

**ROYAL OAK
FIRST UNITED METHODIST CHURCH**

**FACILITIES, BUILDINGS,
AND GROUNDS
SUPPORTING MINISTRY**

Report

PART 1: SUPPORTING MINISTRY

January 2008

Royal Oak First United Methodist Church

320 Seventh Street
Royal Oak, MI 48067
Tel: 248-541-4100
Fax: 248-541-0192
Email: office@rofum.org
Web: www.rofum.org

Consultant:

Ellen Schippert
Schippert & Associates
PO Box 108
Forestville, MI 48456
Tel: 989-864-3791
Email: eos@globali.us
Web: www.EllenSchippert.com

Revised 1/23/08.

CONTENTS

Introduction	4
Guiding Concepts	5
Architectural Program Statement	7
Recommendations	21
Projects	23
Concept 1 – Description and Floor Plans (Existing and Concept 1)	25
Next Steps	34

PART 2 – BACKGROUND includes an Area Map, Brief History of Church Facilities, Buildings, and Grounds, Existing Floor Plans, Area of Building and Property, Area of Major Rooms, Survey of Ministries in Relationship to Space, Maintenance Items Addressed by the Building Maintenance Committee 2004 – 2007, and Initial Priorities for Building Changes to Meet Ministry Needs.

INTRODUCTION

Methodology

The information presented rests on the dedicated work of the 22 member Master Plan Study committee and some 50 Advisors to the process who met together for three half-day workshops in the fall of 2007. Their work of remembering and dreaming, considering and evaluating, discerning and praying helped to flesh out the Guiding Concepts and the Architectural Program Statement. More than 250 surveys on how the building does or doesn't support the church's ministries, interviews with the pastors, staff and others, existing drawings, and observation were also used to develop the information for this report.

The Church and Space

Descendents of the Protestant Reformation in the Wesleyan tradition know that the community of faith can exist without space; that is, without a particular kind of space. Space is unnecessary for Christians, yet at the same time space is needed. The space identified with Royal Oak First United Methodist Church provides protection from rain, sun, and wind, warmth in the winter, and coolness in the hot summer (for the most part). However the space defined by the walls of the church building provides more than shelter.

The layout and physical placement of each room, the relationship or connection of one room to another, the overall relationship of the church building to the outdoors, to adjacent neighbors, and to the City all work to both support the action of the church in ministry and express something about the identity of the Royal Oak First United Methodist Church.

This is not to elevate the importance of a church building as something to be worshipped. Rather it is to recognize the profound influence space has on the life of a congregation.

Just as each family creates a home that in tangible ways expresses something about who they are, the Royal Oak First United Methodist Church has created a church home that expresses something about itself and the community in which it is located. Today's church home was inherited from a congregation that organized in 1838, constructed the existing sanctuary in 1918, constructed the "Community House" or "Church House" in 1928 and made many improvements through the years. The building today is the result of the congregation spanning 170 years and the work of constructing, moving, demolishing, rebuilding, adding to, and renovating its home. It is the result of vision, sacrifice, and God's leading. Today's congregation is charged with caring for this home and providing a home to pass on to future generations who will gather for worship, fellowship, education and more.

GUIDING CONCEPTS

Guiding Concepts are a way of:

- Identifying what is treasured (or meaningful) when looking at the past,
- Naming what is valuable today, and
- Saying what the church hopes to pass on to future generations.

These statements are the foundation upon which any changes to the building should rest.

The content of the Guiding Concepts was developed at the Advisors Workshops on September 8, 2007 and October 6, 2007. It was refined by the Master Plan Study Committee and the consultant. The Guiding Concepts were affirmed by the Master Plan Study Committee on October 22, 2007.

1. The mission of The First United Methodist Church of Royal Oak is to be an inclusive Christian community in the heart of Royal Oak serving God, one another, and the world.
2. We have a rich heritage built on the sure foundation of Jesus Christ and the witnesses who have gone before us. Since 1838 we have been a congregation in Royal Oak and have occupied our current building for nearly 100 years. We remember a time when the social structure of Royal Oak and our church were vastly different. We overflowed with people of all ages, provided opportunities for spiritual growth and outreach, and were the center of activity in Royal Oak and beyond.
3. We treasure the gift of music, opportunities for spiritual growth and learning, special times with children and youth, relationships that are nourished in the church, the beauty of the sanctuary, and a substantial building.
4. We seek to follow the commandment of Jesus to love God and neighbor and to gather for worship, study, fellowship, and mission, in a place that exemplifies this. Hospitality, accessibility, and community are high priorities for us.
5. We hope to pass on to future generations:
 - a. A place in which children and youth are nourished in the faith.
 - b. A commitment to the open, honest study of scripture and exchange of ideas.
 - c. Facilities that will support the mission of the church and will be spiritually, socially, ecologically, and financially sustainable.
 - d. Renewed hope - a gift to the future.
 - e. Our United Methodist Heritage.
 - f. Creative approaches to ministry, including partnering with other churches.
 - g. A vibrant place for the mission of the church to thrive.
 - h. An attitude of tolerance.
 - i. A building that is inviting, encourages music, education, evangelism, and outreach, and supports our ministries.
 - j. A willingness to change to meet the needs of the time.

6. We will approach this task with God-pleasing:
 - a. Stewardship of resources, fiscal responsibility, and a commitment to prayer, presence, gifts, and service.
 - b. Collaboration, direction, and expertise from professionals.
 - c. Creativity and open mindedness in our design solutions.
 - d. Clear and open communications.
 - e. Discernment of our future vision as we reflect on scripture, tradition, experience, and reason.

7. We, the Master Plan Study Committee, after reflecting on our past, present, and future with the larger group of Advisors, prayerfully bind ourselves to these Guiding Concepts to direct us in making any changes to our church home.

ARCHITECTURAL PROGRAM STATEMENT (APS)

The Architectural Program Statement describes how the building could best support the church's ministries. The Architectural Program Statement was developed at the Advisors Workshops on October 6, 2007 and November 10, 2007 and was refined by the Master Plan Study Committee and the consultant. The APS gives direction to any future changes to the building. The content of the APS may be refined as new information becomes available.

I. INTRODUCTION

The Guiding Concepts begin to describe how the facilities will be improved to better support the ministry of the congregation. The Architectural Program Statement (APS) imagines in greater detail the architecture of the building and the spaces and types of rooms needed. The APS does not address specific program, staff, or maintenance issues.

II. LOCATION

- A. Existing facilities and grounds:
 - 1. Renovate and reorganize existing spaces.
 - 2. Explore adding on to the existing building.
- B. Additional adjacent property:
 - 1. Explore renting or purchasing adjacent properties for ministry expansion.
- C. New Location
 - 1. Explore renting space in Royal Oak for:
 - a. Recreation.
 - b. Alternative worship – contemplative, emerging, contemporary.
 - c. Hot Lunch Program.
 - d. Workshop.
- D. Explore partnering with other churches to offer classes or programs.

II. GENERAL - OVERALL

- A. Renovate and reorganize space in ways that are functionally appropriate, flexible in use, aesthetically pleasing, and accessible.
- B. Maintain the historical character of the building's exterior.
 - 1. Additions will compliment the existing building. (An example of having done this is the bell tower addition.)
 - 2. Interior changes will meet the needs of today and the future while maintaining the historical architectural character of the building where it is appropriate to do so. (Examples of having done this are the fellowship hall and parlor renovations.)

- C. Plan for multiple or shared use of spaces as much as possible.
- D. Upgrade or replace existing buildings, facilities, and grounds to satisfy health, safety, and welfare standards.

III. BUILDING SYSTEMS

- A. Heating Ventilating and Air Conditioning (HVAC)
 - 1. Evaluate the adequacy of the HVAC system.
 - 2. Explore ways of improving the system and upgrade as needed.
- B. Plumbing
 - 1. Evaluate the existing plumbing system.
 - 2. Upgrade the Restrooms as follows:
 - a. Add or renovate to create more accessible restrooms.
 - b. Provide a changing station in restrooms.
 - c. Provide a family restroom on the second floor level and on other floor levels as possible.
- C. Electrical
 - 1. Evaluate and upgrade the electrical system.
 - 2. Add outlets in most rooms.
 - 3. Improve the lighting throughout the building. See specific rooms for more information.
- D. Security
 - 1. Maintain the existing security system.
- E. Information Technology (IT)
 - 1. Evaluate, upgrade, and expand the existing IT system. See specific rooms for more information.

