

**ROYAL OAK
FIRST UNITED METHODIST CHURCH**

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

Report

PART 2: BACKGROUND

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Royal Oak First United Methodist Church

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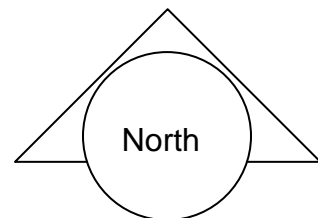
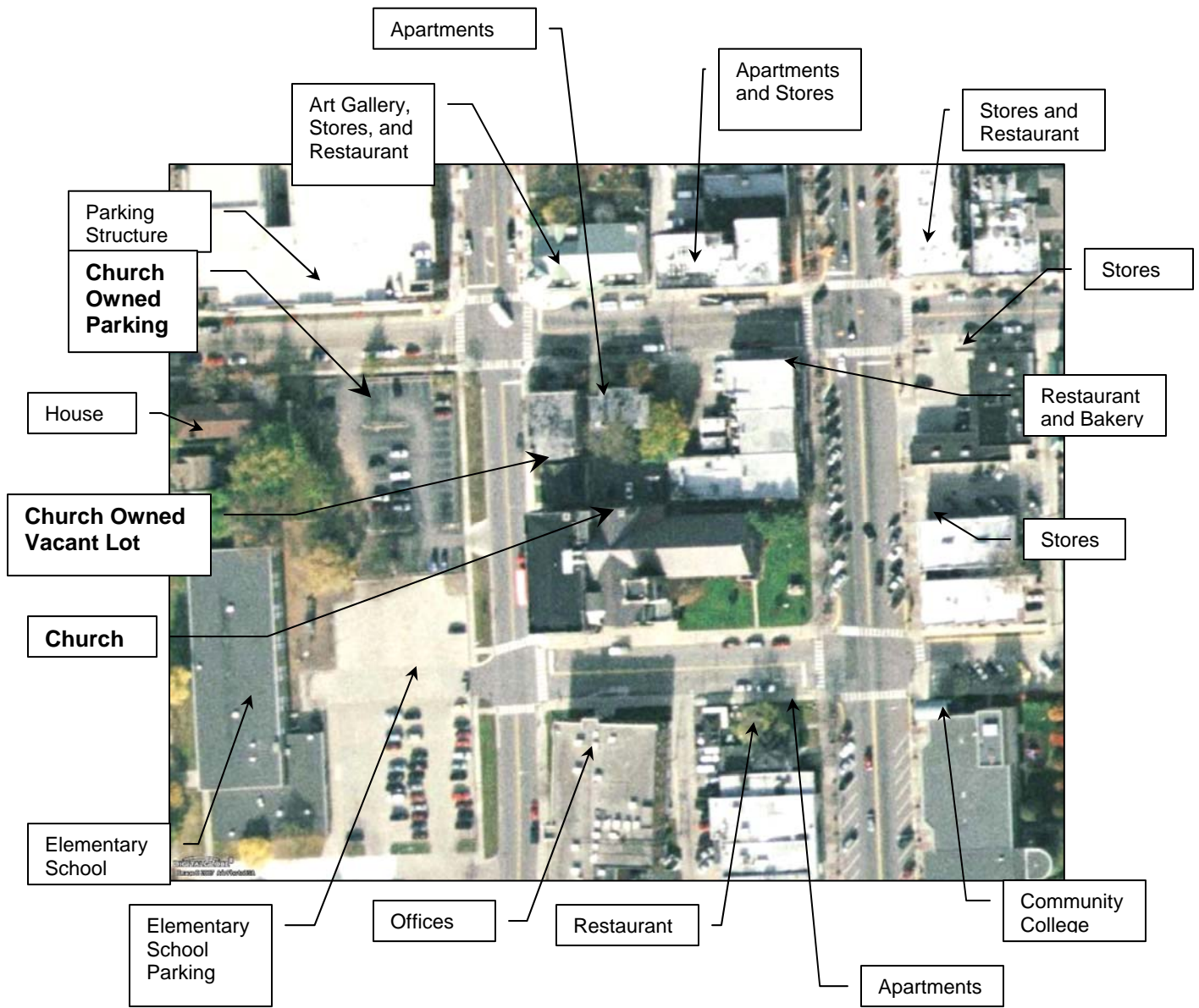
CONTENTS

Area Map	4
Brief History of Church Facilities, Buildings, and Grounds	5
Existing Floor Plans	6
Area of Building and Property	10
Area of Major Rooms	11
Survey of Ministries in Relationship to Space	14
Maintenance Items Addressed by the Building Maintenance Committee 2004 - 2007	56
Initial Priorities for Building Changes to Meet Ministry Needs	58

PART 1 – SUPPORTING MINISTRY includes an Introduction, Guiding Concepts, Architectural Program Statement, Recommendations, Projects, Concept 1 – Description and Floor Plans (Existing and Concept 1), and Next Steps.

AREA MAP

Uses of adjacent properties are indicated.



BRIEF HISTORY OF CHURCH FACILITIES, BUILDINGS, AND GROUNDS

Sources: "Sesquicentennial History of Royal Oak First United Methodist Church 1838 – 1988" by Evelyn Smith Venus and Owen A. Perkins, archival architectural drawings, and interviews.

1838 – The church is organized. A schoolhouse on the northwest corner of Main Street and Lincoln Avenue is used for services.

1842 – A white frame structure is built at the present location. The Congregationalists temporarily share in using and maintaining the building. The Sunday School meets upstairs and there are horse sheds to the west.

1894 – The church is replaced with a new brick building. It is located in the area of the existing front lawn.

1918 – A new larger church is built which is the beginning of the existing building. It is designed to meet the needs not just of the church but of the whole community. It includes a church auditorium (existing sanctuary), a pipe organ, Sunday School rooms, and the tower entrance as well as indoor plumbing, electric lighting, and heat.

1928 – The "Community House" or "Church House" is constructed as an "Evangelistic, Social, and Recreational Christian Center". This three story structure includes a fellowship hall, a parlor, classrooms, and a gymnasium.

1953 – The building is renovated including the first floor fellowship hall and second floor offices which are rearranged for a larger staff. The south third of the third floor: gymnasium is converted to two levels of classrooms creating a fourth floor.

1958 – The building is renovated. A new kitchen and music department are created on the first floor. A narthex is created and the offices and coat room are expanded on the second floor. The third floor is renovated to create the balcony and the remainder of the gymnasium is converted to two levels of classrooms. A new tower entrance is added.

1966 – The sanctuary is remodeled. Air conditioning is added to the sanctuary and fellowship hall. A new pipe organ is installed.

1971 – The "pit" is installed in the youth room.

1988 – The second level is renovated to create the chapel. The third level is renovated to create offices and the elevator is installed.

1997 – The parlor is renovated.

1999 – Fellowship hall is renovated.

2007 – The tower entrance is renovated, doors are replaced at three entrances, windows are replaced and the pipe organ is upgraded. Work also began on upgrading the fire alarm / smoke detection system.

FIRST FLOOR PLAN - EXISTING

**SECOND FLOOR
PLAN - EXISTING**

THIRD FLOOR PLAN - EXISTING

FOURTH FLOOR PLAN - EXISTING

AREA OF BUILDING AND PROPERTY

	Area of Property (in square feet)	Area of Buildings (in gross square feet)
Property – Main	28,682	
Property - Vacant Lot to northwest of main building (area is approximate)	1,950	
Property – Parking Information not available.		
First Floor Level (includes basement level boiler room) From original floor plans.		12,425
Second Floor Level (includes mezzanine level 'apartment') From original floor plans.		16,850
Third Floor Level (includes mezzanine level maintenance office/storage room) From original floor plans.		11,775
Fourth Floor Level From original floor plans.		6,200
Total Area of Building		47,250
Total Area of Properties	30,632	

AREA of MAJOR ROOMS in Square Feet

Floor	Room Number	Room Name	Area	Use
First Floor	-	Boiler Room (basement level)	668	Boilers
	-	Boiler Room Annex	344	Storage – Bethlehem Marketplace and Water Works Theater
	112	Small Dining Room	634	Meetings; Dining
	-	Fellowship Hall	3485	Dining, Meetings
		Storage #1	301	Storage – tables and chairs
	-	Storage #2	22	Storage – Boy Scouts
	-	Storage #3	65	Storage – AV equipment and items related to fellowship hall dining
	103	Pantry #1	46	Kitchen supplies
	104	Pantry #2 (“Back Room”)		Kitchen supplies
	-	Storage #9		Choir Camp Storage
	105	Robe Room #1 (Women)	264	Women’s Robe Storage
	106	Robe Room #2 (Men)	170	Men’s Robe Storage
	107	Music Room	896	Choir Rehearsal
	-	Storage #3	75	Music Storage
	-	Storage #4	61	Music Storage
	108	Storage #7	349	Bethlehem Marketplace Storage
	108a	Vault – Storage #8	128	Records Storage
	109	Storage #6	54	Storage – Kitchen items, copier
	110	Kitchen	802	Food Prep.
Mezzanine Level between First and Second Floor	-	Apartment	444	Office of Water Works Theater
Second Floor	-	Parlor	1638	Meetings
	-	Chapel	719	Worship, Music Rehearsal
	-	Kitchen	341	Food Prep.
	-	Mechanical Equipment	123	Mechanical Equipment
	-	Closet		Storage – chairs, equipment
	-	Associate Pastor	206	not used
	-	Co-Senior Pastor Study	394	Office
	-	Library	329	Library
	-	Library Closet	8	Storage

