

Building Process & Study Committee Report

July 5, 2001

Committee Sponsor

Congregational Council of the Lutheran Church of the Holy Spirit

Committee Members

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After conducting a congregational survey and three meetings for congregation input, the Building Process and Study Committee submits the following report to the Congregational Council of the Lutheran Church of the Holy Spirit.

Summary & Recommendations

Task

The committee's task was to collect data on the needs and wants for space to be utilized by programs and parties related to Holy Spirit including congregational groups, community organizations and those renting space and to produce a report that can be used by a building committee for planning and by an appeal committee for constructing a case argument.

Summary

- The congregation had a high level of interest and input. Over 80 people completed a written survey, which is a high level of response. Over 30 people attended group meetings.
- The survey suggests three areas of ministry to emphasize in this building process:
 - 1) Christian Education
 - 2) Worship & Music
 - 3) Fellowship
- Group meetings and comments suggest that we study how **flexible multi-use space** could apply to the three areas of ministry. Several other suggestions are in the detailed report.
- A process for organizing tasks, timelines and roles and responsibilities for efficient decision making is attached.

Recommendations

- Move forward with Phase II to determine building concepts and feasibility, emphasizing the three areas of ministry and the central theme of multi-use space.
- Consider some of the smaller projects.
- Form a committee with three sub-groups to work in the following areas:
 - Building concept
 - Financial feasibility and financing options
 - Communication/Socialization

Results of Congregation Survey and Meetings

The survey asked respondents to prioritize the five main areas of ministry at Holy Spirit. Eighty-six completed surveys were returned. The average priority rating (possible range, 0-15) for each area of ministry was computed and is reported in Appendix A. Christian

Education ranked the highest with an average of 5.6, followed by Music and Worship with 3.9 and Fellowship with 2.4. Service and Community Outreach averaged 1.9 and 1.2, respectively. The committee was somewhat surprised by the high ranking for Music and Worship. The emphasis on Christian Education and Fellowship were expected.

The three meetings, attended by 30-40 members, produced some very specific ideas about space configuration and usage at Holy Spirit. Reviewing notes from each small group, the committee compiled a master list of ideas (Appendix B) brought up at each meeting and found clear themes running among them. The three major themes were: **1) Dedicated age-specific yet multi-use space**, **2) Large multi-purpose space, gym or family life center** and **3) Dedicated storage space**. Other important topic/suggestions were identified but were considered outside of the three major themes listed. These topics/suggestions have been summarized under **4) Other suggestions and related topics**.

- **Dedicated age-specific yet multi-use space**: This idea seemed to spring mostly from Christian Education discussions. More classrooms are needed (one group specified a total of nine) and these rooms should be age-specific. That is, classrooms used for pre-school aged children will have a different look and feel from those used for youth or adult education. However, these rooms could be used for other activities (fellowship, meetings) for these age groups at other times.
- **Large multi-purpose space, gym or family life center**: This idea arose mostly from discussions about fellowship, but in fact can impact all of the areas of ministry of our church. Our congregation has grown to a size where the current fellowship space does not allow all participants of an event to be in the same space (e.g., Easter Breakfast, Mardi Gras). A multi-purpose area or gym would also provide additional options for youth and family gatherings and be useful for a number of the large WELCA events (Holiday Boutique and Rummage Sale). Meeting participants noted that this kind of space would also function well for music performances of our youth (Christmas Program) or for alternative, more contemporary worship services if a stage is included. Other options for this space included, but were not limited to: dividing it for classroom space (Sunday School), renting it out to other groups for events (community groups, sports groups) and developing it for use as a PADS site.
- **Dedicated storage space**: Tuesday LYFE, Sunday School, VBS, choirs, LCNS, WELCA and other activities supported by the church, have large storage demands. The discussions focused on the need for storage space designed and dedicated to each activity. The success of multi-purpose spaces depends on the ability to effectively store and manage all of the equipment used within that space. In addition, tables and chairs ideally should be stored out of sight (not simply behind screens). It was noted that a large multi-purpose space could provide much storage space (e.g., under a stage).

- **Other suggestions and related topics:**
 - Nursery: Including a bathroom, and having one of the rooms tiled, instead of carpeted.
 - Larger Choir Room: It was suggested to have rehearsal space increased by 2/3 of the current space and to place risers in the sanctuary for choirs' use.
 - Kitchen: It was noted that if we enlarge fellowship space, we will need a larger kitchen in order to prepare food for larger groups. In addition, the location of the kitchen should be appropriate to serve both the current fellowship space and any new space.
 - Laundry Room: Useful for laundering church linens and desirable for PADS site.
 - Improved bathrooms
 - Coffee Closet in narthex
 - Outside covered area: On the order of a screened-in porch. Useful for fellowship events, VBS.
 - Aesthetics: Comments were made about lightening up the current space and allowing in the outside beauty of our surroundings; changing the floor in the sanctuary, including more sculpture and art, placing church information at the back door and providing a neater organization for materials in the narthex.
 - Infra-structure: Underlying any building considerations should be state-of-the-art sound systems and data lines, heating and ventilation, plumbing and lighting.