IV. PLACES IMMEDIATELY OUTSIDE THE BUILDING

- A. General
 - 1. We want to create an inviting and welcoming impression through the places outside the building and the exterior of the building itself.
- B. Front lawn
 - 1. Make the front lawn a usable “outdoor room” or summer gathering space by improving the existing landscaping and lawn and by adding paths that invite people in.
 - 2. Maintain as much green space as possible.
 - 3. Provide inviting seating.
- C. Memorial Garden
 - 1. Explore adding a Memorial Garden.

D. Parking

1. Maintain the existing parking lot.
2. Improve lighting by making it brighter.
3. Explore ways to expand the parking lot.
4. Explore building above the parking lot by adding:
 - a. A parking structure with a cross walk over Lafayette Street into the church.
 - b. A gymnasium.

E. Vacant Lot to the north on Lafayette Street

1. If the vacant lot will not be used for building in the near future, turn it into a beautiful green space.
2. Explore future uses of the vacant lot. Such uses may include a primary building entrance, offices, a multipurpose recreation room, and a second elevator.

F. Utility Areas

1. Equipment – maintain.
2. Dumpster – maintain.

G. Signs

1. Maintain the electronic sign on the front lawn.
2. Unify and simplify signage outside the building.
3. Add banners around the building.

H. Lighting

1. Provide appropriate lighting for safety at entrances, around the building, in the parking lot, and on the front lawn.

V. PLACES for ENTRY, ORIENTATION, AND TRANSITION

A. Main Entrances

1. Tower Entrance
 - a. Maintain this recently renovated entrance as a formal entrance and enhance it.
 - b. Explore ways to better use this entrance and to more fully integrate its use in relationship to the building.
 - c. Create a visual connection between the Tower Entrance and the Front Lawn.
2. 7th Street Entrance
 - a. Currently this is a main entrance because it leads directly to the Reception and Administrative Offices and to the Parlor. Explore ways to treat this entrance that are appropriate to its function. The function may change if rooms in the church (especially reception) are relocated.
3. Lafayette Entrance
 - a. Upgrade the appearance and function of this entrance to treat it as the main entrance it has become. Possibly integrate this entrance into a future addition on the vacant lot to the north.

B. Orientation

1. General
 - a. Reorganize and expand in ways that simplify one's orientation into the building, especially visitors.
 - b. Recreate building entrances to be places of orientation with signage, lighting, and where possible seating.
2. Signs.
 - a. Simplify and unify interior signage throughout the building.
3. Narthex
 - a. The Narthex is a place of orientation and is addressed under VI.7.a. below.
4. Reception Area
 - a. The Reception Area is a place of orientation and is addressed under X.A. below.

C. Transition

1. General
 - a. Reorganize and expand in ways that simplify movement throughout the building.
2. Stairways
 - a. Simplify the stairways in the building.
 - b. Treat stairways as a place in themselves, not only as a means to get from one space to another.
 - c. Add visual interest in the stairways through paint and color.
3. Hallways
 - a. Where possible, simplify the hallways throughout the building.
 - b. Treat hallways as a place in themselves, not only as a means to get from one space to another. Add visual interest in the hallways through paint and color.
 - c. Provide better lighting.
 - d. Improve or eliminate the "narrow way" hallway.
4. Elevator
 - a. Maintain the existing elevator with access to the first floor, ground floor, second floor, and third floor.
 - b. Add an elevator to access all primary floor levels (first, second, third, and fourth) and as possible access several rooms on intermediate floor levels.

VI. PLACES for WORSHIP AND PRAYER

- A. Sanctuary - includes the assembly area with main floor and balcony seating and the chancel with the choir loft
 - 1. General
 - a. Renovate the Sanctuary to be functional, aesthetically cohesive, and respectful of the historic architectural character.
 - b. Enhance the Sanctuary to support both worship and performances.
 - c. Explore adding window treatment to the south facing windows to minimize sunlight.
 - d. Explore adding stained glass to the north and south walls of the assembly area and to the east wall of the chancel.
 - 2. Acoustics
 - a. Design the natural room acoustics to support song and speech.
 - 3. Assembly area seating on main floor
 - a. Reconfigure seating to provide greater width of individual seats, greater distance between rows of seating, and wider aisles.
 - b. Replace existing seating with pews and chairs.
 - c. Provide barrier free / wheel chair seating in a variety of locations.
 - 4. Chancel
 - a. General
 - i. Provide barrier free access to and on the chancel (including the choir area).
 - ii. Enlarge the chancel to accommodate both worship music leadership and musical performances.
 - iii. Integrate the choir area and the area of worship leadership into one cohesive space.
 - iv. Provide risers for the choir.
 - v. Redesign the choir loft to have movable chairs.
 - vi. Improve sight lines between the director and the choir.
 - vii. Explore having the choir on one level as well as outside the chancel.
 - viii. Study how the communion rail is used and how it might be maintained or reconfigured.
 - b. Furnishings (altar-table, pulpit, font, lectern) and Symbols
 - i. Aesthetically connect furnishings to each other and to the space.
 - ii. Make furnishings movable for flexibility
 - iii. Maintain a large visible cross.
 - c. Instruments
 - i. Provide space for the organ and possibly the grand piano on the chancel. If the grand piano is not on the chancel create space for it on the assembly floor.
 - ii. Provide space for a small orchestra on the chancel.

5. Balcony
 - a. Increase the lighting level to make the balcony brighter.
 - b. Explore reconfiguring the balcony to be a smaller area (fewer rows) that can be opened up to a larger overflow balcony.
 - c. Explore moving the front of the balcony forward to the first wooden ceiling beam.
 - d. Explore opening up the existing skylight.
 - e. Explore other uses for the balcony including a chapel, youth room, multipurpose meeting room, and cry room (back part of balcony).

6. Technology
 - a. Replace the sound system to accommodate the needs of worship and special performances. (Reinstall the existing sound system in the Fellowship Hall.)
 - b. Install equipment to serve the hearing disabled.
 - c. Explore adding performance lighting.
 - d. Provide an appropriately placed sound, light, video control board with recording equipment. Explore locating the control board on the main floor and in the balcony.
 - e. Explore alternative types of and locations for projection equipment. Place screens or monitors so they do not detract from the historical character of the sanctuary, cover up major symbols, or cause a visual distraction when not in use.

7. Sanctuary Support
 - a. Narthex / Gathering Space
 - i. Enlarge the Narthex to create an open, spacious place for people to gather before and after worship.
 - ii. Increase the lighting level to make the narthex brighter.
 - iii. Connect the Narthex to a first floor Social Hall (see VIII.F.d. below).
 - iv. Explore expanding the Narthex east to the edge of the balcony and west to the back of the coat room wall.
 - v. Explore making the wall between the Sanctuary and the Narthex movable to provide overflow seating.
 - vi. Explore raising the ceiling to make the space feel more spacious.
 - vii. Locate the Welcome Center to be prominent and easily accessible.
 - b. Coat Storage
 - i. Reduce the size of the existing coat storage area.
 - ii. Explore options for coat storage.
 - iii. Locate the coat room adjacent to the narthex.
 - c. Sacristy
 - i. Create a Sacristy for storing, preparing, and cleaning up communion elements.
 - ii. Include a sink, counter, and cabinets.
 - iii. Explore creating a sacristy in the Groom's Room on the south side of the Chancel.
 - d. Cry Room
 - i. Provide a Cry Room with video monitor of worship.
 - ii. Provide comfortable seating.

- e. Bride's Room
 - i. Provide a Bride's Room near a women's restroom and within reasonable distance to the Sanctuary and Chapel.
 - ii. The Bride's Room will be a shared space.
 - iii. Include a rack for hanging clothes, full length mirror, and comfortable seating.

- f. Groom's Room
 - i. Locate near the Sanctuary.
 - ii. The Groom's Room will be a shared space.

- g. Storage
 - i. Reconfigure or relocate the existing Usher's Closet (currently on north side of Narthex).
 - ii. Provide banner storage (currently in room #309).
 - iii. Maintain the existing storage area below and behind the choir loft.

