Top plate exterior and interior walls.
5. Erect and cross-brace trusses.
6. Install roof decking and roof vents.
7. Install roof felt underlayment (normally left to the roofer to do).
8. Layout and fabricate stage, single or multi-level.
9. Install baptistry.
10. Strip ceilings for sheetrock installation.
11. Sheetrock ceilings and walls (8' and 12') in accordance with architectural drawings.
12. Install paneling.
13. Hang exterior doors and windows.
14. Provide nails, staples, screws, adhesives and other fastening devices at no cost to the Church.

4. FINISH TRIM CREW WORK SCOPE

In addition to primary construction, NBFJ also provides assistance in finish-out work, if requested. Assistance provided consists of available manpower for a maximum of two weeks.

The finish Trim Crew will primarily provide finish carpentry, such as:

1. Hang and trim interior doors.
2. Trim windows.
3. Install baseboards.
4. Trim in and around stage and pulpit.
5. Install corner trim.
6. Install light troughs.
7. Install false beams.
8. Provide nails, staples, adhesives and other fastening devices at no cost to the Church.

Excluded from Finish Trim Crew is assistance in sheetrock finishing/painting, and cabinet construction/installation.

5. LOCAL CHURCH RESPONSIBILITY

5.1 Construction Support

Following are the responsibilities of the local church in support of the construction crew:

1. Procurement of approved architectural drawings.
2. Procurement and timely delivery of all construction materials and supplies, except consumables specified in section 3.0.
3. Unloading building materials.
4. Obtaining Builders Risk Insurance. Although not absolutely required, it is highly recommended, since it covers many hazards such as fire and windstorm damage.
5. Securing any required permits.
6. Cleaning the slab, or sub floor, of all trash and debris at the end of each workday.
7. Installing roofing.
8. Installing electrical.
9. Installing insulation.
10. Installing plumbing.
11. Installing Heating & Ventilation

12. Installing light fixtures.
13. Finishing sheetrock.
14. Installing floor coverings.
15. Painting.

You are highly encouraged to solicit church member participation in your construction project. We can use any male volunteer over the age of 16 (for insurance purposes) that is willing to work. Experience is not a prerequisite. The greater the church support the greater the amount of work that will be accomplished during our stay.

5.2 Finish Trim Crew Support

Following are responsibilities of the local church in support of the Finish Trim Crew:

1. Procurement and timely delivery of all trim materials and supplies, except those specified in section 4.
2. Cleaning the work area of all trash and debris at the end of each workday.

5.3 Facilities

Following are the facilities to be supplied by the local church to support the NBFJ construction efforts:

1. A 25KVA or larger transformer located within 50 feet of the construction site and, if possible, within 50 feet of the RV parking area is required. Transformer must be capable of providing adequate power for 2 heavily loaded 200 amp temporary service panels (provided by NBFJ). Temporary pole(s) at both the construction site and at the RV parking area will be set up by the NBFJ prior to arrival of the first contingent. It is the responsibility of the local church to arrange with the local utility company for services to the temporary poles. NBFJ will distribute power from the temporary poles to the construction site and the RV parking area. Your Coordinator will assist you in coordinating with the utility company and installation of the temporary power poles. NBFJ members will deliver and set the temporary power poles about one week prior to the job schedule date (based on utility connection date). We will need a **safe** place to leave our tool trucks between this visit and the beginning of the project.

Note: Contact should be made with the electrical utility 1-2 months in advance of the job to ensure proper coordination.

2. A water faucet should be installed within 50 feet of the RV parking area. Most rural wells will not provide adequate water supply for the camp. NBFJ will distribute the water from the faucet to the individual RVs.
3. The sewage facilities for the new building should be installed prior to arrival of the first contingent of NBFJ workers. A 4-inch opening should be made available, at ground level, into the system and should be within 50 feet of the RV

- parking area. The entry into the sewage system should be sufficiently lower in elevation than the RV parking area. NBFJ will install temporary above ground sewer pipes in the RV parking area and terminate in the 4-inch opening. If a sewer system tap is not available your Coordinator will discuss the option of a temporary bladder.
4. A method of daily garbage disposal should be provided, preferably within 50 feet of the RV parking area. This is typically an animal proof trailer or dumpster.
 5. A suitable parking area for NBFJ RVs must be provided, preferably adjacent to the construction site. The site should be level, free of large rocks, stumps and other obstructions, and if necessary, treated for fire ants prior to the arrival of the first contingent of workers. If it is in a grassy area, it should be mowed prior to first arrivals. If in a fill area, it should be packed sufficiently to support large RVs. To assist you in selecting an appropriate parking area, an estimate of the number of RVs expected will be supplied. In past jobs, as many as 30 construction crew RVs have been parked. As many as 10 Finish Trim Crew RVs can be anticipated.
 6. A room with sufficient area for morning devotions, breaks and lunch should be available.
 7. Arrangements should be made with the power company to disconnect the temporary poles as early as possible on the Friday morning departure date.