Process for Space Assessment and Building Project

Appendix C suggests a process to organize this or any potential building project. Steps are listed for four phases with milestones when the congregation is being asked for approval. The four phases are:

- I **Assessment**
- II **Concept** and feasibility development
- III **Design**, financial appeal & financing
- IV **Implementation** – project management

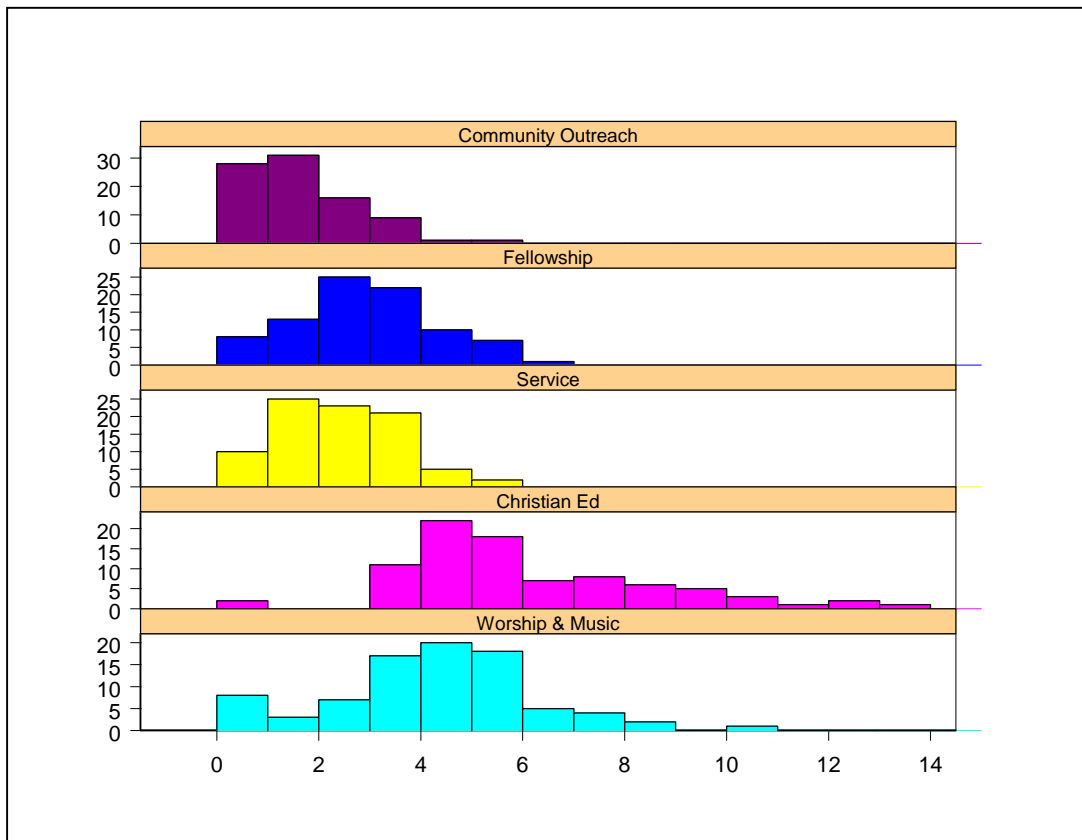
Areas are included for a timeline and budget. To streamline project meetings and provide clear direction on tasks and approvals a format called PARIS (Perform, Approve, Review, Input, Support) is suggested to develop roles and responsibilities for the congregation, council, various committees and professional services. As a starting point, Appendix C lists congregational approval points corresponding to milestones, but consideration should be given throughout the process on how to streamline decision. It is recommended that two or three council members be given authority to make project decisions and that communication be channeled through these people.

Appendix A

Statistics for Congregation Survey

Worship & Music	Christian Ed	Service	Fellowship	Community Outreach	
3.9	5.6	1.9	2.4	1.2	AVERAGE
2.3	2.5	1.2	1.4	1.1	ST.DEV.
0	0	0	0	0	MIN
15	13	5	6	5	MAX

Response Distribution for Congregation Survey



Appendix B

Results of Congregation Meetings

Gym:

Large fellowship hall
Multi-purpose
Stage
Big room with storage to be used for
 Tues. Life
 VBS
 Crafts

Used for:

Spring Lake Sports League
Deerfield Sports
Adult Leagues
Family Nights

Family Life Center:

Teen Center/Weekend Activities
Scout groups
Enough space for a large group to be in one room
LCNS play area
Stage for performances
Rental to community
 Community Awareness
Partitioning
 Use for smaller groups
 Soundproofing
 Multi-use
Sound System
WELCA Boutique
Rummage Sale
MOST Activities
CUFF Events
PADS site
Senior Citizen activities

It is clear that some folks were thinking of a fellowship room separate from a gym. Others were thinking they would be the same room.