Floor	Room Number	Room Name	Area	Use
	-	Reception	279	Main Church Office – Reception and 2 workstations
	-	Office #1	184	Office – 2 work stations
	-	Office #2	147	Office and Computer server
	-	Office #3	120	Accounting Office – 1 workstation
	-	Coatroom	332	Coat Storage
	210	Printing Room	435	Printing equipment and workroom
	-	Usher's Closet	20	Storage of items used by ushers
	-	Narthex	897	Gathering
	-	Sanctuary	3998	Worship
Mezzanine Level between Second and Third Floor		Maintenance Office / Storage	284	Maintenance Office and Storage
Third Floor	301	Bell Choir Rehearsal	414	Bell Choir Rehearsal
	302	Nursery	585	Infant Crib Nursery
	303	Classroom	438	Friends in Faith, Craft Room for Holy COW, Meetings
	304	Classroom	821	Preschool
	306, 307	Youth Room Total Loft only Pit area only	2038 409 359	Youth, meetings
	-	Storage – Youth	114	Storage – Youth items
	308	Counting Room	300	Counting, Storage, Holy COW
	309	Storage – Banner Room	117	Storage: Banners, Historical records
	310	Storage – U.M.W.	235	Storage – United Methodist Women items
	-	Kitchen	76	Food Prep.
	-	Conference	322	Meetings
		Music Director Office	165	Office
	-	Education Director Office	126	Office
	-	Office	110	Storage
	-	Balcony	1687	Worship

Floor	Room Number	Room Name	Area	Use
Fourth Floor	401	Classroom	376	6 th and 7 th grade
	402	Classroom	402	not used
	403	Classroom ("Resource Room")	490	4 th and 5 th grade
	405, 406, 407	Classroom	702	Kindergarten and 1 st grade
	408	Supply Room	168	Teacher / Classroom Supplies
	409, 410	Classroom	512	8 th grade Confirmation Class
	412	Storage	168	Storage – costumes, Bethlehem Marketplace
	413, 414	Classroom	536	2 nd and 3 rd grade classroom
	415	AV office	56	Storage: AV equipment
	416	Teacher's Office	100	Supplies

SURVEY OF MINISTRIES IN RELATIONSHIP TO SPACE

This section describes how the church building accommodates various ministries and users of the building including what works well, ministry challenges posed by the building, and needs or desires for change. The information was developed through interviews, written surveys, and observation throughout the fall of 2007. Refer to the Existing Floor Plans and the Area of Major Rooms Chart to correlate the ministries with actual spaces or rooms.

The Building and Site in General

1. Description:

- a. The church is located in downtown Royal Oak on about half of a city block in the midst of a diverse array of activity. Nearby buildings include apartment buildings, single family homes, stores, banks, restaurants, theaters, office buildings, schools, churches, and college buildings.
- b. The building is used seven days a week by the church and many community groups.

2. Works Well:

- a. The historic character of the building is appealing.
- b. The size of the building provides room for many ministries.
- c. People can approach the building from several directions.
- d. Great urban setting.
- e. Electronic sign displays activities and messages.

3. Ministry Challenges:

- a. Barrier Free access into and throughout the building.
- b. The elevator does not go to the fourth level.
- c. Lighting
 - i. In the rooms and hallways on the fourth level.
 - ii. In some of the main hallways.
- d. Unclear signage.
- e. The outside of the building is not inviting.

4. Needs / Desires:

- a. Updated and brighter lighting throughout the building.
- b. Well functioning heating, ventilating, and air conditioning (HVAC) in all the rooms.
- c. Great signage including building signs, bright banners, directional signage and lighting.
- d. Buy the neighboring property to create a landscaped church yard/garden to set the building apart and make it a contemplative space.

Places Outside the Building

Front Lawn

- 1. Description:**
 - a. The front lawn refers to the green space at the corner of Washington Avenue and 7th Street.
- 2. Works Well:**
 - a. Front lawn is a refreshing oasis in the city.
 - b. Can be set up for outdoor community activities.
- 3. Ministry Challenges:**
 - a. Watering plants.
- 4. Needs / Desires:**
 - a. Move front lawn sprinklers to properly water plants.
 - b. Create a comfortable seating area on front lawn with speakers to listen to service and music.

Parking

- 1. Description:**
 - a. The church owned parking lot is on Lafayette Street. It contains 60 spaces. There is also on-street metered parking and a for pay parking structure.
- 2. Works Well:**
 - a. The parking structure is free on Sunday.
 - b. Adequate parking (in church lot and nearby public parking structure).
- 3. Ministry Challenges:**
 - a. During the week parking can be tight.
 - b. Having to cross the street from parking to enter the building.
- 4. Needs / Desires:**
 - a. Additional parking.

Places for Entry

Tower Entrance

1. Description:

- a. The Tower Entrance is the formal architectural entrance and was renovated in 2007. It leads directly to the elevator and is close to the sanctuary.

2. Works Well:

- a. Entrance is more welcoming with recent renovations.
- b. Recessed glass doors.
- c. Street level entrance.
- d. Elevator access.

3. Ministry Challenges:

- a. Of the three public entrances, this one is furthest from the parking lot.
- b. Becoming oriented to the building.

4. Needs / Desires:

- a. Provide a place for information for visitors.
- b. Brighter and more inviting entrance
- c. Improved Signage.

Seventh Street Entrance

1. Description:

- a. This entrance has exterior stairs and leads to an interior stairwell. Once inside, going upstairs leads directly to the reception and administrative office and to the parlor. Going downstairs leads to the fellowship hall.
- b. This is the entrance used by sack lunch program guests.

2. Works Well:

- a. The new glass door allows a view outdoors and indoors.
- b. Location close to the office.

3. Ministry Challenges:

- c. Both exterior and interior stairs.
- d. Not a welcoming entrance.

4. Needs / Desires:

- a. Brighter and more inviting entrance.
- b. Provide a place for information for visitors.
- c. Improved Signage.

Lafayette Street Entrance

1. Description:

- a. This entrance is located in the far northwest corner of the building. It is at grade level and leads to a stairwell. Going upstairs leads to upper level rooms. Downstairs leads into the fellowship hall.

2. Works Well:

- a. Close to the parking lot.
- b. New glass door so you can see in and out.

3. Ministry Challenges:

- a. This is a convenient and well used entrance but it looks like a “back door.”
- b. Crossing the street from the parking lot.
- c. Not inviting and dark.

4. Needs / Desires:

- a. Brighter and more inviting entrance that is more open and well marked.
- b. Improved Signage.
- c. Provide a place for information for visitors.
- d. Turn this entrance into the main entrance with all the offices adjacent to it and with access to the rest of the building well marked.

Places for Worship and Worship Support

Sanctuary

1. Description:

- a. The Sanctuary was originally constructed in 1918 and has been expanded and renovated through the years.
- b. It was originally conceived of as an auditorium space that would serve the needs of the community as well as the church. In its early history high school graduations were held here. It continues to be used for both worship and performances.
- c. There are two Sunday worship services in the sanctuary: 9:15 a.m. with an average attendance of 65 and 11:00 a.m. with an average attendance of 185. There is also a 5:30 p.m. Saturday worship service in the parlor (see below).
- d. Total church membership is 651.
- e. Total Seating capacity: 659 to 730.
 - i. Main floor: 454 in theater style seating.
 - ii. Balcony: 164 (comfortable at 24 inches per person) to 219 (maximum at 18 inches per person) in pews.
 - iii. Chancel: 4 in pews.
 - iv. Choir Loft: 37 (comfortable at 24 inches per person) to 53 (maximum at 18 inches per person) pews. Average Sunday seating is 35 -42.

2. Works Well:

- a. "Church" feel of the room.
- b. The neo-gothic architectural character of the sanctuary, especially the wood ceiling beams.
- c. The large cross in the chancel.
- d. The proportions of the room
- e. Site lines from the main floor and the balcony to the chancel.
- f. Natural room acoustics.

3. Ministry Challenges:

- a. General
 - i. The volume of the room in comparison to the few number of people at the 9:15 Sunday morning service. The lack of people in a large space make worshipping as a congregation difficult and is not conducive to singing.
 - ii. Accessible accommodations: no barrier free seating; no areas for wheelchairs except at the front or the main floor and the back of the balcony; the chancel and choir loft are not accessible.
 - iii. Sunlight from the south facing windows is sometimes harsh.
 - iv. Room acoustics favor instrumental over choral music.
 - v. Sound system is inadequate.
 - vi. Lack of hearing devises.
 - vii. No permanent projection screen.
 - viii. Lack of heat and air conditioning control.

- b. Main floor
 - i. Lack of open area between the first row and the chancel.
 - ii. Poor site lines to bell choir and others on main floor near chancel.
 - iii. Narrow aisles and minimal space between rows of seating.
 - iv. Worn condition of theater style seating.
 - v. Seats are hard, too small for large people, and some seats are broken.
 - vi. Communion rail is difficult to remove.

