

Carter Hord, Anne Lorenz, and Jeff Holt met with the church staff to discuss administrative needs and other topics regarding their ministries.

- The pastor lead the meeting off in prayer.
- A sign in sheet was passed around. It is in the project file.
- Carter then explained the purpose of Master Planning and the Programming process
- Carter also reviewed the preliminary questions sent to the church on June 12, 2009
- The staff introduced themselves:
 - Cathy Dunn, Parish Administrator. Been at St. Elisabeth's 25 yrs.
 - Gretchen Gintz, Youth Director/Minister (formerly Parish Administrator and Youth Director)
 - Jim Walsmith, Music Director. Been at St. Elisabeth's 6 yrs.
 - Jennifer Smith, Director of Children and Family. Been at St. Elisabeth's 1.5 yrs.
 - Bill Murray, Rector. Been at St. Elisabeth's 2 yrs.
- The group toured the church's current facility.

Programming Information

General Administration Suite Comments

- Offices (Should be easily recognizable and found.)
 - Rector (currently full-time)
 - Parish Administrator
 - Choir Master
 - Youth Director
 - Children and Family Director (currently full-time)
 - Need additional private space with computer for other workers who do various things. (Needs to be close to Parish Administrator.)
- All offices would like to be welcoming and conversational, with space for at least an open chair.
- Rector's office should have area for conversation/seating. There should be no barrier between the priest and visitors.
- A shared conference room/volunteer work space is needed. Could serve as break area also.
- A separate smaller work room is desired to hold machinery. This could be adjacent to the conference room and near a sink.
- Full-time employees and Parish Administrator in greatest need of separate office.
- Youth Director's office could be part of the Youth Room; preferably near the Admin. Suite.
- Children/Family office could be part of S.S. area; preferably near Admin. Suite.
- Music office would work better in the choir room than in the Admin. Suite. Would need to be close to resources.
- Parish Administrator office should be near front entrance door, but not as receptionist.
- Provide space for receptionist/welcoming, yet still in close proximity and included in office group.
- Youth Pastor and Choir Master in greater need of storage.

- Copy Room with island and wall cabinets and paper storage. Storage should be accessible to shorter people as much as possible.
- Kitchenette for Admin. Staff is needed. Small, with coffee maker(s), microwave, refrigerator and cabinets.
- Active file room: five 4-drawer cabinets and two lateral files (currently full, more could be used especially 1 -2 more lateral files) Would need to be close to Parish Administrator office for daily use.
- Storage
- Telecom Closet
- Storage:
 - Chairs and Tables
 - Music: 10 File cabinets
 - Liturgical Storage
 - Seasonal Storage
 - Archive Storage
- Suite should be located at identifiable entrance to church – with little or no signage needed.

Christian Education

- Youth classes are:
 - 4-5 yr olds
 - 6 yrs – 2nd grade
 - 3rd – 5th grade
 - 6th – 8th grade
 - 9th – 12th grade – Youth Room
- Total eligible for attendance is 42 from 4 year olds through 8th grade plus 8 in 9-12th for a grade total of 50. Only half that amount currently attend.
- Plan for 4 children's 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 at 420 s.f. each
- Plan for 1 Youth Room for 30 - 40 youth (30 in Phase 1); (9th – 12th grade) with room for foosball, sofas, kitchenette, and storage.
- Plan to double education space for Phase 2.
- Lockable storage in each room.
- High and low cabinets on one wall in each room.
- Youth room needs a sink and wall of counter space for food.
- Resource Room: 50-70 s.f. with shelving. Would include Sunday school supplies accessible to teachers, storage of seasonal activites, etc.
- Jr & Sr High Storage Room: 50-70 s.f. with shelving. Would include camping equipment, game equipment, etc.
- Classrooms should be functional for other programs as well.
- Possible general hospitality area near programming.

Music Ministry

- Needs practice room for 30 in Phase 2; same as proposed choir size. Practice room is an ideal and most likely for second phase.
- Choir is currently 15-20% of those in attendance at service.
- Room should be flexible.
- Needs music library/storage in Phase 1:
 - Five (5) 4-drawer cabinets (more could be used. Music library always growing).
 - Shelves for larger works and octavos.
 - Music slots (possible 2-sided as to be accessible from both practice room and music storage/work room).
- Need storage for instruments: handbells, glockenspiels, Orff instruments. Would like space to keep some instruments set up.
- Robe storage and separate vesting rooms (not in restrooms)
- Work area for arranging music
- 30 people in choir is target.
- At old church the choir practice room was adjacent sanctuary and had large door between. They only had one piano.
- Pipe organ should be planned for long term sanctuary.
- Choir location in Nave needs further discussion. Jim prefers Eucharistic Model, with the choir near or in the congregation, rather than the Daily Office Model, with the choir removed from the congregation and on the platform.
- All agreed that the choir needs to be in close proximity to the congregation in a place where they can lead and not set apart as performers.
- A well liked example is Our Lady of Perpetual Help.

Other Considerations

- Worship space for Phase 1 should be very flexible.
- The pastor moves about while preaching.
- The altar furniture should be moveable.
- Plan for Piano and space in worship for handbells and other instruments (may be in congregation).
- Church has some chairs and more on pre-order. Total is near 300. They will confirm.
- Worship space should be designed more for singing than spoken word. Harder surfaces, longer reverb time, high ceiling. No large expansions of glass which would kill acoustics. Acoustics: Plan for an 8.5 or 9 on a 1-10 scale with 10 being the best for music.
- A kitchen is a must in Phase 1.

Outdoor Space Ideas:

- Patio, Outdoor Narthex
- Grills, Outdoor Kitchen space
- Parish Picnic Space, accessible to all
- Pavilion for picnic or activities, possibly double as a flexible space for kids and floor labyrinth
- Electrical outlets and water should be located at entire building perimeter to assist in outdoor activities.
- Shade
- Terrace with trellis
- Playground for kickball and Hide-and-Seek
- A large space for 40-50 kids
- Ball fields
- Use creek as feature of interest
- Connection to St. Columba site
- Outdoor Space to be used for liturgy: Easter fire, Palm Sunday procession, Blessing of the Animals
- Location for Bell and Tower
- Possibly have Stations of the Cross integrated into the outdoor space.

Aesthetic Comments

- Should look like a Church – specifically an Episcopal Church
- Beautiful
- Light
- Forward looking
- Peaceful
- Want to see trees from inside the building, utilize views of grounds
- Should not look like a warehouse
- Signage should not be necessary to find one's way around the campus.

Items In Off-Site Storage

- The church has a large number of items from the original church building in storage. They are located in:
 - A large self-storage facility. Approximately 400 s.f. , completely filled. These items are used and swapped out regularly, but there is not an inventory list. Contents include youth equipment, vestments, seasonal storage, and paper supplies.
 - A transfer trailer located on one of the member's property. It has been there for 4 years and no one has an accurate inventory of its contents. Believed the contents include heavy wood tables, kitchen equipment, bell tower, and one small box of stained glass.
 - Members' homes. Various items such as supplies, upright pianos (4), archives, etc., are stored in the homes of numerous members. There is no complete inventory of these items.

The staff will coordinate the inventory of all off site items in the fall.

The next meeting is scheduled for July 27 at 6 p.m. with committee heads.