



DESIGN QUESTIONNAIRE FOR USE WITH LEADERSHIP GROUPS

FOR ADDITIONS AND NEW CHURCH FACILITIES

CHURCH: _____

ADDRESS: _____

STATE/ZIP _____

PHONE _____

PASTOR _____

There are a number of items for consideration by the church leadership that will be helpful to your architect when it is time to begin putting the design together. This is the programming stage of a project, the time when you collect the needs and desires of those who will be using the building and decide how much room it will take to do the activities that you want to do. Usually there will have to be some listing in order of priority so that many of the needs of most of the users will be met. Due to budget limitations, it is a seldom occurrence that all users of the building will be able to have all the space that they want to do any activity that they will want to do.

Some of the features that you may want to include may be very easy to include in the plan as your design is being developed. Other items may be more difficult to incorporate into the design, and some items may be mutually exclusive.

WORSHIP

One of the primary needs that you will want to consider will probably be space for corporate worship. This may be in a formal space with fixed pews, a platform area that has spaces reserved for various activities, such as piano, choir, etc., and a quiet feeling to the room. Or, on the other hand, it may be a very informal space, possibly using a portable platform area in a room that can be cleared of the “worship furniture” and used also for fellowship or recreational space. The desire or need for dual use of a space may be driven by budget (“we can’t afford to build two big spaces”) or it may be strictly driven by needs (“we’d rather have classes than a space used only for worship”).

Here are some of the items that you may need to consider, and that your architect will want to know:

1. What is the current worship attendance total? _____ If there are multiple services, how large is the first service _____ second service _____ other: _____
2. During worship is there a nursery that is in use? _____ If so, what is the number of rooms: _____ Ages _____ Attendance _____
3. During worship, is there a junior worship? _____ If so, number of groups _____ Ages _____ Attendance _____.
4. Where you are presently worshipping, what is the present capacity when it is comfortably full? _____ When packed to the maximum? _____ Do you presently have a balcony? _____ Capacity? _____.
5. If there were no budget constraints (remember, this is your “wish list”), what would be the desired proposed capacity of the new worship space, immediately, when you move in? Phase I _____.
6. Seating capacity, for building code/ fire marshall/ exiting purposes, will be calculated at 18” per person. Not many of us actually will fit that dimension, so it is a standard in the industry to use an 80% comfort factor to reduce the apparent maximum capacity to a number that is more realistic. In extreme cases, on special occasions it may be possible to get the full 100% into the auditorium. However, with a room designed to seat 1000 worshippers, and comfortably full at 800 in attendance, there will probably be the other 20% in nursery and junior worship areas. Is your answer to question No. 5 to be used figured as the “comfortably full capacity of the room” or the “maxed out” 100% capacity? _____
7. If the room is to be temporarily smaller in the first phase, and you like the ability for future expansion (either by moving walls or expanding into temporary classroom spaces, what would you want for final phase maximum capacity? _____.
8. Do you have a preferred seating pattern for the worship space: Rectangular (traditional) _____ fanned (seating at any position directly faces the speaker) _____ Other _____

9. If it is practical, do you desire any overflow capability into adjacent class-rooms _____ Capacity _____ Balcony (practical on larger designs) _____ Capacity _____
10. Is there a specific platform or pulpit design that you prefer: centered pulpit _____ split chancel _____ off-center _____ other _____
11. What type of Pulpit design do you prefer? small (podium) _____ large (wrap around) _____.
12. Is there a preference for the Baptistry location? _____ centered _____ off-center _____ other _____
What kind of access to the baptistry do you want? _____ single entry _____ double entry _____ Is a portable baptistry an option to consider: _____.
13. Does your worship use a Font of a particular size or shape? _____ We will need any special functional and design requirements _____.
14. Are there any other platform special activities that we will need to consider when allocating appropriate spaces for the design of the platform? (Drams, puppets, bells, band) _____
_____.
15. Do you want several Baptistry changing rooms? _____ One _____ Two _____ Three rooms _____.
16. What is the pattern you use for your Communion service? Served to pews _____ Other _____ Altar rail _____ (We will need to know any special functional and design requirements) _____.
17. You may need a Communion preparation area: Sink _____ Refrigerator _____ 6' counter _____ Other _____
Is a nearby kitchen ok? _____ Sacristy _____ Need special, functional, and design requirements _____.
18. Will space for a Choir need to be a part of the design? _____ Capacity _____
Will the choir sit on chairs _____ or pews _____ Should they stand and sing on permanent or portable risers? _____.

The choir may occupy a sizable location. Do you require? _____ or prefer _____ or is it optional _____ whether the choir sits at the center front _____, off to a side at the front _____ or at the rear of the room _____ or some other location _____.