- c. Chancel
 - i. Minimal space on main chancel level: the chancel is not large enough to accommodate large groups and multiple groups of musicians for worship or performances.
 - ii. Lack of flexibility in the space available and in the fixed furnishings (pulpit and lectern).
 - iii. Lack of barrier free access.
 - iv. Stair treads are too narrow.
 - v. Stair handrail is not always being in place.
 - vi. The grand piano is not on the chancel level.

- d. Choir Loft
 - i. The space is not flexible.
 - ii. No barrier free access.
 - iii. Site lines between the director and the choir are poor.
 - iv. The choir is too remote from the congregation.
 - v. The choir loft is cumbersome to move in and out of. Stairs are too narrow and steep. Difficult for people with limited mobility to negotiate the steps.
 - vi. Organ placement with curtain blocks view of the organist and the curtain hides part of the choir.

- e. Balcony
 - i. Lighting is poor.
 - ii. There is a feeling of separation between the people in the balcony and the main floor.
 - iii. The air conditioning doesn't cool the balcony.
 - iv. No area for visitor seating

4. Needs / Desires:

- a. Reorganize the chancel and renovate the sanctuary.
- b. Replace the seat cushions.
- c. Replace the main floor seating with pews, chairs or theater seats.
- d. Improve the lighting.
- e. Improve the sound system.
- f. Spruce up the overall room finishes: refinish the wood, replace the carpet, and paint the walls.
- g. Improve the means of emergency exiting from the front of the church and the chancel.
- h. Install theatrical/spot lighting for choral works, plays, or liturgical dance.
- i. Install stained glass to add color.
- j. Provide hanging choir mics in the choir loft.
- k. Provide a user friendly sound board.
- l. Explore leveling the main floor (remove slope).

Parlor Used for Saturday Evening Worship

1. Description:

- a. The parlor is rearranged for 5:30 p.m. Saturday evening worship with an average worship attendance of 26.

2. Works Well:

- a. Décor and furniture work well with the informal nature of the service and provide an at home atmosphere with the furniture on the rug.
- b. Very flexible and comfortable.
- c. Enough space for musicians.

3. Ministry Challenges:

- a. The late afternoon sun shines brightly through the west facing windows.
- b. Access to the entrance doors is not visible from the parlor.
- c. The door buzzer is a nuisance.
- d. Lack of adequate lighting in the seating area.

4. Needs / Desires:

- a. Even greater flexibility to enlarge the space as needed.
- b. More electrical outlets for musicians.
- c. Ability to change lighting settings.

Chapel

1. Description:

- a. The second floor was renovated in 1988 to create the chapel. It was envisioned that the chapel would serve the church school, small weddings, and as a place of meditation in the downtown business area.
- b. It is used for small worship gatherings including weddings and memorial services/funerals.
- c. Seating: 64 (comfortable at 24 inches per person) to 80 (maximum at 18 inches per person) in pews.

2. Works Well:

- a. Small worship gatherings
- b. Private meditation/prayer.

3. Ministry Challenges:

- a. Lack of flexibility: fixed pews, minimal open space and movement space (only center aisle is used for entry/exit during worship).
- b. Too small to be practical.
- c. No windows.
- d. Feels claustrophobic.
- e. Décor is dated.

4. Needs / Desires:

- a. A chapel that is very flexible and can be used for other purposes
- b. Renovate and reorient the existing space.
- c. Use chairs instead of pews.
- d. Possibly relocate the chapel to the parlor and move the parlor to an expanded chapel.

Narthex

1. Description:

- a. The narthex is a place of gathering before and after entering the sanctuary.
- b. A welcome center, name tags, and information displays are located in the narthex.

2. Works Well:

- a. Immediately adjacent to the sanctuary and the coat storage area.
- b. Size of the narthex.
- c. Prominent location of welcome center.

3. Ministry Challenges:

- a. Distance to the fellowship hall (People don't make the transition to the first floor fellowship hall after worship).
- b. Cavernous, gloomy feeling.
- c. Poor lighting.
- d. The flagstone on the floor transmits sound into the sanctuary.

4. Needs / Desires:

- a. A larger, well lit space in which people can easily gather and that is adjacent to or part of a larger social hall (rather than having to go down a story to the fellowship hall).
- b. Use color to brighten it and make it more inviting.

Ushers' Closet

1. Description:

- a. The Usher's Closet is located at the north end of the narthex below the balcony stairway.

2. Works Well:

- a. Location adjacent to narthex and close to sanctuary and balcony.

3. Ministry Challenges:

- a. Closet door header is too low.
- b. Unsightly view of closet when open to narthex.

4. Needs / Desires:

- a. Improve the view into the usher's closet from the narthex.
- b. Make the closet large enough for two people.
- c. Raise the door header.

Coat Closet

1. **Description:**
 - a. The coat closet is located adjacent to the narthex and mainly serves those attending worship or performances in the sanctuary.
 - b. The coat closet is used for Bethlehem Marketplace.
2. **Works Well:**
 - a. Location works well.
3. **Ministry Challenges:**
 - a. Some of the space could be better used for other purposes.
4. **Needs / Desires:**
 - a. Reduce the size of coat closet.

Sacristy

1. **Description:**
 - a. There is no dedicated sacristy. The parlor kitchen is used to prepare and clean up communion elements.
2. **Works Well:**
 - a. Not Applicable
3. **Ministry Challenges:**
 - a. Not Applicable
4. **Needs / Desires:**
 - a. A room with a sink, counter, and cabinets.

Bride's Room

1. **Description:**
 - a. The library serves as the Bride's Room.
2. **Works Well:**
 - a. The size of the room.
 - b. Privacy (no windows into the hallway).
 - c. The location of the room across the hall from the women's rest rooms and on the same floor level as the sanctuary and chapel.
3. **Ministry Challenges:**
 - a. Lack of accommodations for bridal parties.
4. **Needs / Desires:**
 - a. Could use a larger room for the bride and bridal party.
 - b. Provide a rack for hanging clothes, full length mirror, and comfortable seating.
 - c. A room shared with other uses and without clutter.

Groom's Room

1. **Description:**
 - a. The storage area to the right (south) of the chancel serves as a groom's room.
2. **Works Well:**
 - a. Privacy (no windows into the sanctuary).
 - b. The location adjacent to the front of the sanctuary.
3. **Ministry Challenges:**
 - a. No nearby restroom.
 - b. Not barrier free.
4. **Needs / Desires:**
 - a. A room shared with other uses.

Fellowship Hour following Worship

1. **Description:**
 - a. The fellowship hour follows worship. It takes place in the fellowship hall.
2. **Works Well:**
 - a. The room is large.
 - b. The 1999 renovations were well done and the room is well kept.
 - c. There are enough tables and chairs. They are flexible and can be rearranged.
3. **Ministry Challenges:**
 - a. The room is too far from the sanctuary. There are many chances for people to leave the building before they get to the fellowship hall.
 - b. Finding the room can be difficult for visitors.
 - c. Not well lit.
4. **Needs / Desires:**
 - a. Improve the signage to make getting to the fellowship hall clear, simple, and obvious.
 - b. Create a fellowship hall type of space on the second floor close to the sanctuary.
 - c. Make the fellowship hall large and bright and locate it at the main entrance.
 - d. Provide sharp looking displays with more kids' artwork.
 - e. Make minor changes to use the fellowship hall as a place for festive worship, as a banquet hall, or as a recital venue.
 - f. Provide air conditioning.

Banner Storage Room 309

- 1. Description:**
 - a. Worship banners are stored in room 309. The room is also used for storing historical records.
- 2. Works Well:**
 - a. A room with a 10 foot ceiling to store banners in.
- 3. Ministry Challenges:**
 - a. Need more space for hanging banners in storage.
 - b. It is difficult to remove and re-hang banners.
- 4. Needs / Desires:**
 - a. Install a door prop to hold the door open when carrying banners and poles.
 - b. Install an automatic revolving hanger system (like at the cleaners)

Storage – Christmas Decorations Bell Tower

- 1. Description:**
 - a. Christmas decorations used in the sanctuary, narthex, tower, balcony, and outdoors are stored in the upper level of the bell tower.
- 2. Works Well:**
 - a. On site storage.
- 3. Ministry Challenges:**
 - a. Windows leak.
 - b. Narrow stair.
 - c. No elevator access.
 - d. The room is cluttered.
- 4. Needs / Desires:**
 - a. Dry storage that is secure from the elements.
 - b. A curtain to block the view from the outside.
 - c. Designated storage areas; limit groups storing things.
 - d. Sturdier storage.
 - e. Better entrance and staircase.

Places for Music

Choir Rehearsal in the Music Room

1. Description:

- a. The following choirs rehearse in the choir room:
 - i. Sanctus Choir: Thursday evening and Sunday morning.
 - ii. Angelus Choir: Wednesday evening.
 - iii. Revelation Choir: Wednesday evening.
 - iv. Treble Choir: Wednesday evening. Treble choir has also recently rehearsed in the chapel and different rooms on the fourth floor.
 - v. Royal Oak Children's Choir: Tuesday evening.