May not be good for CUFF events – too far from kitchen.

Redesign/relocate kitchen to serve both gym and current fellowship space.

Dedicated age-specific yet multi-use space:

- A lot more classrooms
 - Appropriate size
 - Soundproofing
- Need nine classrooms (total)
- Space for high school age kids
- Nursery
 - Bathroom
 - Sinks
 - Carpet
 - Half carpet/half tile flooring
- Computer room
- Adult space
 - Meetings
 - Bible Studies
 - Privacy
 - Small group meetings
- Administrative space
 - Sunday School Superintendent
 - Parish Nurse
 - Counseling
 - Youth Minister

Worship

- 2/3 larger rehearsal room for choirs (at the same time as Sunday School)
- Storage
- Choir behind cross
- Wedding dressing space
- Risers in sanctuary for choirs
- Balcony in back for choir

Laundry Room

- PADS
- Kitchen linens, vestments

Better Bathrooms

- Showers (PADS)

Kitchen

Coffee Closet in Narthex

Parking Expansion Possibility

Outside Covered Sheltered Area

Comments:

Leave functional areas for intended use: office, library, kitchen

On aesthetics:

- Bring outside beauty in
- Lighter atmosphere and windows
- Change floor in sanctuary
- More sculpture and art
- Multiple entrances
- Narthex neatness
- Church info at the back door

Infra-structure issues

- Sound system
- Plumbing
- Lighting
- Heating and ventilation
- Data lines

Comments from Congregational Needs Assessment Survey

- We are now in need of more space for Sunday School. However, I soon foresee the need for a larger sanctuary for church services. Another need is space to hold CUFF events where we can fit into one room.
- Needs: classroom (Christian Ed)
kitchen (Fellowship)
bathroom (Fellowship?)
- I would like to add a gym to the church, please, please, please! (This survey appears to have been done by a child. The raffle slip, with the name, was still attached.)
- Would like to see space for youth (12-18 yrs old) programs. The church “basement” idea with room for game tables. MOST could also benefit from this space.
- Fellowship and Community Outreach is also so important!
- I feel we need more space for SS classrooms/adult forum, teens, etc. and we also need a large hall for fellowship events. A large multi-purpose facility which might also be used as a gym/auditorium, this would not only serve the church, but the community as well.
- I feel that worship space is usually adequate. Additional multi-purpose space would make the biggest difference in what we are able to do now with our annual events. It would be beneficial to have an area that would be flexible enough to use for expanded worship space (Easter, Christmas, Confirmation). Also – a space contiguous with the present sanctuary.
- Our sanctuary seems to be big enough for worship or other events held in that space. We definitely need more space for education and I would like to see more done through community outreach and service. Adding on space for education would also give us space for more outreach and service programs as well as for fellowship.
- We should provide adequate activity area for our teenagers. We should possibly provide a larger multi-purpose room that could serve as a basketball court, volleyball court plus convert on Sundays to additional Sunday School classrooms. We are not providing that now – could be used by all age groups too! Also include a stage for plays/concerts too.
- A room with a low stage could be useful for programs, fellowship events, outreach, music (a young friend even used his church’s stage as part of his birthday party activity – a new outreach?). “Gym” space could be useful for the

Nursery School, scouts, LYFE, VBS, maybe even new outreaches or a Mom's fellowship.

- Let's build the gym!
- "PADS location" was circled and starred on the list for Service.
- A gym would be nice (fellowship).
- Contracting with spacing professionals may identify ways to reconfigure our current space, minimizing additions to the church and maximizing efficiency.
- "Teen classes" heavily underlined on list for Christian Education.
- I strongly question the need to physically expand the "size" of the church since it only seems crowded during the holidays. Let's just improve the bathrooms and division of classroom size. After the children of "baby boomers" have gone, the size of the congregation will decrease not increase.
- Sunday School class noise due to absence of walls makes it very difficult to teach.
- We really could use a teen program for Sunday mornings! We don't have a high school program that gets these kids – especially the boys – excited. I'd like to recommend we consider hiring a youth pastor who understands today's teens.
- I don't mean to ignore the space needs of service/community outreach (scored them at 0). I feel any increased space for Christian Education will serve to provide space for the latter three considerations (service, fellowship, community outreach). Space necessary for fellowship may vary a bit, but everything except worship, I think, can be considered for similar space (as can some items under worship).
- I haven't seen our average Sunday worship attendance go up on any significant way. Worship space doesn't seem to be a major short-term issue. Storage, classroom and individual spacing are sent to be the biggest concerns. Reorganizing of the kitchen and purchase of utensils, coffee cups, pots, pans, knives, platters, being of some concern.
- Thank you for taking the time to ask.