B. Chapel

1. Provide a Chapel for small weddings, funerals, other worship services, and multiple (other than worship) uses. The room will not be used for storage.
2. Create a Chapel, either by renovating the existing chapel or another space, that is gracious, flexible, barrier free, and has natural light.
3. Seating: Provide flexible seating for adults and children.
4. Furnishings (altar-table and pulpit): Provide furnishings that are movable for flexibility.
5. Instruments: Piano.
6. Support: Provide a storage area for chairs.
7. Explore making a chapel in the balcony with partitions that open up to the sanctuary for overflow seating.

C. Prayer / Meditation Room

1. Provide a small Prayer / Meditation Room for weekday noon service and private prayer for those who are in the building and for the public.
2. Locate a Prayer / Meditation Room near a main building entrance.
3. Possibly use the Chapel for this.

VII. PLACES for MUSIC

- A. Adult and Youth Choir Rehearsal Room
 - 1. Provide risers.
 - 2. Provide seating for good singing posture.
 - 3. Instruments: Piano.
 - 4. Provide designated storage for the groups that use the room.
 - 5. Increase the lighting level (in the existing room).
 - 6. Improve the heat and air conditioning of the (existing) room.
- B. Children's Choir Rehearsal Room
 - 1. Locate the Children's Choir Rehearsal Room close to the rest of the music program rooms.
 - 2. Provide a child-friendly environment.
 - 3. Instruments: Piano.
- C. Handbell Rehearsal Room
 - 1. Provide a lockable room where bells and music can be stored.
 - 2. Provide a dedicated room or a room where tables can remain in place and pads and bells can be securely stored.
 - 3. Provide adequate lighting.
 - 4. Provide a piano.
- D. Storage
 - 1. Robes: Provide sufficient space for robe storage.
 - 2. Music: Provide sufficient space for music storage.
 - 3. Instruments: Provide sufficient space for instrument storage.
- E. Music Director's Office (See X.D.3. below)

VIII. PLACES for CHRISTIAN EDUCATION AND DISCIPLESHIP

- A. General
 - 1. The place for Christian Education will be a whole "center for learning." It will be functional, flexible, and inspiring for both learners and teachers. Space will be provided for children, youth, and adult learning. Each learning room (or classroom) will have fixtures, furnishings, and equipment (FF&E) appropriate to the groups that use the room including:
 - a. Integral multimedia equipment and connections (to project images on TV Screen / flat screen, play DVDs / CDs, for sound, for video and audio recording, for live video feed from sanctuary).
 - b. Telephones and in-house pagers.
 - c. White boards and bulletin boards, countertops, sinks, and storage (cabinets or closets).
 - d. Appropriately sized tables (or adjustable height tables), chairs, and other furniture.
 - e. Storage: Cabinets or closets.

2. All rooms to have:
 - a. Adequate air conditioning and heat.
 - b. Adequate sound isolation.
 - c. Security for equipment.

B. Learning Centers or Classrooms

1. Center A: Birth through Elementary School

a. Nursery

- i. Create a combined nursery/toddler/preschool room to be flexible in accommodating many or few children and with movable physical divisions between toddlers and walkers.
- ii. Locate on the second floor near the Sanctuary and a building entrance so that it is visible and easy to find.
- iii. Provide a bathroom directly connected to the preschool room.
- iv. Provide a private area for nursing mothers.
- v. Provide sign-in area with counter separation and with pagers.
- vi. Provide colorful, large play areas.

b. Elementary School Learning (grades K through 5)

- i. Provide a large meeting / gathering room.
- ii. Provide six classrooms for separate grades or provide three classrooms for combined grades: Kindergarten and First Grade, Second and Third Grade, Fourth and Fifth Grade.

c. Education Conference Room / Resource Library for birth through elementary age group

- i. Provide sections in the room for age appropriate resources.
- ii. Provide glass for visibility into the room.
- iii. Provide computers with internet access.
- iv. Provide shelves for books.
- v. Provide desks or tables for study.
- vi. Provide tables and chairs for meetings (could be used by different groups in the church).

d. Craft Room

- i. Provide a dedicated room for doing crafts and for craft supplies.

2. Center B: Youth

a. Middle School Learning (grades 6, 7, 8)

- i. Provide a large meeting / gathering room with three break out rooms, one for each grade level.
- ii. Provide a variety of learning centers for Holy Cow programs including drama, bells, guitar, video production, visual art, workers/repair guild), and Bible studies.
- iii. Provide uniform comfortable seating.

- b. High School Learning – Youth Room (grades 9, 10, 11, 12)
 - i. Provide a large meeting / gathering room with four break-out rooms.
 - ii. Provide a dedicated Sr. high youth room.
 - iii. Provide a variety of learning centers for Holy Cow for such programs as drama, bells, guitar, video production, visual art, workers/repair guild), Bible studies.
 - iv. Provide uniform comfortable seating.
 - c. Education Conference Room / Resource Library for middle school and high school age group
 - i. Provide sections in the room for age appropriate resources.
 - ii. Provide glass for visibility into the room.
 - iii. Provide computers with internet access.
 - iv. Provide shelves for books.
 - v. Provide desks or tables for study.
 - vi. Provide tables and chairs for meetings (could be used by different groups in the church).
3. Learning Center C: Adults
- a. College and Career Group
 - i. Provide a large meeting / gathering room
 - ii. Provide flexible furniture.
 - b. Adults
 - i. Provide at least three rooms for adult education which could double as small group meeting rooms.
 - c. Education Conference Room / Resource Library for adults
 - i. This is the general library for the church.
 - ii. Provide sections in the room for age appropriate resources.
 - iii. Provide glass for visibility into the room.
 - iv. Provide computers with internet access.
 - v. Provide shelves for books.
 - vi. Provide desks or tables for study.
 - vii. Provide tables and chairs for meetings (could be used by different groups in the church).
- C. Christian Education Office (see X.D.1. below)
- D. Youth Director's Office (see X.D.2. below)
- E. Supply Room
- 1. Provide a general supply room for Christian Education.
- F. Multipurpose Meeting and Gathering Rooms
- 1. Large Group Meeting Spaces
 - a. Multipurpose Room #1 – New Recreation Room
 - i. Uses: youth and adult recreation, youth 'drop-in.'
 - ii. Provide a half-court or full-court basketball court.

- b. Multipurpose Room #2: Existing Fellowship Hall
 - i. Seating for at tables and chairs (existing).
 - ii. Improve the lighting.
 - iii. Upgrade sound system.
 - iv. Add movable partitions.
 - v. Maintain table and chair storage room.
 - c. Multipurpose Room #3: Existing Parlor
 - i. Seating for 75 at tables and chairs (existing).
 - ii. Improve the lighting by making it brighter, and flexible with dimmers.
 - iii. Control sun on west wall (and possibly south wall) with shades or exterior awnings.
 - iv. Add electrical outlets.
 - d. Multipurpose Room #4: Social Hall – New
 - i. Locate on the second floor level adjacent to the narthex.
 - ii. Use as a gathering place/expansion of the narthex after worship and performances with space for displays, and an enlarged welcome center.
 - iii. Use as a mid size multi-purpose room at other times with seating for 45 at tables and chairs. Explore adding movable partitions to divide the space into smaller rooms.
2. Small Group Meeting Spaces (these could also double as adult education spaces)
- a. Multipurpose Room #5:
 - i. Provide a room for at least 20 people at tables and chairs (existing)
 - ii. The existing Small Dining Room (first floor level) might serve this use.
 - b. Multipurpose Room #6:
 - i. Provide a room for 20 people at tables and chairs.
 - ii. Explore using the existing third floor level conference room (outside third floor level offices).

IX. PLACES for SPECIAL MINISTRIES

The following ministries have particular needs that are not called out elsewhere.

A. Sack Lunch Program

- 1. Provide a secure or controlled entrance.
- 2. Provide space for storage, preparation (kitchen) and distribution (near an entry).
- 3. Provide space for dining during cold months.

B. Bethlehem Marketplace

- 1. Explore reconfiguring or changing the storage area.

C. Yoga

- 1. Provide a large room with open floor area.

- D. Coffee Shop Ministry - Explore locations for this possible future ministry including:
1. Small Dining Room (first floor - existing).
 2. Youth Room (third floor – existing).
 3. Narthex (second floor – existing).
 4. Adult Library / Resource Room (new).
 5. Social Hall (new).