2. Works Well:

- a. Raised levels permits good visibility of the director.
- b. Good acoustics.
- c. Flexibility of room.
- d. Adequate storage for music in use.

3. Ministry Challenges:

- a. Lighting is poor.
- b. Heating and cooling is uneven – the front rows are very cold and the back rows are very warm.
- c. Clutter from different groups that use the room.

4. Needs / Desires:

- a. Better control of the heating and cooling.
- b. Better lighting. Repair or replace the existing fixtures.
- c. More room in the front for small groups to rehearse.
- d. A larger, more spacious room with chairs further apart.
- e. A room with windows.
- f. More storage.
- g. Treble Choir: A neat clean, uncluttered child friendly room with small sized chairs, good heat, and a decent piano with correct size piano bench.

Bell Choir Rehearsal Room 301

1. Description:

- a. The following bell choirs rehearse in room 301.
 - i. Carillon Ringers: Thursday evening.
 - ii. Celebration Ringers: Monday evening.
- b. Tables and bells are stored in this room.

2. Works Well:

- a. Helpful to be able to keep tables set up after rehearsal.
- b. Exclusive use of the room.
- c. The room can be locked allowing storage of bells.

3. Ministry Challenges:

- a. Poor lighting for reading music comfortably.
- b. The room often gets too hot.
- c. The room is too small for bell storage, tables set up for rehearsal, area for people to stand, and music storage.

4. Needs / Desires:

- a. A larger space to accommodate everything related to the bell choir.
- b. Store all bell choir components together in the same place.
- c. Better lights and storage units.
- d. Repair loose plaster on walls and repaint.
- e. Better heat control.
- f. A piano in the room.

Youth Choir Rehearsal in Chapel

1. Description:

- a. The youth choir periodically rehearses in the chapel.

2. Works Well:

- a. There is a piano and seats (pews).
- b. The room is air conditioned.

3. Ministry Challenges:

- a. The room is not flexible. Nothing can be moved.

4. Needs / Desires:

- a. Remove the pews.
- b. Make the room a multi-purpose space with existing chairs.

Choir Camp Storage

1. Description:

- a. Choir Camp storage areas include:
 - i. Tower room on fourth floor level.
 - ii. Closet on first floor level inside the pantry #2.

2. Works Well:

- a. Tower room.
 - i. It is indoors.
- b. Closet
 - i. Closet is out of the way but on level surface with choir room so heavy things can be rolled out and in during the summer when choir is off and camp is on.

3. Ministry Challenges:

- a. Tower room
 - i. Multiple flights of stairs; narrow stairs.
 - ii. Shared storage space with other groups.
 - iii. May be a fire hazard.
- b. Closet
 - i. Not accessible during the year but it is packed accordingly.
 - ii. Dampness and crumbling ceiling.

4. Needs / Desires:

- a. Tower room
 - i. Move the stored items to the ground floor.
 - ii. Add shelving.
- b. Closet
 - i. Dry space.

Major Musical Instrument List

Floor	Room Number	Room Name/ Description	Instruments
First Floor	112	Small Dining Room	Upright Piano
	107	Choir Rehearsal Room	Grand Piano
	-	Fellowship Hall	Grand Piano
Second Floor	-	Parlor	Grand Piano, Electric Organ
	-	Sanctuary	Organ, Grand piano and Harpsichord
	-	Chapel	Organ, Upright Piano
Third Floor	301	Bell Choir Rehearsal	(would like a Piano)
	-	Music Director Office	Upright Piano

Rooms used for Music Rehearsal

Floor	Room Number	Room Name/ Description	Use (number of participants)	Area SF
First Floor	105	"Men's Robe Room" Robe Storage	Robe Storage	264
	106	"Music Office"	Robe Storage	170
	107	Music Rehearsal Room Accommodates 70	Sanctus Choir (45)	896
	107	Music Rehearsal Room Accommodates 70	Angelus - 9 th - 12 th graders (25)	896
	107	Music Rehearsal Room Accommodates 70	Revelation- 4 th - 8 th graders (30)	896
	107	Music Rehearsal Room Accommodates 70	Treble: 1 st - 3 rd graders (75)	896
	107	Music Rehearsal Room Accommodates 70	Royal Oak Children's Choir (75)	896
	-	Storage - west	Music Storage	75
	-	Storage - east	Music Storage	61
Second Floor	-	Sanctuary	Orchestra (20-30)	3998
	-	Sanctuary	Guitar class (10)	3998
Third Floor	301	Bell Choir Rehearsal / Classroom	Bell Choir Rehearsal Celebration (8)	1687
	301	Bell Choir Rehearsal / Classroom	Bell Choir Rehearsal Carillon Ringers (12)	1687
Fourth Floor	413/414	2 nd and 3 rd grade classroom	Pre- kindergarten/kinderga rten music time	536

Food Service

Food Service – First Floor Kitchen, Pantry #1, Pantry #2 (Back Room)

1. Description:

- a. Rooms used for food service on the first floor include: kitchen, pantry, and back room.
- b. Many groups and programs use these rooms including Wednesday night Holy COW, fish dinners, and funeral dinners.

2. Works Well:

- a. Kitchen
 - i. Lots of room and equipment.
- b. Pantry #1 and #2
 - i. A lot of varied supplies, equipment, and dishes for the varied program.
 - ii. Able to fit everything and find things quickly through careful management.

3. Ministry Challenges:

- a. Kitchen
 - i. The kitchen gets hot.
 - ii. Sometimes gets crowded.
 - iii. Not always easy for inexperienced people to find things.
- b. Pantry #1 and #2 are very full.

4. Needs / Desires:

- a. Kitchen
 - i. New large refrigerators.
 - ii. Clean the floor more regularly.
 - iii. Training or written instructions on how to use things.
 - iv. Use the kitchen more.
 - v. Air conditioning or better ventilation.
- b. Pantry #2 - Clean the floor more regularly.

Food Service - Fellowship Hall

1. Description:

- a. The fellowship hall is used throughout the year for meals including funeral dinners with more than 65 people.

2. Works Well:

- a. The room can accommodate large groups.
- b. The room is plain enough to be multifunctional.
- c. Having the grand piano in the room.
- d. The stage (can be removed or raised and lowered).
- e. Adjacent table and chair storage.
- f. Combination of round and rectangular tables.
- g. Tables and chairs can be arranged in many ways.

3. Ministry Challenges:

- a. The room gets hot in warm weather.
- b. Floors are not cleaned regularly. Fabric walls are very dirty. Chair seats need to be cleaned.
- c. The brown curtains behind the stage:
 - i. Block the windows.
 - ii. Blend in and don't add anything.
- d. The eight foot tables are too heavy and worn.
- e. The extra folding chairs are awkward to set up.
- f. The room can feel claustrophobic when it is full and may be too small.

4. Needs / Desires:

- a. Air conditioning.
- b. Add a beverage center (for coffee, tea, cocoa), a glass front refrigerator (for cold drinks, desserts), and a freezer (for ice cream).

Food Service – Second Floor Parlor Kitchen

1. Description:

- a. The parlor kitchen is used by various groups that use the parlor for meetings and others. It is used for funeral dinners with 65 or fewer persons.

2. Works Well:

- a. New refrigerator.

3. Ministry Challenges:

- a. Small size.
- b. Lack of storage.
- c. Clutter.

4. Needs / Desires:

- a. A redesigned kitchen with two stoves, two ovens, and tall cupboards.
- b. New easier to open, efficient windows.
- c. Better heat and air conditioning.

Food Service - Parlor

- 1. Description:**
 - a. The parlor is used for funeral dinners with 65 or fewer persons.

- 2. Works Well:**
 - a. Furniture can be easily moved.

- 3. Ministry Challenges:**
 - a. Heat and air conditioning do not work well.
 - b. Furniture is in need of repair and cleaning.
 - c. Windows are hard to open.

- 4. Needs / Desires:**
 - a. Better heat and air conditioning.
 - b. Replace library-type tables with more practical furniture.
 - c. Add window coverings to block the west windows.
 - d. Brighten the colors.
 - e. Change the lighting.

Places for Christian Education and Discipleship

General

1. Description:

- a. The Christian education and discipleship programs include:
 - i. Children's Church, adult classes: Sunday 9:15 a.m.
 - ii. Sunday School: Sunday 11:00 a.m.
 - iii. Holy COW (Church On Wednesday): Wednesday evening.
 - iv. Adult classes: throughout the week

2. Works Well:

- a. A large facility with a variety of rooms to accommodate different types of classes.
- b. New windows on the third and fourth floor.

3. Ministry Challenges:

- a. The fourth floor is only accessible by stairs, no elevator access.

4. Needs / Desires:

- a. Group the kids activities in rooms closer together.
- b. A gymnasium for exercise and play for children through adults.

Nursery Room 302

1. Description:

- a. Child care for infants (crib care) and toddlers is provided in room 302 on the third floor at 9:15 a.m. and 11:00 a.m. during worship and at other times.

2. Works Well:

- a. Room is bright and inviting
- b. There are cribs, toys, supplies, and a pager system.

3. Ministry Challenges:

- a. Visitors have to travel too far through the building to find the nursery.
- b. The room is very hot in the summer, unless the air conditioning is turned on early.
- c. No adult chair in the room near the sign-in table.
- d. Intercom system is broken so the church service cannot be heard.