Will they normally sit in worship and only move to the platform for presentations? _____

19. Does the choir need a choir assembly room? _____ Practice room? _____ Does it need to be located behind the platform? _____ Other _____ What kinds of choir storage will you need? _____ Robes _____ Instruments _____ Coats _____ Bells _____ Music _____ Puppets _____ Other _____.

The choir will need to have access to the assembly room, can this be through the worship space? _____ must be by corridor or stair _____ corridor _____ other _____ What kind of features will you want in the choir practice room? _____ practice risers _____ Class space _____ Piano _____ Other _____.

20. What is the requirement for the location of Instruments? _____ Separate sides of the platform _____ or together _____ is there a maximum distance allowable from the choir? _____ What kind of piano will there be? _____ Keyboard _____ Spinet _____ Grand _____ Size _____.

What kind of organ will there be? _____ Electric _____ Speaker _____ requirements: _____ Pipe _____ Chamber size _____ Other _____.

List the other kinds of special platform activities that should be considered: Weddings _____ Funeral _____ Drama _____ Choral groups _____ Orchestra _____ Films _____ Movie Screen _____ Other _____.

21. Are there any other special platform requirements for lighting? _____ Sound _____ Space _____ Circulation requirements _____ Small-chapel functions _____ Small weddings _____ Junior Worship _____ Other _____.

22. Will the worship activity be a primary? _____ a secondary _____
use for this space

What are the possible other uses for this space? as education space (temporarily) _____
(permanently) _____ or in the future _____
or as fellowship space (temporarily) _____ (permanently) _____
or in the future _____.

EDUCATION

Another primary need that you may need to consider in the design of your plan is the need for classroom space. It is often best when you master plan to plan very little excess in classroom space, and concentrate first on adding large room type spaces (worship, fellowship, etc.) The next phase of construction can then be a group of classrooms, which will probably be a smaller addition and cost fewer dollars per square foot, and can be added in smaller groups.

23. What is your current bible school attendance? _____

Following construction, what is the desired proposed capacity _____

What is the teaching method that you use in your bible school? _____ Individual classes? _____ or Assembly/departmental groups? _____.

How many classes or groups presently? _____.

How many required Phase I (as a minimum)? _____.

24. What are the nursery ages? _____.

Do you have special class size requirements? _____.

We can use a standard 20 SF/child?: _____ or other: _____ Possible features in the nursery: Attendant _____ Restrooms _____ View window _____ Nursing area _____ Other: _____.

25. In Bible school rooms for school age children, are there any special class size requirements: _____.

26. In Bible school, how many adult age people are present? _____.

In how many classes? _____ Is there a maximum class attendance? _____

26. In Bible school, how many adult age people are present? _____.
In how many classes? _____ Is there a maximum class attendance? _____

27. Do you have, or will you be planning to have a day school? _____ We will need a list of present ages and attendance: _____ classroom requirements _____ and future ages and attendance _____.

28. Are you planning to have, or do you already have a day care or pre-school?
_____.

We will need to know any special needs for the various activities and functions that will need to be provided for: Secretarial space _____ Offices _____
Kitchen _____ Dining Space _____ Play Space _____
Sleeping Space _____ Storage _____ Other _____
Regulating Agency: _____

29. Will you have, or do you have an elementary school or high school? _____
We will need to know any special needs for the various activities and functions that will need to be provided for:

Secretarial space _____ Offices _____ Work-
room _____ Kitchen _____ Dining Room _____
Recreation Spaces _____ Library _____ Sciences Laboratory
_____ Gymnasium _____ Storage _____
Other _____ Regulating Agency _____

What are the possible other uses for this space? _____ as worship space (temporarily) _____ (permanently) _____
or in the future? _____ or as fellowship space (temporarily) _____ (permanently) _____ or in the future? _____.

FELLOWSHIP

Another major activity that the congregation may wish to have included in the design of the plan under consideration is fellowship. This may be as simple as small occasional meal gatherings, or as complex as a scheduled regular meal cooked on site. Recreational activities may be included in this space and be no more than some open space, or may be as much as a regulation sized playing court.

30. Dining capacity is often approximately ½ the size of your worship capacity. Is 50% an appropriate ratio relative to worship capacity for your use? _____ other _____.

31. You may have a specific number of people that you want to seat at fellowship capacity _____ What is the present dining capacity? _____.

32. For planning purposes, what is the expected dinner frequency? _____.
Weekly _____ Monthly _____ Seldom Other _____.

33. How do you normally serve meals? Buffet _____ Cafeteria _____ Other _____.

34. Preparation of meals is an important factor to consider. Meals that are cooked at home and carried in for consumption can be served from a “warming kitchen”. Meals that are prepared regularly on site from food stored on site may need to be cooked in a “commercial kitchen”. Local regulations may specify exactly what type of kitchen you need. A commercial kitchen is much more versatile, and expensive. Are your meals usually cooked at church _____
Carried in _____ Catered _____ Other _____.