X. PLACES for RECEPTION, ADMINISTRATION, PASTORS' OFFICES

A. Reception Area

1. Provide a welcoming and secure Reception Area near a main entrance and as a place of orientation to the building.
2. The Reception Area may be physically separate from the Administrative and Pastors' Offices.

B. Administrative Office

1. Provide the following workstations:
 - a. 3 workstations in a main office area.
 - b. 4 staff administration workstations in a separate office(s) or in a main office area.
 - c. 1 bookkeeper workstation in a separate office or in a main office area.
2. Provide a Print Room / Work Room near the Administrative Office.
3. Provide a Break Room near the Administrative Office.
4. Provide a secure Counting Office near the Sanctuary and possibly in the Administrative Office area.
5. Provide a computer server room.
6. Provide Mailboxes for staff and volunteers.

C. Pastors Offices

1. Provide 2 Pastors' Offices with space for study, meetings, and counseling.
2. Provide a separate (private) entrance for Pastors' Offices or provide a separate counseling room with a separate entrance.

D. Staff Offices

1. Provide 1 Christian Education Director's Office near other staff offices, or as part of the Administrative Office.
2. Provide 1 Youth Director's Office near the youth rooms, other staff offices, or as part of the Administrative Office.
3. Provide 1 Music Director's Office near other staff offices, or as part of the Administrative offices.

E. Provide a Conference Room.

- E. Provide Kitchenettes near each of the office areas.
- F. Provide Restrooms near each of the office areas.
- F. Explore relocating Administration, Pastors and Staff Offices to:
 - 1. The third floor level.
 - 2. The fourth floor and adding elevator access.
 - 3. An addition built on the vacant lot to the north.

XI. PLACES OF SERVICE - SUPPORT AREAS

- A. Commercial Kitchen – Existing first floor level
 - 1. Maintain the Commercial Kitchen.
 - 2. Maintain pantries.
- B. Other Existing Kitchens
 - 1. Maintain and upgrade Parlor Kitchen on second floor level.
 - 2. If maintained, upgrade Kitchen on third floor level.
- C. Future Kitchens
 - 1. Install Kitchens or kitchenettes as appropriate throughout the building.
- D. Storage (not identified above) – Provide adequate storage for:
 - 1. Church groups:
 - a. Office
 - i. Files (currently in Bell Tower Storage – first floor level and in other locations)
 - ii. Historic Records (currently in room #309)
 - b. United Methodist Women (currently in room #310)
 - i. Shawl Ministry
 - ii. Big Sale Supplies
 - iii. UMW Record
 - iv. Call Phone Program
 - v. Craft Show Items
 - vi. Card Shop Supplies
 - vii. Crafty Ladies Supplies
 - viii. Display Racks and Tables
 - ix. Ink Cartridges
 - c. Evangelism Committee
 - d. Wedding Supplies
 - e. Funeral Meal Supplies
 - f. Show case Materials
 - g. Music Guild (dinner concert supplies and table decorations)
 - h. Music Camp
 - i. Closet
 - ii. Tower storage

- i. Seasonal Decorations
 - i. Christmas (currently in Bell Tower - third floor level)
 - ii. Bethlehem Marketplace (currently in Bell Tower – first floor level and room #412)
 - j. Boy Scouts (currently in Fellowship hall closet)
 - k. Custodial Storage - Maintain the existing custodial storage rooms as a minimum.
2. Outside groups (guests) who regularly use the building:
 - a. AA (currently in Youth Room cabinet).
 - b. Business Network International (currently in Parlor Kitchen cupboard).
 - c. Debtors Anonymous (currently in Small Dining Room Closet).
 - d. Royal Oak Children’s Choir (currently no storage).
 - e. Water Works Theater (currently in Boiler Room and “Apartment”).
 3. Explore centralizing storage.
 - a. Could be an off site location.
- E. Workshop
1. Provide an off site location to control noise, smells, and dust.
 2. Provide explosion proof lighting, dust collector system, ceiling mounted air cleaners, commercial wooden work benches, tool room, hot and cold running water, bathroom, telephone and computer availability, truck delivery access, heat, and air conditioning.
- F. Rooms used for Equipment and Maintenance
1. Maintain and expand as needed:
 - a. Boiler Room.
 - b. Air Conditioning Equipment Rooms/Closets.
 - c. Maintenance Office / Storage.

RECOMMENDATIONS

The following eight recommendations are offered by the consultant to:

- Give direction to the church as it moves forward in the process,
- Identify projects to be considered, and
- Facilitate conversation throughout the congregation during this time of discernment.

1. **Stay in the current location.** At the beginning of this process there was conversation about the possibility of moving to another location. The idea of moving was considered by the Advisors but there was minimal interest in moving. The congregation is fortunate to be in a downtown location that is filled with life. While the surrounding community has changed since the church was first built, God has called you to be the church at this time and place. Embrace that call as you continue to seek ways to reach out to the community and invite others in to an ever more welcoming building and an ever more welcoming congregation.
2. **Become a place of welcome.** It has been said that we shape space and afterward space shapes us. This is especially true when it comes to being a welcoming congregation. Attitudes and actions may welcome people to church but the architecture of the church works against acts of hospitality. Entrances are confusing and it is not clear which of the three main entrances is the right one to enter. Outdoor canopies and clearer signage would improve the entrances. A new well designed Lafayette Street entrance is a part of the Concept 1 design at the end of this report.

Once inside, finding one's way through the building is difficult. Clear signage is vital to orienting people to such a large facility. Look at how other large facilities such as hospitals orient people to their buildings. Learn from them and implement the methods they use.

Activities like child care and coffee hour are especially welcoming to Sunday worshippers. The nursery and fellowship hall where these activities take place are difficult to find. These ministries need to be located in easier to find places on the main or second floor of the church.

3. **Use prime space with intention.** The second floor is prime space. It is both the most public of the floors with the sanctuary on the same level and the most accessible. Provide ministries that you want to be highly visible and accessible on this floor. The current arrangement is more convenient for those who have a long history with the church and a barrier to those who are new to the church. Move the nursery to the second floor so that it is close to the sanctuary, readily accessible, and easy to find. Move administrative offices to another level or into an addition.
4. **Clean and de-clutter.** A clean and well kept building is a statement of welcome to everyone. Explore how you can get on top of cleaning issues given budgetary constraints. (Churches of a similar square footage have two or three full time custodians responsible for cleaning, room setup and minor maintenance.)

Sort through and get rid of things that are left out and clutter space as well as the things that fill storage rooms to overflowing. Each group that stores items in the building should do this. Getting rid of some stuff will allow for more flexible use of space.

5. **Express beauty visually.** Visual beauty expresses the beauty of God. The church is rich in the expression of the musical arts and poor in the expression of the visual arts. Visual arts can compliment the musical arts, enhance the experience of being in the building, and speak to a culture that more and more values visual images and expresses itself in signs and symbols. Explore ways to enhance one's visual experience of the building through quality graphics and artwork. Look for places to display artwork that connect the visual arts to the life of the church.
6. **Make plans to renovate the sanctuary.** The sanctuary is a strong focal point for the congregation and a space that affects people both inside and outside the church. Making changes to the sanctuary was by far the highest priority identified by the Advisors (see "Initial Priorities for Building Changes to Meet Ministry Needs" in Part 1 – Supporting Ministry). Make studying the needs of the congregation's liturgy (worship ways) a part of planning to renovate the sanctuary. Renovate in ways that will accommodate both the needs of the congregation's liturgy and the needs of performances.
7. **Implement short term projects now.** Build on recent building improvement by focusing on several short term, highly visible, low cost projects. Such projects will continue the momentum begun in 2007 while the work of planning future improvements continues. This will also help the congregation and the community of Royal Oak to see that something is happening here.
8. **Continue the work of building consensus, planning, and implementing.** Following are a list of projects to consider. They are divided into categories based on cost and time to complete. A preliminary design called "Concept 1" is provided as a place for the congregation to start to think and talk about major changes to the building. The final section, Next Steps, provides an outline for moving forward.

PROJECTS

Projects are divided into three types based on cost and length of time to complete: immediate projects, small projects, and major projects. Each type is described and recommendations are given below.