4. Needs / Desires:

- a. Locate the nursery on the second floor level, closer to the sanctuary and building entrances and easier for visitors to find.
- b. Combine the nursery with a toddler room with a division between the two groups. The division would be movable yet stable enough not to fall over. Make the room flexible for few or many infants.
- c. Provide more open floor space for play.
- d. Provide a colorful room with comfortable seating, diaper bag bins, a sign in table, signage, and TV for watching the worship service or children's videos.
- e. Provide an updated pager system and a telephone.

Preschool Room 304

1. Description:

- a. The Preschool class meets in Room 304 on the third floor across from the balcony during 11:00 a.m. Sunday School.
- b. The Yoga class also meets in this room.

2. Works Well:

- a. Large, able to accommodate large groups of children.
- b. Play stations, tables and chairs, cabinet storage, and sign-in area.

3. Ministry Challenges:

- a. No sink.
- b. No restroom in room. (Bathroom room breaks requires teachers to leave the room to walk children into a multiple stall bathroom.
- c. Very hot at times in the summer.

4. Needs / Desires:

- a. A single stall restroom connected directly to the preschool room.
- b. A sink in the room.
- c. Locate the preschool on the second floor level, closer to the sanctuary and building entrances.
- d. Provide colorful large play areas and an instructional area.
- e. Provide a sign-in area with pagers.
- f. Provide better heating and air conditioning.
- g. Update toys.
- h. Paint the room and replace the carpet.

Kindergarten through First Grade Sunday School Room 405 / 406 / 407

1. Description:

- a. The combined Kindergarten and First Grade Class meets in room 405 / 406 / 407 on the fourth floor during 11:00 a.m. Sunday School.

2. Works Well:

- a. The room is large enough to accommodate more children when attendance is up.

3. Ministry Challenges:

- a. Supplies not managed well.

4. Needs / Desires:

- a. Replace the carpet remnants.
- b. Clean and polish the floors, paint, update the information boards..
- c. Provide new toys.
- d. Eliminate the partitions walls which are not used.
- e. Make the room more inviting for kids.

Second and Third Grade Sunday School Room 413 / 414

- 1. Description:**
 - a. The combined Second and Third Grade Class meets in room 413 / 414 on the fourth floor during 11:00 a.m. Sunday School.
- 2. Works Well:**
 - a. The room is large enough to accommodate more children when attendance is up.
- 3. Ministry Challenges:**
 - a. No elevator access.
- 4. Needs / Desires:**
 - a. Provide multimedia teaching tools, comfortable seating, and a flexible floor plan.
 - b. Provide air conditioning.
 - c. Sound proof the room.

Fourth and Fifth Grade Sunday School Room 403

- 1. Description:**
 - a. The combined Fourth and Fifth Grade Class meets in room 403 on the fourth floor during 11:00 a.m. Sunday School.
- 2. Works Well:**
 - a. The room is large enough to accommodate more children when attendance is up.
- 3. Ministry Challenges:**
 - a. No elevator access.
- 4. Needs / Desires:**
 - a. Provide multimedia teaching tools, comfortable seating, and a flexible floor plan.
 - b. Provide air conditioning.
 - c. Sound proof the room.

Sixth and Seventh Grade Sunday School Room 401

- 1. Description:**
 - a. The combined Sixth and Seventh Grade Class meets in room 401 on the fourth floor during 11:00 a.m. Sunday School.
- 2. Works Well:**
 - a. The room is large enough to have a table at one end and living room type seating at the other end.

3. Ministry Challenges:

- a. The walls were recently repainted covering up the art painting done by the class 13 years ago.

4. Needs / Desires:

- a. Let the kids repaint the room.
- b. Provide a common meeting room for middle school and from there go out to different classes.
- c. Provide multimedia teaching tools, comfortable seating, and a flexible floor plan.
- d. Provide air conditioning.
- e. Sound proof the room.

**Confirmation Class – Eighth Grade
Room 409 / 410**

1. Description:

- a. The Confirmation Class meets in room 409 / 410 on the fourth floor during 11:00 a.m. Sunday School.

2. Works Well:

- a. Large room with tables and open space for moving around.

3. Ministry Challenges:

- a. There is no intentional décor to the room.
- b. Lack of heat control and ventilation in the winter.
- c. Set up for one type of learning. Not very flexible.

4. Needs / Desires:

- a. Let the class redo the room.
- b. Elevator access.
- c. Air conditioning and ventilation.
- d. Ability to communicate with the rest of the building.
- e. Practical access to audio-visual equipment and or some way of interactive / multi-media learning.

**Youth Room for Youth
Room 306 / 307**

1. Description:

- a. The middle school and high school youth groups meet at various times in the youth room 306 / 307 on the third floor and sometimes in the fellowship hall.
- b. Although the room is called the 'Youth Room' it serves more as a multipurpose meeting room. Others who use the room include Berean Adult Sunday School Class, 12-Step, two AA groups, Crafty Ladies.

2. Works Well:

- a. The large size of the room makes it somewhat flexible.
- b. Access to the kitchenette for breakfast parties.
- c. The new windows.
- d. Can accommodate large groups.
- e. Location is good.
- f. The loft works well for discussions.

3. Ministry Challenges:

- a. The room is not well maintained or equipped.
- b. The room feels 'cold' – not warm, inviting, or happy.
- c. Lighting is harsh.
- d. Room is too large. The majority of the space is not used.
- e. The room appears to be a dumping ground for old furniture, broken equipment, old piano.
- f. The 'pit' is inflexible, uncomfortable, and seldom used. Its location restricts flexibility in the room. It is partially removable but cumbersome to do so.

4. Needs / Desires:

- a. Locate the youth in a room that is predominately used by the youth or shared with others but is primarily a 'youthful' space that is youth friendly.
- b. Create a separate senior high only youth room or area.
- c. Create recreation space for youth in the building.
- d. Replace worn couches and arm chairs with new comfortable furniture.
- e. Provide a flexible space subdivided with partitions or half walls to allow for various activities appealing to youth (especially teens): a "coffee shop" area, a lounge area with comfortable seating, work space, tables and chairs.
- f. Provide a recreational space to be used as a "drop in" center.
- g. Provide multimedia teaching tools.
- h. Soundproof the room.
- i. Provide air conditioning.
- j. Provide a large worship space for youth worship events.

Children's Church

1. Description:

- a. Children's Church is offered Sunday at 9:15 a.m. and on holidays for elementary students.
- b. Attendance ranges from 1 to 10.
- c. Children's Church takes place in the parlor or in the library.

2. Works Well:

- a. The parlor works well for learning stations.
- b. The library works well because it is smaller than the parlor yet is large enough to have learning stations.

- 3. Ministry Challenges:**
 - a. Supplies and multimedia equipment must be brought into either the parlor or the library.
- 4. Needs / Desires:**
 - a. Provide multimedia equipment and storage in the room.

Adult Studies: Friends in Faith Room 303

- 1. Description:**
 - a. Friends in Faith (F.I.F.) is a gathering of young adults who share breakfast food while discussing relevant topics. Meets Sunday at 9:15 a.m.
 - b. Holy COW Children's crafts and others also use the room.
- 2. Works Well:**
 - a. The large table facilitates discussion.
 - b. Newly replaced windows.
- 3. Ministry Challenges:**
 - a. It is difficult to serve food.
 - b. Sharing the room with children's classes means that both child and adult size furniture share the same space. More adult chairs and space is needed.
 - c. Lack of bulletin board space for F.I.F.
 - d. Lack of storage.
- 4. Needs / Desires:**
 - a. Another table for food service
 - b. A TV/VCR/DVD player in the room.
 - c. Make wherever F.I.F. meets a modern adult learning space (like the conference room).
 - d. Provide lockable storage space.
 - e. Provide new display areas.

Adult Studies: Berean Youth Room

- 1. Description:**
 - a. Bereans is an adult Bible study of 18 to 22 students that meets in the Youth Room on Sunday at 9:15 a.m.
- 2. Works Well:**
 - a. The room is large enough.
 - b. The large tables work well for a study class.
 - c. Access to the kitchenette for breakfast parties.
 - d. New windows.
 - e. Elevator access (don't have to use stairs).

3. Ministry Challenges:

- a. More storage space for the things sitting around without a 'home'.
- b. Improve the lighting.
- c. The 'pit' and the column cut into the flexibility of the space. The pit is not used by the adult groups who meet in the room.

4. Needs / Desires:

- a. Redesign the room to be used just for youth or as a multipurpose meeting room.
- b. A larger cupboard for supplies.
- c. Built in cupboards for different groups using the room.
- d. Tables that roll for ease of movement.
- e. Additional electrical circuits.
- f. A sink for making coffee and for clean up.
- g. Better temperature control.
- h. A way for people to access the third floor from the northwest stairs without walking through the room.
- i. Lighter tables to move around and arrange differently
- j. Padded chairs for comfort.

Other Adult Studies Parlor

1. Description:

- a. The following adult classes meet in the Parlor:
 - i. Theology on the Edge: Monday afternoons.
 - ii. Study Class: Tuesday Morning.
 - iii. Holy COW Wednesday Evening Classes.