5.4 Lunch

1. The local church is responsible for providing and serving the noon meal each working day to the Nailbenders for Jesus, Nailbender Wives, and local volunteers working on the job. This meal need not be fancy, but appropriate for working men. Often, assistance in providing meals can be obtained from other churches in your association.
2. The church should provide ice for lunch and at the construction site. Drinking water and Gatorade should be provided at the job site.
3. Your assigned Nailbender Wife will work with you in coordinating these needs.

6. OTHER MINISTRIES

Each working day morning at 7:30 A.M. Nailbenders for Jesus meet for morning devotions. Devotions are led by a different member each day. Local church men are encouraged to meet with us to share God's word.

One of the real joys of our ministry is studying and hearing God's Word from the different pastors across the state. At the pleasure of the pastor, we will also participate in services through songs, testimony, and God's Word to the extent requested.

7. NAILBENDERS WIVES MINISTRIES

Nailbenders Wives also hold daily devotions each working day. Women of the local church are encouraged to attend and share God's message.

Other ministries of the Nailbenders Wives include making lap robes and bibs for nursing homes, visiting nursing homes, visiting and providing supplies at battered family centers and visiting shut-ins.

8. REFERENCES

Upon request your Coordinator can provide you with a list of Arkansas Baptist pastors and laymen who are familiar with Nailbenders for Jesus Construction projects. Please feel free to contact them for a candid appraisal of our Mission.

APPENDIX A

***REGIONAL COORDINATORS
AND
SCHEDULE COORDINATOR***

Northeast Region

North Central Region

Northwest Region

Southwest Region

South Central & East Region

Little Rock Region

Schedule Coordinator

APPENDIX B

INFORMATION BULLETIN

VOLUNTEER CONSTRUCTION PROJECTS
ARKANSAS BAPTIST STATE CONVENTION

RELATED TO THE ARKANSAS ARCHITECTURAL ACT RULES AND REGULATIONS

The General Assembly of the State of Arkansas placed the Arkansas Architectural Act into effect on March 26, 1941, stating that in order to safeguard life, health and property, it is important that the practice of architecture be regulated (*1). This act has been amended many times since then, but has recently gained much attention as it relates to volunteer construction projects. It is important that volunteers and churches understand this Act and the potential penalties for violation.

The Act requires that buildings constructed for public assembly, or any other use under which they will be open to the public, must have plans bearing an architect's official seal. This is to confirm that the plans meet all specifications and requirements mandated by law. The Act states:

*In order to safeguard life, health and property, no person shall practice architecture in this state, or engage in preparing plans, specifications, or preliminary data for the erection or alteration of any building located within the boundaries of this state...unless the person shall have secured from the examining body a certificate of regulations and license in the manner provided and shall thereafter comply with the provisions of (the Act) governing the registration and licensing of architects (*2).*

This Act applies to buildings that are constructed at a cost, not including site, of over \$100,000.00 (*3). Volunteer labor does not need to be figured into the cost, but all materials and paid labor must be included. The penalty for violation is that the construction will be stopped until an architect's seal can be obtained, and the violator may be fined up to \$1,000.00 per day that they are in violation.

The construction teams of Arkansas Baptist Men can not condone violation or encourage churches to violate this Act, which is clearly one of the laws of the state of Arkansas. Our witness to Christ and our commitment to Scripture compel us to honor the laws of our land. Therefore, we ask all churches and groups which invite Arkansas Baptist Men organizations to help construct their buildings (including Nailbenders for Jesus, Church In A Day, and others) to provide plans bearing an architect's official seal. This is for the protection of the church and other volunteer organizations.

* Notes:

1. This is a state law and not governed or determined by county or city officials.
2. An architect is legally liable for the use of his/her seal and is subject to fines and/or imprisonment for violations. Do not expect an architect to be willing to place their seal on plans drawn up by someone else.
3. The building expenses may not be considered separately to reduce the projected cost, i.e. separating the cost of heating and air from the other construction costs.

APPENDIX C

Request for Assistance

NAILBENDERS FOR JESUS
a construction mission affiliated with the
ARKANSAS BAPTIST STATE CONVENTION

_____ requests
(Church name and Address)

The Construction/Finish-Trim (circle one) assistance of the Nailbenders for Jesus

in _____. The building is for use as _____
(month and year) (describe)

_____ and will contain approximately

_____ square feet.

We, the undersigned, are authorized representatives of _____
(Church Name)

We have read and understand the Nailbenders for Jesus Construction Guide and agree to
its guidelines, limitations and responsibilities of the church with the following
exceptions:

(If needed, please write on the back of this page)

_____ (Name & Title _____ Date