TYPE 1 – Immediate Projects. These are projects that generally take three to nine months to complete. They cost less than \$25,000, have high impact (people will notice them) and can be undertaken in the near future. These are especially important to keep momentum moving forward by seeing results.

1. Improve the look of the Lafayette street entrance. The new glass door is an improvement. Build on that. Until an addition incorporating a new entrance is built, make the Lafayette Street entrance more attractive and inviting by:
 - A. Adding a canopy over the door. (Because it will extend over the sidewalk, verify that this is allowed by the city.)
 - B. Improving the lighting.
 - C. Providing clearer and more prominent signage. Determine what people need to know as they enter the building. Signs do not just provide utilitarian information; they convey meaning about identity through color, font type, size, and overall design. Work with a graphic designer to develop a “sign style” or graphic theme for all building signs.
2. Address the signage around the rest of the building. Use the same principles used for the Lafayette Street Entrance signage.
3. Address the extreme light coming into the Parlor at certain times of the day. Consider exterior awnings that would match a new Lafayette Street Entrance awning. (This could also provide a new look to the west side of the building.) Also consider interior mounted sun filtering shades, like the type you see in many restaurants with south or west facing glass.
4. Renovate the assistant pastor’s office or the chapel to become a nursery in the short term. This would get the nursery on the second floor and closer to the sanctuary.
5. Renovate the Small Dining Room and make it the bell choir and children’s choir rehearsal room.
6. Add attractive information racks at each of the three main entrances. As long as there are three entrances people regularly use, especially visitors coming into the building for worship they each need to be as welcoming as possible.
7. Organize an all church clean up day. Pick one or two highly visible rooms or spaces or one room in each part of the building that has high visibility and high use and could benefit from a thorough cleaning and straightening up. Go to work on making them spotless and without clutter. Work with Building Management to address items in need of noticeable but minor repair.

TYPE 2 – Small Projects. These are projects that take one to two years to complete. They are small and relatively independent projects costing between \$25,000 and \$250,000.

1. Build a new Lafayette Street Entrance on the vacant lot to the north. Plan for this to be phase 1 of a major project (see item 1 under “TYPE 3 – Major Projects” below). This would be a 1-1/2 story, approximately 1,500 SF building that could be expanded to add additional stories and an elevator reaching to the fourth floor in the future. Initially it would include the entrance, offices or recreation room, and stairs to connect the addition to the main building. (The “Concept 1” description and drawings which follow indicate a ground floor addition with reception area and recreation area and an elevator extending to the fourth floor.)
2. Improve the electrical system and lighting throughout the building.
3. Improve the heating, ventilating, and air conditioning system throughout the building.
4. Lower the front lawn to create an outdoor space that invites people onto the church grounds. Develop a meditation garden or small park with space for outdoor summer concerts and worship services. Open the east side of the Tower Entrance with doors or a window into the church. (The drawings show that the entrance was built with the possibility of opening the east wall of the Tower Entrance in this way.)

TYPE 3 – Major Projects. These are long term projects that take three to fifteen years to complete and cost more than \$250,000. Major projects are costly in themselves or are costly because they are linked to other projects. They often include addressing unseen infrastructure or maintenance issues.

1. Build or complete the building of a new Lafayette Street Entrance building. The building would include a ground floor, third floor, and fourth floor. (A one-and-a-half ground floor would eliminate a second floor.) A basement level might be included and connect to the existing boiler room.
2. Combine any two or more Small Projects to create a major project.
3. The following description and floor plans titled “Concept 1” is a major project. Concept 1 is one idea for renovating the building and adding on by building on the vacant lot to the northwest. This is a starting place for thinking and talking about the kinds of building changes that might be implemented.

CONCEPT 1

Description

First Floor Plan

1. The Small Dining Room becomes the permanent rehearsal space for the Bell Choir and Children's Choir with its own storage room. A new door is added into the Elevator Lobby to tie this room in closer to the Music Rehearsal Room.
2. An approximately 1500 square foot ground floor addition is built on the vacant lot to the northwest. This creates a new Lafayette Street entrance with a ground floor Reception Area and Recreation Area. A new elevator serves all four floors of the existing building.

Second Floor Plan

3. The Library and Coat Room are combined to create a Social Hall. The social hall is as open as possible to the Narthex with only a half wall, structural columns, and two steps to accommodate the change in floor height. The ramps remain for barrier free access to the Social Hall. The other walls of the Social Hall are as open as possible given structural requirements and mechanical equipment in the walls.
4. The Main Office is moved to the third floor. The space is renovated into Nursery.
5. The Print Room is moved to the third floor. The space is renovated into a Meeting Room / Bride's Room.
6. The Chapel and Pastors' Offices are moved the third floor. The space is renovated into a Toddlers / Preschool Room with a restroom.
7. The Mezzanine Level "Apartment" is eliminated to create additional second floor space for a new restrooms and access to the new elevator. The Narrow Way is eliminated.
8. In the Sanctuary the Chancel is enlarged and the choir loft is reworked.