2. Works Well:

- a. Size, furnishings, and flexibility of the room.
- b. Daytime classes have lots of light through windows.
- c. Comfortable chairs for informal groups.
- d. Tables and chairs for formal groups.
- e. Furnishings can easily be rearranged for large or small groups.

3. Ministry Challenges:

- a. Room lighting is not bright enough.
- b. The afternoon sun shining through the south and west facing windows is harsh and there is no way to minimize or block it.
- c. Ability to maintain a comfortable temperature – too cold or too hot.
- d. Table tops are too soft and need some protection.

4. Needs / Desires:

- a. Add more comfortable seating in the conference/meeting portion of the room.
- b. Change the lighting so it can be altered in intensity or position to make the room more usable at night and on dark winter days.

11:00 Christian Education Room Use

Age group	Room Number	Average Number of Students	Area in SF	*Recommended Area per student in SF	Actual Area in SF per student
Nursery	302	1 to 3	585	38	292
Preschool	304	8 to 10	821	38	91
Kindergarten & 1 st grade	405 / 406 / 407	8 to 10	702	38	78
2 nd & 3 rd grades	413 / 414	8 to 10	536	30	59
4 th and 5 th grade	403	4 to 6	490	30	98
6 th and 7 th grade	401	12 to 16	376	25	26
8 th grade	409 / 410	8 to 10	512	25	56
9 th to 12 th grades	Youth Room Loft Area	15 to 20	2,038	20	113

* Recommended Area in square feet (SF) is an adequate or average amount of area per person. A minimum area is 3 to 5 SF less per person; An ideal area is 3 to 5 SF more per person. The total recommended area is based on the average attendance in each class.

Places for Special Ministries

Bethlehem Marketplace

1. Description:

- a. This biannual event is a one day walk-through interactive drama with various scenes set up throughout the church.
- b. Nearly the entire church is used including:
 - i. Day of event:
 - (1) Visitors: tower entrance, narthex, sanctuary, parlor, chapel, choir room, fellowship hall, men's robe room and first and second floor hallways.
 - (2) Actor/participants: room 301, nursery, youth room, library, main kitchen, and small dining room are used on the day of the event to change clothes and for meals and breaks.
 - ii. Preparation for the event
 - (1) Fellowship hall for workshops
 - (2) Parlor, youth room, small dining room for committee meetings
 - (3) Major set construction is in fellowship hall 10 days prior to event.
 - (4) The chapel parlor, choir room, men's robe room are set up two to three days before the event.
 - iii. Storage
 - (1) Major sets: tower storage room 108 and the boiler room annex.
 - (2) Costumes in room 412.
 - (3) Parts of other storage rooms are used for miscellaneous props.

2. Works Well:

- a. All the rooms.

3. Ministry Challenges:

- a. Transition through hallways.

4. Needs / Desires:

- a. Remove light bulbs from fixtures in back hall between kitchen and fellowship hall
- b. Remove entrance doors in 'Tanner set' for easier access to marketplace.

Boy Scouts

1. Description:

- a. Boy Scout Troop 160 meets in the fellowship hall on Monday evenings.

2. Works Well:

- a. Size of the room. Plenty of room to give demonstrations, play games, and break up into small groups.
- b. Access to the closet when meeting in this room.

3. Ministry Challenges:

- a. None noted

4. Needs / Desires:

- a. None noted.

Fish Dinners

1. Description:

- a. Fish dinners are cooked and sold two Fridays/month during Lent. This is an opportunity to invite the community into the building, share fellowship, and offer hospitality.
- b. Rooms used:
 - i. Library for ticket sales, people waiting for others in their party, and people waiting for carry out.
 - ii. Fellowship Hall for dining.
 - iii. Small dining room for dining.
 - iv. Kitchen for cooking and cleanup.
 - v. Pantry #2 (back room) across north hall from kitchen for food prep.
 - vi. Choir room for food prep.
 - vii. Tower entrance, elevator, hallways, and office stair to guide people to fellowship hall.

2. Works Well:

- a. Library
 - i. The room is rearranged so people go in one door and out the other.
- b. Fellowship hall set up for serving.

3. Ministry Challenges:

- a. Library
 - i. Rearranging the furniture for each dinner.
- b. Kitchen:
 - i. Gets crowded in cooking area.
 - ii. Cleaning and changing grease in the fryers is time consuming and potentially dangerous.
 - iii. Lack of freezer space.
- c. Fellowship hall
 - i. Too hot and poor ventilation.
 - ii. Space for food pickup gets congested (between fellowship hall and kitchen).
 - iii. Sound system.
- d. Small dining room can get hot.

4. Needs / Desires:

- a. Library
 - i. More room for people waiting.
- b. Kitchen
 - i. Filter system for the fryer (more efficient and reduce the chance for an accident).
 - ii. More freezer space.
- c. Fellowship Hall
 - i. Better sound system.
 - ii. Larger dining area.
 - iii. More comfortable seating.
 - iv. Air conditioning and better ventilation.
- d. Small dining room
 - i. Air conditioning.

Hope Closet

- 1. Description:**
 - a. This ministry provides used, good condition prom dresses. It sets up one week in the spring in the fellowship hall.
- 2. Works Well:**
 - a. Large room.
 - b. Being able to move items around in the room.
 - c. Good lighting.
 - d. Lots of storage.
- 3. Ministry Challenges:**
 - a. Lafayette Street entrance
 - b. Stairs leading to fellowship hall from Lafayette Street entrance.
- 4. Needs / Desires:**
 - a. A men's restroom closer to fellowship hall.
 - b. Create in-room bathrooms to contain activities in the fellowship hall from the rest of the church.

Library

- 1. Description:**
 - a. The library contains a collection of books for adults and children.
- 2. Works Well:**
 - a. Space is adequate.
 - b. Centrally located.
 - c. Table work area.
 - d. Space for shelving and filing.
 - e. Pleasant atmosphere.
- 3. Ministry Challenges:**
 - a. Storing extra equipment and/or furniture in the library.
 - b. Sometimes the room cannot be used as a library because it is used for meetings.
 - c. No computer.
- 4. Needs / Desires:**
 - a. Freshen the décor: new carpeting, new furniture.
 - b. Improve lighting.
 - c. Improve control of air conditioning.
 - d. Brighten the children's area.
 - e. Provide a computer with internet access.

Sack Lunch Program

- 1. Description:**
 - a. The sack lunch program distributes sack lunches to guests Monday through Friday. Food is stored and prepared in the second floor parlor kitchen. It is distributed on the second floor outside the office.
- 2. Works Well:**
 - a. Second floor parlor kitchen
 - i. New refrigerator.
 - ii. New cart.
 - b. 7th Street entrance
 - i. Space is workable but interferes with the office entrance and stairwell.
- 3. Ministry Challenges:**
 - a. Second floor parlor kitchen lacks storage space.
 - b. No dining space in cold months.
- 4. Needs / Desires:**
 - a. More space for storage.
 - b. Large space for dining.

Yoga Class – Soul Stretch

- 1. Description:**
 - a. The class meets in the preschool room 304.
- 2. Works Well:**
 - a. Carpet on the floor
 - b. Ceiling fans
 - c. The room is fairly quiet
- 3. Ministry Challenges:**
 - a. The room is a bit cramped
 - b. It can get hot.
 - c. Sometimes it gets noisy.
- 4. Needs / Desires:**
 - a. A larger room with carpet, soundproofing, and air conditioning.

United Methodist Women (U.M.W.)

- 1. Description:**
 - a. The following rooms are used by United Methodist Women groups:
 - i. Fellowship hall: Unit Meeting / Program, 1st Thursday 9:00 – 2:30 p.m.
 - ii. Library: Love Circle, 1st Thursday Sept-May 1:00 p.m.

- iii. Parlor:
 - (1) Charity Circle, 2nd Wednesday Sept.-May, 9:30 – 11:00 a.m.
 - (2) Peace Circle, 3rd Thursday, Sept.-May, 1:00 p.m.
 - (3) Shawl Ministry, 2nd and 4th Thursday from 1:00 – 3:00 pm
- iv. Youth room:
 - (1) Crafty Ladies, meets Mondays, 9:00 am. – 2:00 p.m.
 - (2) Executive Committee, meets 1st Thursday except Jan., July, Aug., 9:30-10:30 a.m.
- b. Storage room 310 is accessed weekly.
 - i. The room includes U.M.W. storage for: shawl ministry, big sale supplies, U.M.W. records, cell phone program, craft show items, card shop supplies, display rack and tables, and ink storage.
 - ii. The room includes storage for:
 - (1) Evangelism committee
 - (2) Wedding supplies
 - (3) Funeral meal supplies
 - (4) Show case materials
 - (5) Music guild dinner concert supplies and table decorations
 - (6) Seasonal decorations.

2. Works Well:

- a. Fellowship hall
 - i. Round tables
 - ii. Projection screen over the stage.
 - iii. Having the stage in the room.
- b. Parlor
 - i. Relaxing atmosphere
 - ii. The table space in the room. Plenty of room to spread out.
 - iii. Being able to move the comfortable furniture to form a circle.
- c. Parlor kitchen
 - i. Adequate in size and equipment for preparing refreshments served in the parlor.
- d. Youth room
 - i. The room is spacious.
 - ii. Lighting.
 - iii. New windows.
- e. Storage closet
 - i. Storage cabinets, shelves and storage carts.