35. We will need to know what kind of kitchen and what equipment you will want available (remember, this is the “wish list”) Residential _____ Commercial _____
Refrigerator _____ Sink _____ Disposal _____ Dishwasher _____
Freezer _____ Wall oven _____ Microwave _____
Other _____.

Is it ok to have Communion preparation here? _____.

Do you want upper cabinets? _____.

36. What other types of activities can you anticipate that will use the fellowship area occasionally? _____ Programs _____ Dinner _____ Speaker _____
Drama _____ Other _____

37. Should there be a platform or stage area in this room? _____

If so, should it be portable _____ or fixed in one place _____.

Will it also be used for worship? _____ or other activities? _____.

39. Should there be space allowed for Spectator seating? _____ Family _____
 Church _____ School _____ Visitor Capacity _____

40. List the desirable features that you want in the fellowship area: Showers and dressing rooms _____
 Separate exiting (exterior access, not through church) _____ Separate
 restrooms _____ Storage for Chairs _____ Tables _____ Game
 equipment _____ Beds _____ Other _____.

41. The type of floor covering is important so that the room will be designed to do well with
 the activities expected. Do you want carpet _____ Gym carpet _____ Gym vinyl
 _____ Other _____.

42. What are the possible other uses for this space? _____ as worship space
 (temporarily) _____ (permanently) _____ or in the
 future _____.

ADMINISTRATION

43. The offices may likely be used more hours per week than any portion of the building. The
 size, location, accessibility, and arrangement of the office complex is a crucial element in the
 success of the daily management of the operations of the church. Careful planning and mas-
 ter planning can make this area of the floor plan a pleasant place for those who will spend
 many hours here. We will need to know much space to allow for minister (list special require-
 ments): _____ Assistant _____ Secretary _____
 Other _____ Bookkeeper _____ Sunday school superinten-
 dent _____ Custodian _____ Prayer room _____
 Other _____.

44. Other support spaces that will be needed _____ Workroom _____
 Sink _____ Counter top space _____ Storage _____ Audio visual
 equipment _____ Photo copier _____ Space requirements _____ Conference
 room _____ Library _____ Parlor _____
 Other _____.

Is use as classroom permitted in conference room? _____.

Factors that you may want to consider when projecting office space needs:

1 full time staff person for each 250 in average worship

1 secretary for each staff who has responsibility for 200 or more people.

45. Is there any special design goal, ie, match existing, look colonial, no red brick, etc. _____
_____.

46. Is there an interior walls material that is preferred such as drywall? _____ or concrete
block _____ Other _____.

47. Is there an exterior material that is preferred such as brick _____ Stone _____
Siding _____ Other _____ or a particular color to use _____
or avoid _____.

48. Are there other special features that you would like to include in the design, such as oper-
able windows _____ drive under canopy _____ Other _____.

Your site will have an effect on the final design. There may be facts about its shape or size that
will bear heavily on the design concept. Local regulatory agencies will have specific informa-
tion about how you will be able to use the site. Existing conditions at the site may have an effect
on what can be done with the site. All of these facts need to be considered before a final design
can be approved for construction.

49. What utilities presently (or soon will) have access to the site, Water _____ or
well _____ Cistern _____ Sewer _____ or septic _____
Gas _____ or propane _____ Coal _____ Other _____.

50. Are there existing buildings on the site _____ If so, how will they be used in
the master plan for the property, remove them _____ phase them in as part of the plan
_____ or keep any for now, but plan to phase them out in the future _____.

51. So far as anyone knows, has there been any previous construction on the site that your
architect should know about, such as building foundations _____ A well _____
Buried pipeline _____ Overhead power line _____ Mine shaft _____ Land
fill _____ Other _____.

52. Local, regional and national agencies may have placed restrictions on how your site can be used. These restrictions will probably be in the form of building setback limits and utility easements. There may also be a lot coverage limit, parking ratio requirements, parking lot screening requirements, and storm water runoff limitations. Each of these will have an effect on how much property you can use and how you can use it. How is the property zoned now? _____
What is the building setback on the front _____ Back _____ Sides _____
_____. Are there any power line easements _____ Is there any restriction that would prevent access from adjacent streets _____ Is water retention or detention required _____.

We will need a current and accurate topographical plan with utilities and existing structures shown on it in order for use to design any plan for your property. Local surveyors can give you an estimate of the cost. If the current project is an addition, we will also need a set of plans to the existing building in order to accurately design the connections to it.

54. At some point, the decision will have to be made as to how large the proposed project will be. That limit may be based upon functional requirements _____ or total expense _____ or it may be to maximize the site _____ or other _____.

This list is a brief collection of some of the information that your architect will need as he/she approaches the task of the design of your project. We would appreciate the chance to meet with you and the congregation's leadership to discuss how we can work with you to develop a plan that will grow with your church.