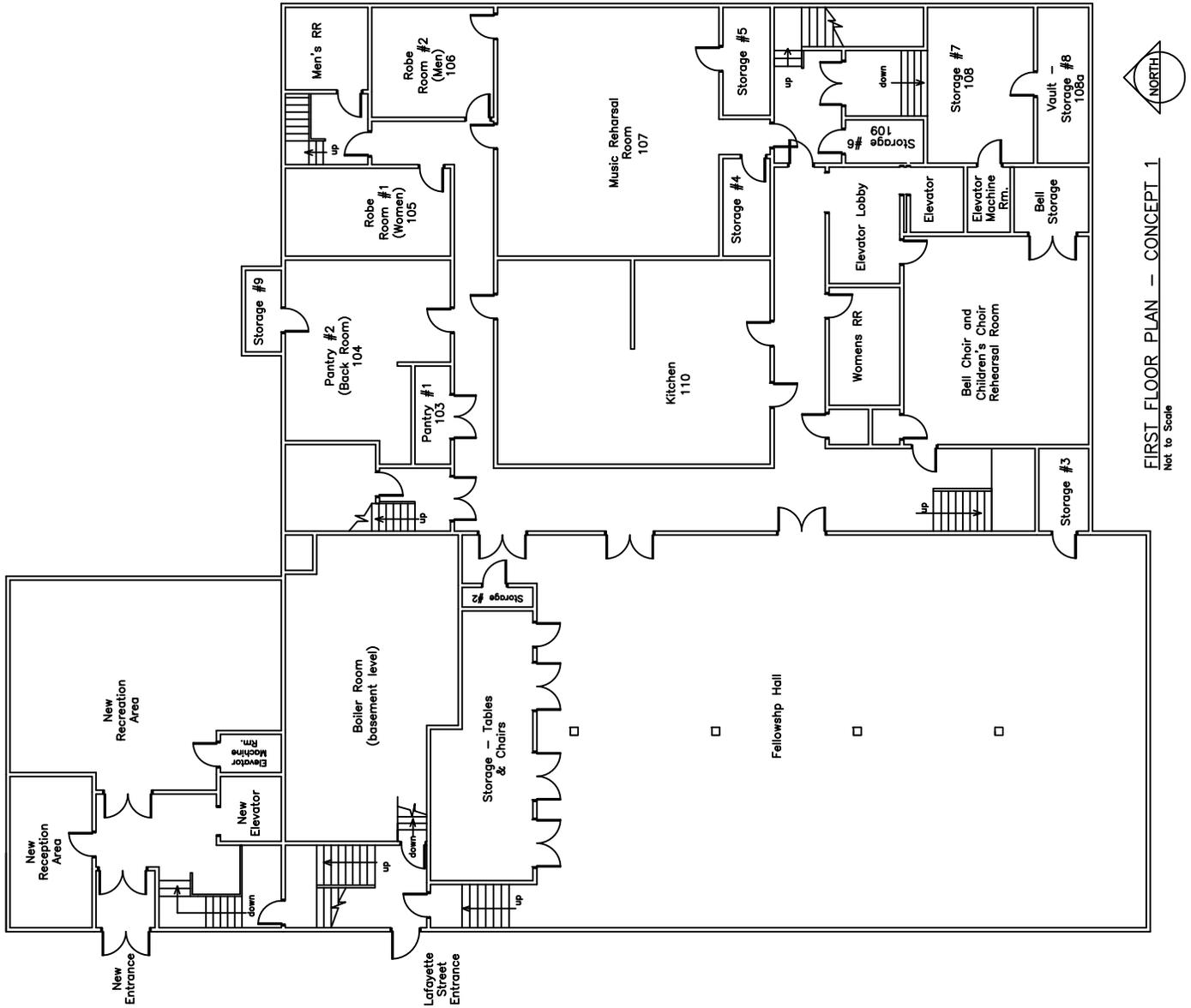
Third Floor

9. The Bell Choir Rehearsal Room 301 becomes a 2nd and 3rd grade classroom. The Nursery becomes a Kindergarten and 1st Grade classroom. Room 303 becomes a 4th and 5th grade classroom.
10. The Preschool Room and part of the Youth Room are renovated into the Administrative Office.
11. Youth activities are moved to the fourth floor and to the new ground floor Recreation Area. The Youth Room is renovated to create two Pastors' Offices and a Library/Resource Room/Meeting Room.
12. A portion of the Loft Area is lowered to provide access to the new elevator. The remainder becomes a storage room.
13. The Banner Storage Room 309 becomes the Print Room with the wall separating it from Room 310 moved to create a larger Print Room.
14. The Remaining UMW Storage Room 310 becomes a Meeting Room.
15. The upper two thirds of the Balcony is renovated to become a Chapel.

Fourth Floor

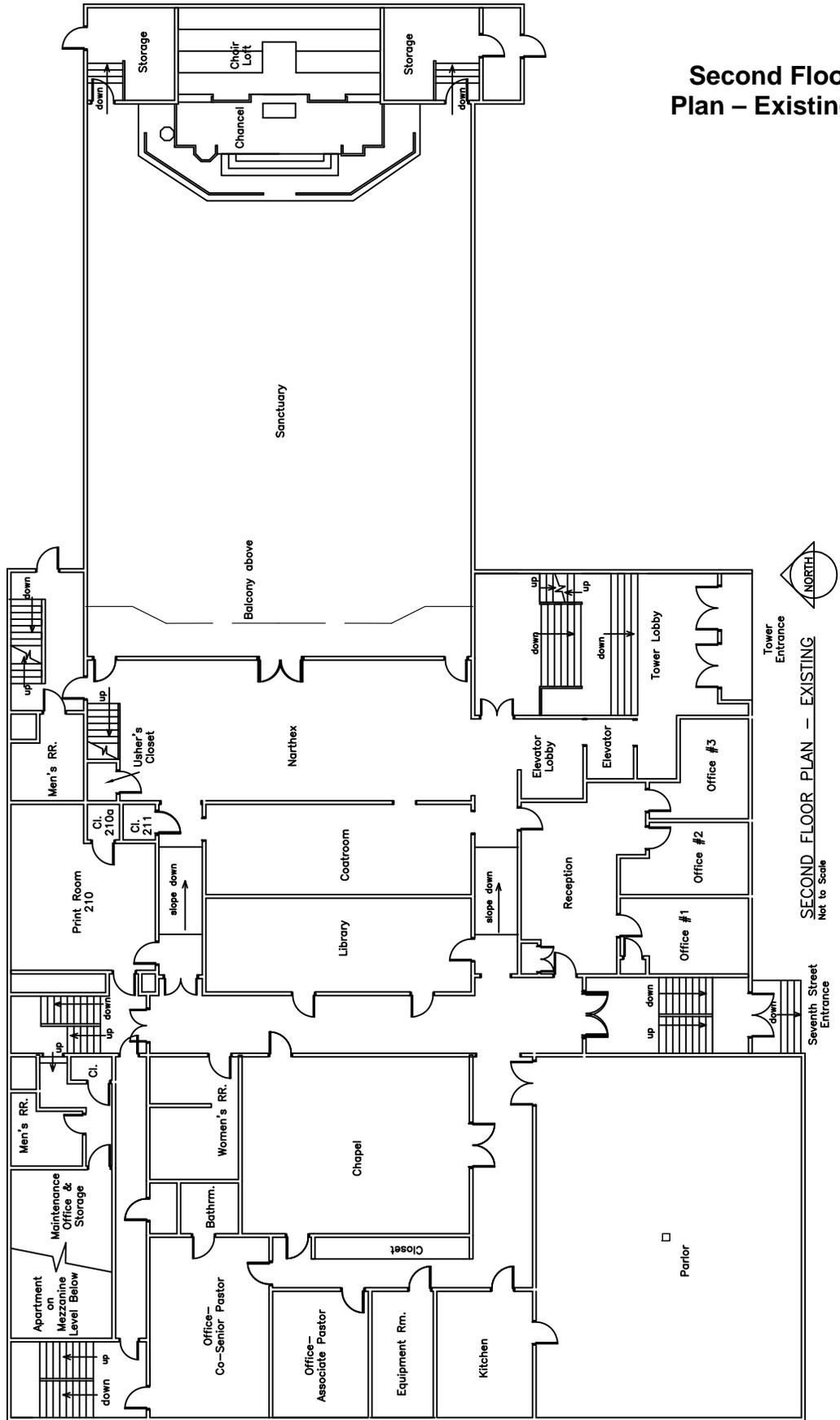
16. The Kindergarten and 1st Grade Classroom 405/406/407 becomes the High School Youth Room.
17. The 2nd and 3rd Grade Classroom 413/414 becomes the Middle School Youth Room.
18. Classrooms 401, 402, and 403 become three Youth Classrooms.
19. A portion of the Confirmation Classroom 409/410 is open to provide access to the new elevator. The remainder of the room becomes a Resource Room.