3. Ministry Challenges:

- a. Fellowship hall
 - i. Too large for the number of attendees
 - ii. Close to the kitchen
 - iii. The sound system.
 - iv. The room is hot.
 - v. Chair seats are not usually clean.
 - vi. Difficult to pull projection screen down

- b. Parlor
 - i. Poor lighting
 - ii. Unable to control heat and air conditioning.
 - iii. West sunlight is too harsh.
 - iv. The room is too large.
 - v. The furniture is sun faded.
- c. Parlor kitchen
 - i. The kitchen is not always clean.
 - ii. More storage area.
- d. Youth room
 - i. Moving tables and chairs to accommodate a meeting.
 - ii. Poor lighting for working on crafts.
 - iii. Overall the room is dark and depressing to meet in.
 - iv. The 'pit' makes it hard to use the space effectively.
 - v. The heat is not controlled well. It is too hot in the spring and fall months.
 - vi. No air circulation in the room.
- e. Storage closet
 - i. People leaving things in the room that do not belong there.

4. Needs / Desires:

- a. Fellowship hall
 - i. When the room is too big for the group size, meet in a smaller room.
 - ii. Improve the sound system
 - iii. Add air conditioning.
 - iv. Install easier blind pulls.
- b. Parlor
 - i. Clean the seat covers and carpet.
 - ii. Keep the room clean.
 - iii. Better lighting
 - iv. Better heat and air conditioning control
 - v. Window coverings that will block or filter the west sun.
 - vi. Replace the windows with windows that open.
 - vii. Brighten up the colors in the room.
- c. Parlor kitchen – more storage.
- d. Youth Room
 - i. Repair or replace broken chairs.
 - ii. Replace old lights.
 - iii. Add air conditioning.
 - iv. Add fans for air circulation.
 - v. Remove the clutter and add cabinets for storage.
 - vi. Add brighter colors.
- e. Storage Closet
 - i. Minimize stored items to free up space.
 - ii. Provide more shelving.

Places for Administration and Offices

Church Office

1. Description:

- a. The church office contains four rooms:
 - i. Reception area with two workstations and a seating area for visitors.
 - ii. Office #1 with two workstations for the coordinator of volunteers and the coordinator of senior adult ministries.
 - iii. Office #2 with one work station for a secretary and the computer server.
 - iv. Office #3 with one work station for the bookkeeper.
- b. Records are stored in the church office and in the vault room 107a.

2. Works Well:

- a. Location near 7th Street entrance.
- b. The security system.

3. Ministry Challenges:

- a. Some work areas are cramped.
- b. The phone voice mail system often answers during the day and is frustrating to work through.

4. Needs / Desires:

- a. A welcoming office where people are warmly received.

Print Room

1. Description:

- a. The print room contains the copier, folding machine, paper work space, and a workstation.

2. Works Well:

- a. Plenty of space.

3. Ministry Challenges:

- a. Unused equipment clutters the room.
- b. Room is dark and dingy.

4. Needs / Desires:

- a. Get rid of unused equipment.
- b. Brighten the space.

Pastor's Office

1. **Description:**
 - a. The co-senior pastors share this office.
2. **Works Well:**
 - a. The room is spacious.
 - b. Lots of shelves.
 - c. The private bathroom.
3. **Ministry Challenges:**
 - a. Clutter from two people sharing the office.
4. **Needs / Desires:**
 - a. Less clutter.

Associate Pastor's Office

1. **Description:**
 - a. The Associate Pastor's Office is used for storage and occasional meetings.
2. **Works Well:**
 - a. Bright.
3. **Ministry Challenges:**
 - a. Nothing noted.
4. **Needs / Desires:**
 - a. Better use of the room.

Counting Room

1. **Description:**
 - a. The offering is counted in this room on Sunday morning. It is also used by Holy COW on Wednesday evening.
2. **Works Well:**
 - a. Secure location.
3. **Ministry Challenges:**
 - a. Temperature control.
 - b. Cleanliness.
4. **Needs / Desires:**
 - a. Add the ability to hear the church service in the counting room.
 - b. Minimize clutter to free up space.

Historic Records Storage Banner Room 309

- 1. Description:**
 - a. Items and records that have historic significance are reviewed, sorted, catalogued and stored in the banner storage room #309.
 - b. This room primarily stores banners.

- 2. Works Well:**
 - a. Nothing.

- 3. Ministry Challenges:**
 - a. The room is too crowded with no work space. (The youth room is used for sorting.)

- 4. Needs / Desires:**
 - a. Better lighting.
 - b. A larger room with more open shelf storage so historical artifacts can be retrieved and reviewed.
 - c. A room that is accessible to church members to review historic records.

Places for Meetings

Meetings - Parlor

1. Description:

- a. Both church and community groups use the parlor for meetings including Council on Ministries, New Hope Task Force, Worship Music Work area committee, Worship Work Area, United Methodist Women, and Business Network International. The room is also used for recitals.

2. Works Well:

- a. Size of the room.
- b. Room is adaptable to a variety of needs.
- c. Nearby kitchen.
- d. Two types of seating in one space: tables and chairs and the comfortable seating areas (couches and chairs).
- e. Acoustics are good for a recital.

3. Ministry Challenges:

- a. Poor lighting.
- b. Sound – no microphone system.
- c. Sometimes the room is hot.

4. Needs / Desires:

- a. Improve the air conditioning.
- b. Take better care of the room.
- c. Sound system with microphone.

Meetings – Youth Room

1. Description:

- a. Groups that use the youth room for meetings include the Lithuanian Mission Team, New Hope Task Force, and United Methodist Women.

2. Works Well:

- a. There is enough space for groups to meet.

3. Ministry Challenges:

- a. The room is too big for many groups.
- b. No color in the room.

4. Needs / Desires:

- a. Many groups could meet in a smaller room.
- b. Paint the walls to add color and murals.
- c. Have the youth redo the room since it's their room.

Meetings - Library

1. Description:

- a. Groups that use the parlor for meetings include the Book Club, Building Management Committee, Calling and Caring, Finance Committee, Investment Committee, Lithuanian Mission Team, Outreach Work Area. Assembly of "Church Life" also takes place in the library.

2. Works Well:

- a. Small meetings of 4 to 6 persons.
- b. Table for writing.
- c. A few cushioned chairs.
- d. Location of the room on the second floor.
- e. Space for books.

3. Ministry Challenges:

- a. The room feels claustrophobic.
- b. The décor and furnishings are worn.
- c. The room temperature is difficult to regulate.
- d. Not enough cushioned chairs.
- e. Chairs around the table are too low for table work.
- f. Not enough room around the table.
- g. The room is cluttered and crowded with furnishings and equipment not needed by the groups that meet there.

4. Needs / Desires:

- a. Completely redo this room: new furniture and rearrange furniture, paint and add color to the room. Bring the outside in with murals.
- b. Larger conference table.
- c. A room with just a table and chairs and a phone
- d. Use the closet as a coat closet not as a general storage closet.
- e. Brighten up the children's area.
- f. Improve lighting.
- g. Add more meeting rooms.

Meetings – Fellowship Hall

1. Description:

- a. Various groups meet in the fellowship hall.

2. Works Well:

- a. Size of the room.
- b. Able to accommodate large groups of different sizes.
- c. Access to the room.
- d. Availability of tables.

- 3. Ministry Challenges:**
 - a. Having to set up tables (awkward and heavy) and chairs.
 - b. The floor is not always clean.
 - c. The sound system is hard to access.
 - d. The chairs are too low.
- 4. Needs / Desires:**
 - a. Invest in new, lighter weight tables and new chairs.

Meetings – Room 303

- 1. Description:**
 - a. Groups that use the parlor for meetings include the Evangelism Work Area and the Music Guild.
- 2. Works Well:**
 - a. The room accommodates 10 to 12 adults.
 - b. Tables and chairs are provided.
 - c. New windows that can be opened.
- 3. Ministry Challenges:**
 - a. Access to the room (need to find someone to unlock the door).
 - b. Heat does not circulate well. In the winter it is too hot.
 - c. In the summer and spring it is hot.
 - d. Climbing the stairs or using the elevator to get to the third floor room.
- 4. Needs / Desires:**
 - a. Provide more seats for adults and more table space
 - b. Provide better lighting.
 - c. Get rid of the clutter.
 - d. Repaint and make the whole room inviting for kids and adults who use the room.
 - e. Better temperature control.

Meetings – Conference Room on Third Floor

- 1. Description:**
 - a. Groups that use the parlor for meetings include: the Education Work Area
- 2. Works Well:**
 - a. Size of the room
 - b. Proximity to the office of the Christian education director.
 - c. Large table, wall space for the calendar around the room
- 3. Ministry Challenges:**
 - a. The room is too cold.
 - b. The room easily feels crowded.

- 4. Needs / Desires:**
 - a. Improve temperature control of the space.
 - b. Improve the “feel” of the space.
 - c. Remove clutter.
 - d. Make the room more accessible.

