

All meeting notes were summarized to give a comprehensive look at programming.

**Worship:**

Sanctuary:

280 +/- short term

350-375 long term (including choir)

Possibility of later expansion: balcony, extension of church, arrangement and number of chairs.

Flexible Space with moveable furniture. Church has 125 chairs with 200 more available. Leaning toward building in Phase 1

Choir:

30-35

Location should be flexible and on first floor, close to congregation

Discrete entry/exit

Pipe organ for long term (some would like in Phase 1)

Choir Room:

Music storage:

5 4-drawer file cabinets (more could be used)

Shelves for larger works and octavos

Music slots

May include music office

May double as a meeting room

Practice room for 30 in Phase 2

Work area for arranging music

Storage for instruments needed, some space to keep set up:

Handbells

Glockenspiels

Orff instruments

Vesting Room for Choir:

Definitely needed in Phase 1

Robe storage needed

Platform:

Large enough for: Pastor, Choir, musicians, organ, bell choir.

Altar at front, near congregation.

Baptismal Font:

Needs to be prominent

Altar Guild Room

Usher Closet/Room

Sacristies:

Space for:

- 1 Priest
- 1 Verger
- 2 Eucharistic ministers
- 1-3 Acolytes (will possibly double this number)

Working Sacristy:

- Deep Sink for flower prep
- Possible refrigerator for flowers
- Freezer to keep bread
- Drain in floor
- Storage for vases, cleaning supplies, seasonal, etc.
- Drawers for linens

Vesting Sacristy:

- Storage for hanging vestments
- Restroom (which could be accessed by choir during services)

Narthex:

- Could include coffee kiosk/counter
- Large enough to accommodate medium sized functions (50 for dinner)
- Include Patio, Outdoor Narthex
- Flexible space. Consider transparency to outdoors and/or sanctuary.

Liturgical Storage

Outdoor Liturgy Space:

- Worship Space for Easter fire, Palm Sunday Procession, Blessing of the Animals;  
possibly amphitheatre style
- Location for Bell and Tower
- Stations of the Cross

Bride's Room:

- Could be a multi-use room

Columbarium

Chapel:

- In long term master plan

Prayer Room

Nursery

**Parish Life:**

**Commercial Kitchen:**

- Must have in Phase 1
- Commercial Range: 6 burners minimum with griddle
- Double oven
- Convection oven
- Commercial dishwasher: roll-in would be ideal
- Possible tankless water heater to supply kitchen only
- Single door freezer
- Double door refrigerator
- 3 sinks: standard health department set-up
- Ice machine: medium-sized
- Cafeteria line with warming trays and service window
- Return line with separate smaller service window
- Microwave
- Pantry for dry goods
- Storage for dishes (enough to serve 150/200) at end of dishwashing
- Large amount of work space.

**Fellowship Hall:**

- Seat 150-200 at round tables

**Large Dining Room:**

- Needed in Phase 1

**Library:**

- Space for healing/centering prayer

**Lounge:**

- Coffee kiosk
- Gathering room with fireplace

**Meeting Spaces:**

- Crafting workspace
- Vestry meetings
- Boy/Girl Scouts
- AA/Community meetings (5-30 in attendance, average 15)
- Include appropriate storage

**Full-sized Gymnasium:**

- Dressing rooms accessible from outside

**Storage:**

- Chairs and tables
- Seasonal Storage
- Supplies gathered for adopted school
- Newcomer bags

**Porte Cochere**

- Include in Phase 1
- Not necessarily at front entrance

Large Janitor Closet

Parking:

- Less than 2 people per car on average

- Easily expandable for long term

Outdoor Patio for Dining:

- Connected to Fellowship Hall

- Paved

Outdoor Space for Grilling:

- Near Kitchen

Outdoor Picnic Area:

- Accessible to all

- Possible to set up tents

Playground

Outdoor Space for children:

- For 40-50 kids

Pavilion/Gazebo

- Include outlets and water supply

Outdoor Floor Labyrinth

Garden

- Food for donations

- Flower garden

- Memorial garden

Outdoor area for wedding photos

Ballfields:

- Baseball

- Soccer/All-purpose

Fishing pond

Possible Emergency Shelter for community:

- Showers (which could accommodate travelers as well) included in Phase 2, possible outdoor camp showers

Out building:

- Storage for tractor and other large items for maintenance

Storage:

- Dedicated space needed

**Education:**

Sunday School:

Nursery (Infants):	4 current, 8 Phase 1
Nursery (Toddlers):	4 current, 8 Phase 1
4-5 yr olds:	7 current, 15 Phase 1
1 <sup>st</sup> and 2 <sup>nd</sup> grade:	5 current, 12 Phase 1
3 <sup>rd</sup> – 5 <sup>th</sup> grade:	5 current, 10 Phase 1
6 <sup>th</sup> – 8 <sup>th</sup> grade:	8 current, 18 Phase 1
9 <sup>th</sup> – 12 <sup>th</sup> Grade (Youth Room):	7 current, 18 Phase 1
Adults:	30 Phase 1 (25)
Adults (Newcomers):	20 Phase 1 (25)

Long term: Increase by same percentage as Worship  
Total eligible for attendance is 42 (4 yr. olds – 8<sup>th</sup> grade) and 8 (9<sup>th</sup> – 12<sup>th</sup> grade), only half currently attend

Phase 1 plan for 4 classrooms:

- 1 @ 10 ppl @ 30 s.f. each = 300 s.f.
- 1 @ 12 ppl @ 30 s.f. each = 360 s.f.
- 2 @ 14 ppl @ 30 s.f. each = 2 @ 420 s.f. each

Double in Phase 2

Lockable Storage in each room

Common shared space between Adult Classrooms for coffee

Possible exterior door in each classroom, allow children to go outside

Classrooms could be multi-use, double as meeting rooms

Additional Classrooms:

Catechesis/Good Shepherd: Montessori style teaching, permanent set-up

Flexible learning room: accessible from outside

Youth Room:

30-40 youths (30 in Phase 1)

Foosball

Sofas

Kitchenette

Storage

Resource Room:

50-70 s.f. with shelving

Jr. and Sr. High Storage:

50-70 s.f. with shelving

General Hospitality Area

Dayschool for K-5<sup>th</sup>:

Long term

**Administration:**

Offices:

- Rector (conversational/seating)
- Parish Administrator (near front entrance, not as receptionist)
- Choir Master (could be with Choir room)
- Youth Pastor (could be with Youth room, near Admin. Suite)
- Christian Education Director (near Sunday School and Admin. Suite)
- Separate Space with computer for other workers (close to Parish Admin.)
- Organist (long term)
- Associate Pastor (long term)
- Space for at least an open chair

Copy Room

- Adjacent to Conference Room
- Near a sink
- Island and wall cabinets
- Storage accessible to those who are shorter

Kitchenette:

- Small with coffee maker, microwave, refrigerator, and cabinets

Storage

- Greatest need for Youth Pastor and Choir Master
- Archive Storage

Telecom Closet

Active File Room:

- Five 4-drawer cabinets
- Two lateral files (could use 1-2 more than currently have)
- Close to Parish Administrator (daily use)

Welcome/Receptionist Area (close to offices)

Conference Room/Volunteer Work Space

- Could also serve as a break room