First Floor Plan - Concept 1

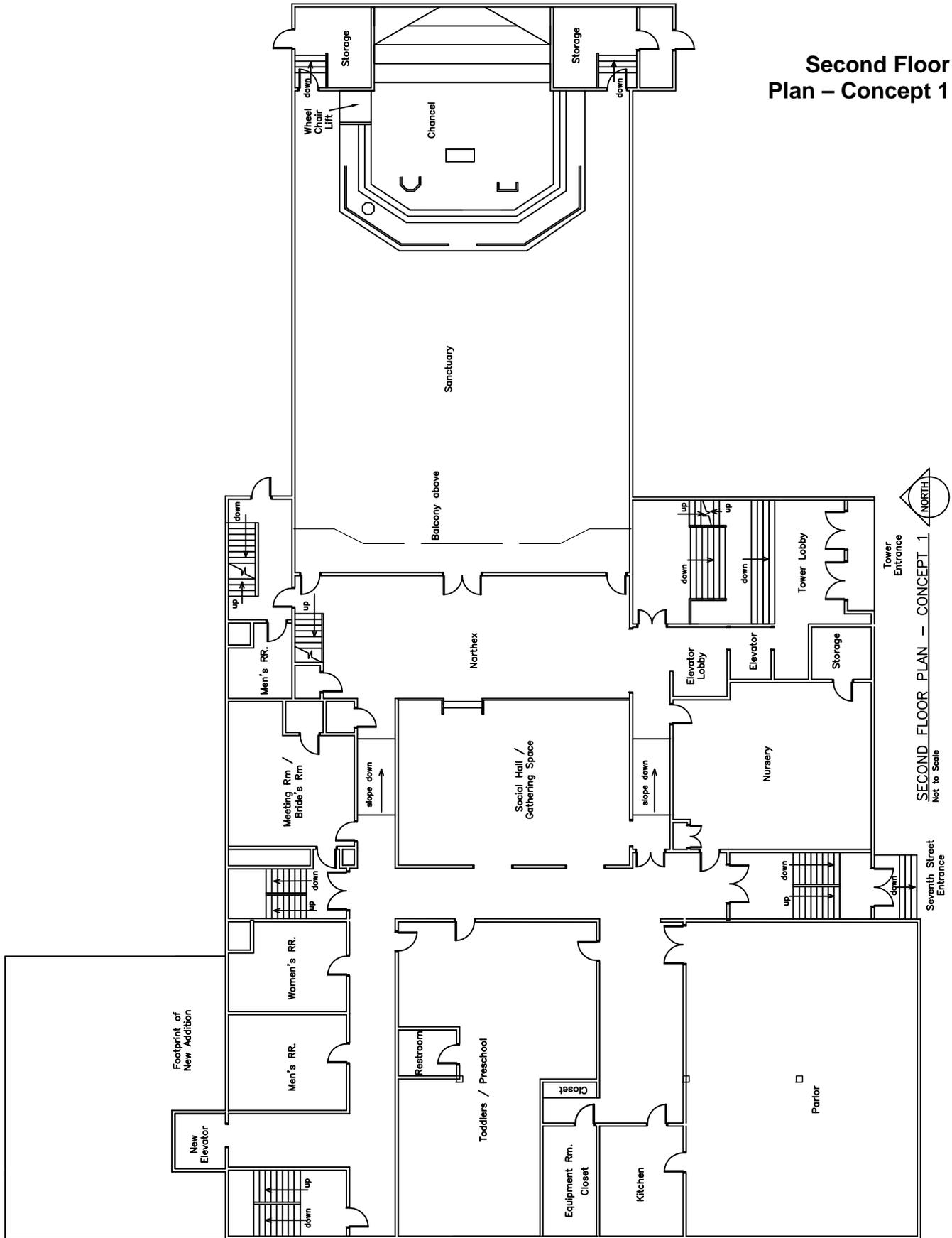


FIRST FLOOR PLAN - CONCEPT 1
Not to Scale

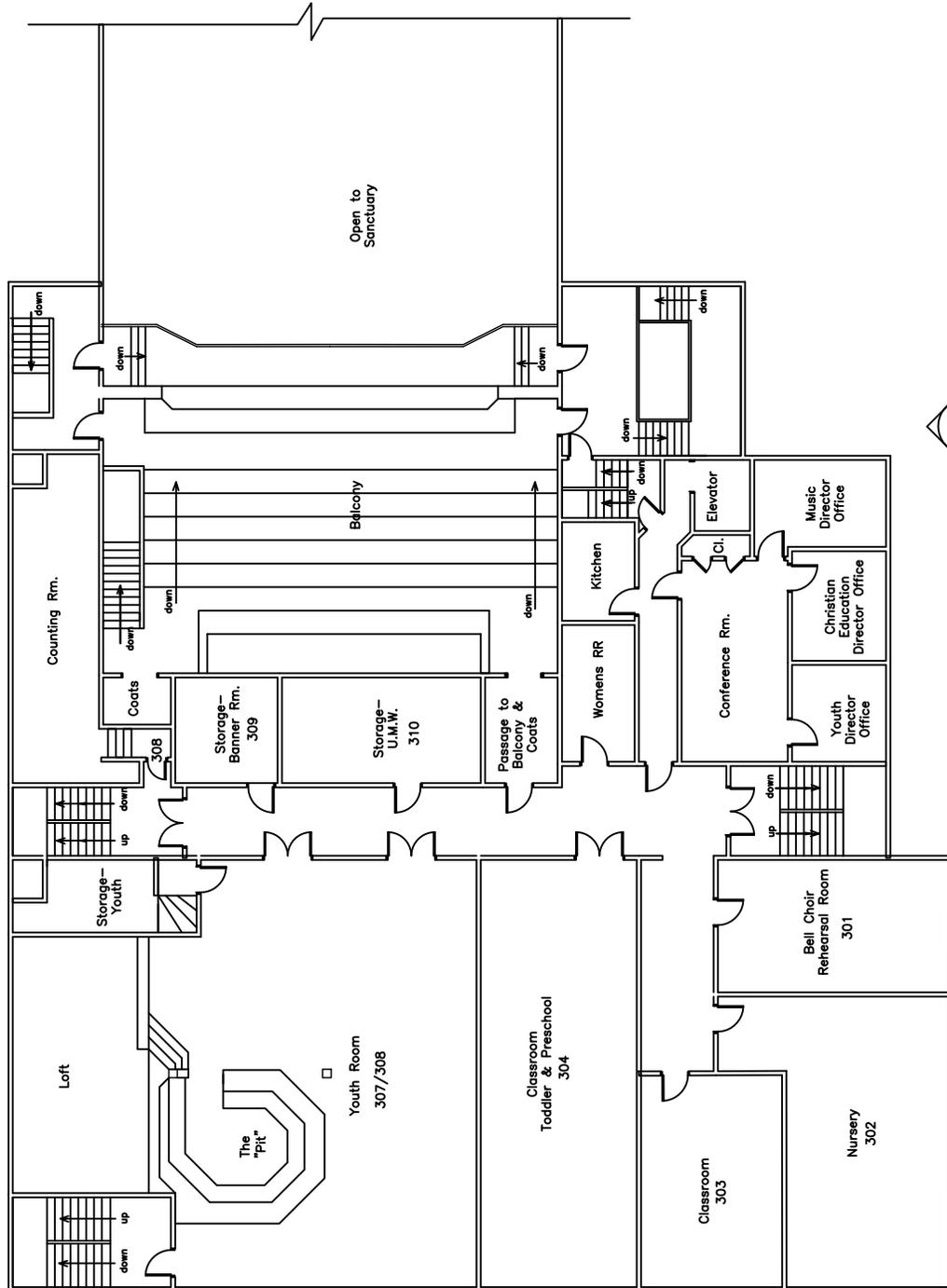
Second Floor Plan – Existing



Second Floor Plan - Concept 1

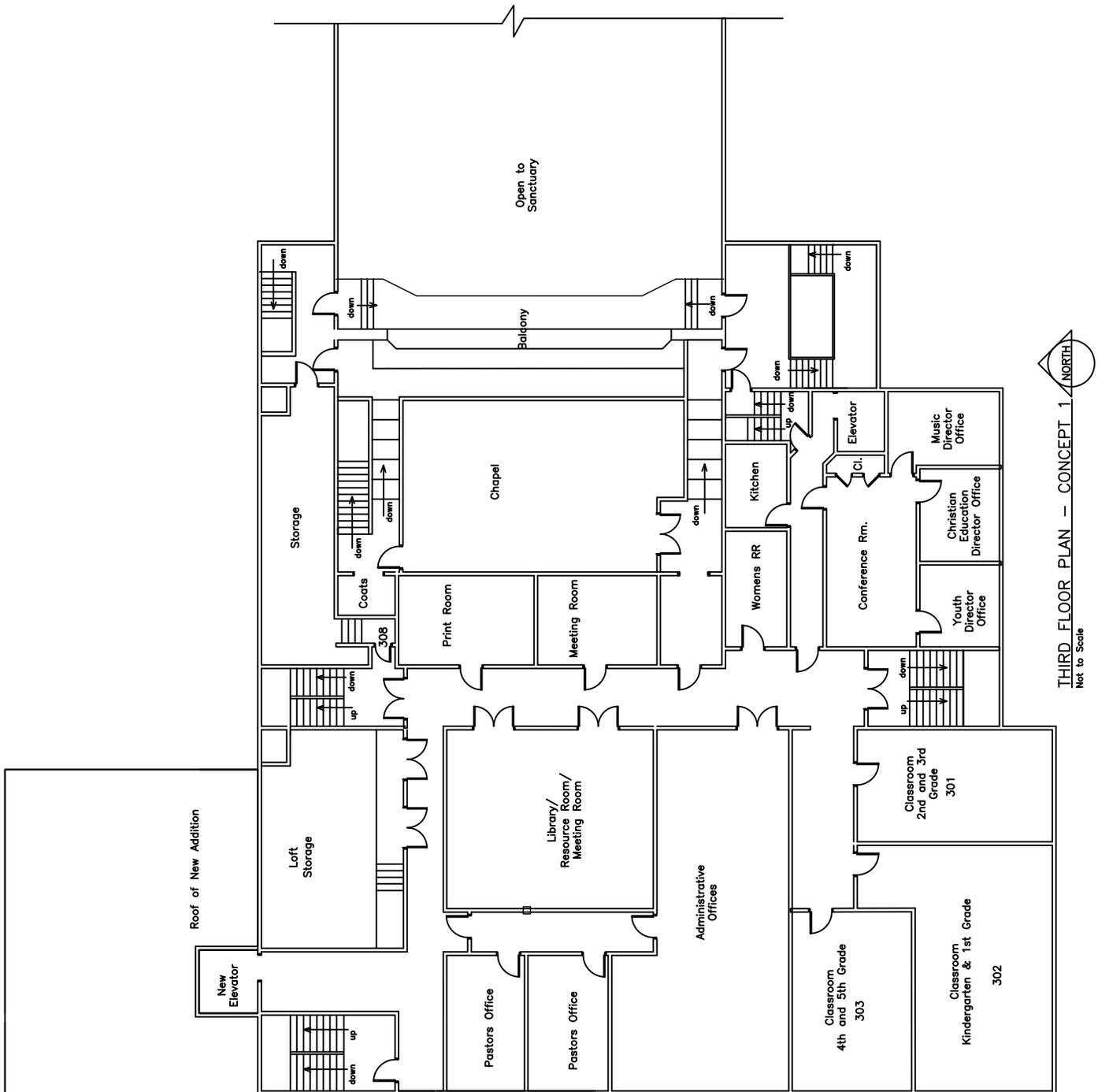


Third Floor Plan – Existing

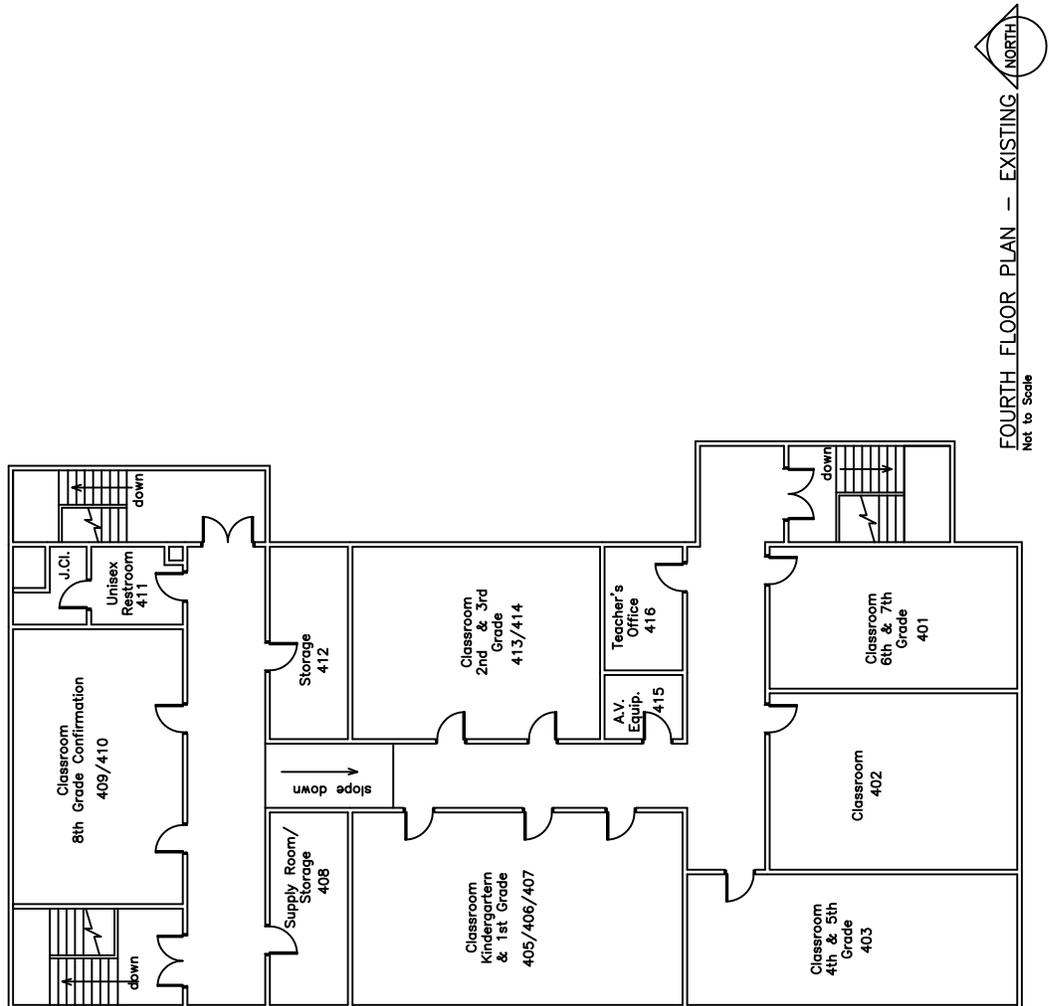


THIRD FLOOR PLAN – EXISTING
Not to Scale

Third Floor Plan – Concept 1

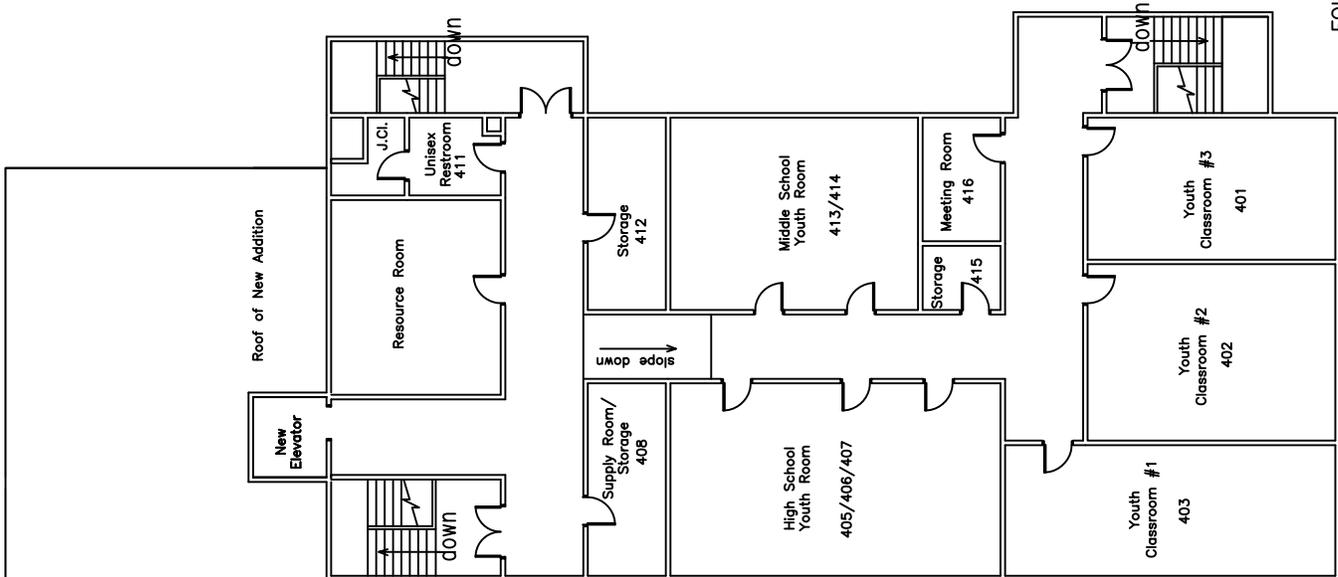


Fourth Floor Plan – Existing



FOURTH FLOOR PLAN – EXISTING
 Not to Scale
 NORTH

Fourth Floor Plan – Concept 1



FOURTH FLOOR PLAN – CONCEPT 1
Not to Scale

NEXT STEPS

1. Prioritize the needs for ministry in terms of the Architectural Program Statement. Start with the “Initial Priorities for Building Changes to Meet Ministry Needs” compiled from responses at Advisors Workshop #3 in Part 2 – Background.
2. Work with an architect to develop schematic designs for a Masterplan of the building and future expansions that respond to the APS and the church’s priorities.
3. Work with an architect or construction manager to develop initial cost estimates for each schematic design.
4. Evaluate each schematic design in relationship to:
 - A. The Guiding Concepts and the Architectural Program Statement.
 - B. The priorities determined in #1 above.
 - C. How current ministry activities are supported by the design.
 - D. How near future (one to two years) and long term (three to fifteen years) ministry activities are supported by the design.
 - E. Cost and what the church can reasonably afford over time. Work with the Finance Committee to determine this.
 - F. Phases or projects developed over time and the order in which changes make sense architecturally.
5. Determine a likely order for completing each phase or project. Work with needed professionals to accomplish them.
6. Communicate with the congregation at each step along the way.