Meetings – Small Dining Room

- 1. Description:**
 - a. This is usually a meeting room and only rarely is food served in the room.
 - b. Groups that use the parlor for meetings include: the Outreach Committee and the Trustees.
- 2. Works Well:**
 - a. The size of the room with tables and chairs accommodates groups well.
 - b. Nicely done renovation. The woodwork on the walls giving it a warm, clean feel.
- 3. Ministry Challenges:**
 - a. Only one electrical outlet.
 - b. Hard to find the room.
 - c. Only one small entry door.
 - d. There is no convenient place to hang coats.
 - e. The room is drab, no color, no excitement.
- 4. Needs / Desires:**
 - a. Install more electric outlets for coffee pots, warming trays, and a projector.
 - b. Paint the walls and add color to make it more exciting.
 - c. Add murals to the painted walls. Give it a garden look with vines or flowering vines. Change the name of the room to fit the murals. Change the tables from rectangular to round or square. Maybe give it a café look.

Maintenance Rooms, Equipment Rooms, and Restrooms

Maintenance Office / Storage

- 1. Description:**
 - a. The maintenance office / storage is located on the mezzanine level between the second and third floor.
 - b. The room is mainly used to store drawings, maintenance supplies, and small tools.
- 2. Works Well:**
 - a. Size of the room is adequate.
 - b. Having a central place to store things.
- 3. Ministry Challenges:**
 - a. Keeping the room organized.
- 4. Needs / Desires:**
 - a. A workshop for larger projects (see "Workshop" section below).

Workshop

- 1. Description:**
 - a. There is no workshop in the church building. The workshop is currently in the garage of one of the members.
- 2. Works Well:**
 - a. Having a place to do woodworking.
- 3. Ministry Challenges:**
 - a. Workshop is too small.
 - b. May not always be available.
- 4. Needs / Desires:**
 - a. An off site location for noise, odors, and dust isolation.
 - b. 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.

Boiler Room

- 1. Description:**
 - a. The Boiler room, located in the basement, contains boilers. Bethlehem Marketplace and Water Works Theater items are stored in the boiler room annex (old coal bin room).
- 2. Works Well:**
 - a. Nothing noted.
- 3. Ministry Challenges:**
 - a. Nothing noted.
- 4. Needs / Desires:**
 - a. Nothing noted.

Air Conditioning Equipment Rooms

- 1. Description:**
 - a. Air Conditioning Equipment Rooms #1 – First Floor in pantry.
 - b. Air Conditioning Equipment Rooms #2 – Second Floor in office closet.
 - c. Air Conditioning Equipment Rooms #3 – Second Floor in “Equipment Room”
- 2. Works Well:**
 - a. Nothing noted.
- 3. Ministry Challenges:**
 - a. Nothing noted.
- 4. Needs / Desires:**
 - a. Nothing noted.

Restrooms

1. Description:

Floor	Room Name	Facilities
First Floor	Men	2 toilets, 1 urinal, 2 sinks
	Women	3 toilets, 1 sink
Second Floor	Women	3 toilets, 3 sinks
	Men	1 toilet, 2 urinals, 1 sink
	Private adjacent to Pastors' Office	1 toilet, 1 sink, 1 shower
Mezzanine Level between Second and Third Floor	Men	2 toilets, 1 urinal, 1 sink
Third Floor	Men	
	Women	3 toilets, 1 sink
Fourth Floor	Unisex	1 toilet, 1 sink

2. Works Well:

- a. Nothing noted.

3. Ministry Challenges:

- a. Cleanliness

4. Needs / Desires:

- a. More accessible men's restrooms
- b. A family restroom.

**MAINTENANCE ITEMS
ADDRESSED BY THE BUILDING MAINTENANCE COMMITTEE 2004 - 2007**

1. Parking

- a. Resurfaced parking lot with tar and re-stripped.
- b. Added additional "No Parking" signs in parking lot.

2. Entrances

- a. Redesigned and replaced wooden doors on Tower entrance.
- b. Replaced wooden door on Seventh Street (office) entrance.
- c. Replaced wooden door on Lafayette Street entrance.
- d. Upgraded key pad entry system.

3. Windows

- a. Replaced windows on the third and fourth floors on the Church House.

4. HVAC and Electrical

- a. Updated Church air conditioning and implemented a filter change schedule and yearly maintenance by contractor.
- b. Tore out and removed old boiler system in basement.
- c. Installed a new electric service panel in basement in conjunction with new boiler system.
- d. Upgraded outdoor illumination of Church.

5. Restrooms

- a. Repaired all leaks in all restrooms.
- b. Repaired plugged urinals on first and second floors.
- c. Relocated door closure latches for accessibility.
- d. Installed toilet seat napkins w/holders in all stalls.

6. Main Kitchen (First Floor)

- a. Replaced 100 cup coffee urn.
- b. Replaced garbage disposal motor.
- c. Repaired dishwasher.
- d. Reworked ventilation system.
- e. Reworked stoves, ovens, and deep fat fryers
- f. Replaced one refrigerator and freezer

7. Halls around Kitchen (First floor)

- a. New lighting in the halls.
- b. New plaster and paint on the ceiling and walls.

8. Small Dining Room

- a. Refurbished with wainscoting and new radiator covers to match.
- b. Installed new tile on floor.

9. Parlor Kitchen

- a. Purchased new refrigerator and stove.

10. Other

- a. Contracted for major roof repairs to stop leaks into classrooms, hallways, etc.
- b. Repaired all areas in the church where there were indications of water leaks in ceilings and walls.
- c. Contracted for the installation of smoke detectors and fire alarm system. Work is ongoing.
- d. Replaced all locks and keys throughout the building.
- e. Repaired public address system. More work to be done and is ongoing.
- f. Replaced worn drinking fountains throughout the building.
- g. Purchased four new commercial grade vacuum cleaners, one for each floor.
- h. Upgraded computer system and integrated it with heating and cooling system. Controlled by office manager.
- i. Reworked lawn sprinklers.

INITIAL PRIORITIES FOR BUILDING CHANGES TO MEET MINISTRY NEEDS

Compiled from responses at Advisors Workshop #3, November 10, 2007.
In order of the number of times listed in parenthesis followed by comments.

1. **Sanctuary (29):** seat cushions; seating; adaptable seating; flexible seating; expand altar/chancel area; more functional chancel for new worship needs; wider aisles; lighting; sound; sound system; hearing; more technology; safer; more transitional options; welcoming to new people; people come back for weddings because of the center aisle; comfortable, inviting, and accessible, maintain/enhance current beauty; comfort or “hominess” and “holiness”; maintain focal point of choir – seating to remain as is in relation to choir or slope up toward chancel; add stained glass windows; outdated and needs upgrades; maintenance – clean new carpet and paint.
2. **Interior Space Utilization (10):** better flow/traffic patterns; signage; move chapel and library to help facilitate; second (main) floor – should make sense for those who come Sunday for worship and fellowship, rearrange completely – new spaces, new ideas, no constraints; change to bring in new people; new ministries, growth focus; form should follow function; adjust space to meet program needs of the church and ease of use; using space more efficiently including the fourth floor; signage to help movement of people; better layout with conference / meeting rooms; bright and friendly.
3. **Christian Education (9):** children and youth areas; nursery and preschool room on second floor; relocate nursery for high impact on outreach; nursery near restrooms; improve with size appropriate furniture, adequate and maintained storage and supplies, resources readily available.
4. **Office (8):** comprehensive offices; energy efficient office suite; central; welcoming; easily found by people entering the building; may include signage to locate office away from an entry; more convenient and usable by staff; do not just make do with current space; pastors offices with space for counseling; flexible work area, own break room; 7 bright, friendly offices.
5. **Youth Facilities (6):** decorated by youth; a space for youth to feel comfortable.
6. **Reception / Welcome Area (5):** reception area at main entrance; welcoming and defined (first impressions).
7. **Lafayette Street Entrance (4):** clean up entry; updated; more inviting; better access from the parking lot; offices nearby – be able to see entrance from offices; buzzer to let people in.
8. **Chapel (3):** redo, make functional for multipurpose use; not used as collection area (coats, books, etc); brightened and used for other functions; flexible; useful; “electronic”.
9. **Narthex/Social Hall (3):** more room; enlarge – relocate coatroom; social hall – expanded narthex.

10. **Electrical/Lighting Update (2):** Improve lighting inside and outside the building to make building more accessible and more welcoming.
11. **Elevator to the Fourth Floor (2)**
12. **Handicapped Accessibility (2):** more accessible building; to safely get into the church and move within the church.
13. **Rest rooms (2):** more men's rooms; redo bathrooms; locate near multipurpose rooms used by public.
14. **Structure on Vacant Lot (2):** to create west entrance; new offices with elevator to all floors
15. **Central Storage (1)**
16. **Energy Survey (1):** could suggest what we could do to make the building more efficient to realize energy and maintenance cost savings.
17. **Fellowship Hall (1):** sound system.
18. **Music (1):** bring all choirs and music program to first floor; more robe room area.
19. **Outside of Building (1):** landscaping; signs; lighting; banners.
20. **Recreation Area (1)**
21. **Workshop (1):** for wood working, plumbing.
22. **Entry, Orientation, and Transition (1)**