

## MINISTRY QUESTIONNAIRE

St. John's United Methodist Church – Texas City, TX 8/10/10

Name of ministry: \_\_\_\_\_

Your name / title: \_\_\_\_\_

Daytime tel. # \_\_\_\_\_ E-mail: \_\_\_\_\_

Day(s) of the week your ministry meets: \_\_\_\_\_

Time(s) of the day your ministry meets: \_\_\_\_\_

**Describe the type of space(s) that would enable your ministry to function best.** (See attached checklist, if provided. *The most helpful input in this phase of the design process is “conceptual”: that which deals with the overall character or arrangement of spaces. Details such as carpeting, lighting or types of doors can be addressed later, even though they may be mentioned on the checklist.*)

**Rank in order of importance those items that your ministry or group would most like to see accomplished in the first building phase:**

**As best you can, describe the long term vision of your ministry:**

Ministry Questionnaire, p. 2

**Are you aware of another church facility that would serve as a good example of the type that would meet your ministry's long range needs? If so, identify the church and describe the significant characteristics. (Attach photos, if necessary.)**

**Additional comments (continue on back, if necessary):**

## **Administrative Offices Checklist**

### General location and arrangement:

1. The entrance to the church offices is typically readily visible / recognizable to a visitor unfamiliar with the site. Frequently this entrance is adjacent to a covered drive. Because the offices will be occupied at least six days a week, they are often separated (at least for HVAC systems) from spaces used on Sundays only.
2. Are centralized or decentralized offices wanted? If some of the staff spends a proportionately large amount of time in their own ministry areas (youth, music, etc.), then some consideration should be given to locating those individual offices outside the main administrative suite.

### Type, number and size of spaces:

1. List the ultimate staff needs for the church. (How many offices will ultimately be needed?)
2. What secretarial support is needed? Can workstations be used, or are private offices needed?
3. Conference room(s)? What size? Should conference room be accessible from reception area only? What other uses are anticipated for the conference room? (Sunday school classroom? Other?) Storage needs, coffee bar, marker boards, projection screen, closet?
4. Size of workroom(s)? Will workroom be used as a staff lunchroom? If not, is a separate lunchroom needed? Will workroom be restricted to staff use only? Prepare list of all equipment to be placed in this room (size, electrical requirements., on floor or countertop). Need for sink, under-counter refrigerator, microwave, vending machine, work island?
5. Technical systems room needed? (telephone, security, computer networking, fax, floor safe, etc.)
6. Restrooms (Within admin. suite, or will staff use the main restrooms off the foyer? Does pastor or other staff need a private restroom?)
7. General storage needs?

### Other considerations:

1. Separation (by doors) of receptionist from remainder of office suite to prevent casual traffic?
2. Any need for private entrances, or a rear entrance? Pastors sometimes request this for counseling purposes.
3. Should each office have a window?
4. Will office doors have view panels?
5. Will there be any built-in furniture in offices? (bookshelves, credenzas, etc.)
6. Is proximity/visibility from at least one of the secretarial offices to the receptionist important (when the receptionist leaves her desk temporarily)?
7. Describe how mail and staff messages are handled.
8. Describe file storage and retrieval needs.
9. Describe computer networking needs.

### Phase 1 requirements:

1. What minimum administrative space will be required for Phase 1?
2. Consider possible multi-use opportunities.

## **Worship & Music Checklist**

### **Main Worship Center – Seating Area**

1. Arrangement of seats (fan-shaped, straight nave, other?)
2. Arrangement of aisles (assume center aisle preferred)
3. Is a balcony desired? (A balcony should probably not be considered on worship centers that seat fewer than 800 persons.)
4. Will seating be in pews or folding theater seats?
5. Assumed: split video screen locations (2 screens assumed). Please confirm.
6. How important is natural light? Stained glass? Blackout capability?
7. Method of communion? (in seats? at communion rail?)
8. Special provisions for weddings or funerals? (video camera locations?)
9. Accessibility to stage / chancel: limited access or full-width steps?
10. Will baptisms be done in the worship center or elsewhere?

### **Main Worship Center – Platform / Stage**

A number of Methodist congregations now incorporate contemporary music only. (If a traditional hymn is played, it is done so with a contemporary arrangement. Electronic or pipe organs are not as frequent as they used to be. What form of worship will St. John's use? (Typical instruments include piano, keyboard, drums, percussion instruments, guitar(s), and a variety of orchestral instruments. )

1. Required width, depth dependant on:
  - a. Size of musical ensembles (type and location of all instruments)
  - b. Size and location of choir, or singing team (if one is desired)
  - c. Other on-stage persons: for preaching, announcements. Will any ministers stay on stage throughout the entire worship service?
  - d. Provision for orchestra?
  - e. Adaptability for drama (skits)? Concerts? Seasonal productions?
2. Should there be an off-stage area for instrument storage when the stage is used for other events? (Dance, drama, orchestra, etc.)
3. Will choir risers be needed? If so, will they be portable or fixed?
4. Accessibility issues:
  - a. Accessibility to backstage / side of stage (size, location and concealment of openings).
  - b. Accessibility to seating: Do some or all on-stage persons return to congregational seats after performing? Should steps extend across the full width of the platform or only in selected locations?
5. Is there any need for a curtain?

### **Rehearsal Suite**

1. If a rehearsal room is needed for a contemporary music ensemble or a choir, should it be located in a backstage area, or elsewhere?
2. Is there any need for a recording studio?
3. How will music be stored and distributed? Need space for a photocopier?
4. Will a music workroom be needed?
5. Any need for an office or desk in this area?
6. Need for marker board, A/V capability, or sound system in the rehearsal area?
7. Will one or more small backstage restrooms be required?
8. If there is a children's choir, will it rehearse in a separate room?

8. Is there a bell choir? If so, where will it rehearse?
9. Need for adjacent kitchenette? (Under-counter refrigerator, microwave, coffee maker, sink, etc.)
10. Define storage needs for instruments, choir robes (if any), bells, seasonal decorations, etc.

### **Main Worship Center – Accessory Spaces**

1. Preparation room (sacristy) for communion? (Cabinets, countertop, sink, refrigerator?)
2. Ushers' room? (first aid, offering plates, bulletins, etc.)
3. Groom's dressing room (backstage or elsewhere?).
4. Bride's room / Parlor
  - a. How large of a bridal party should be accommodated?
  - b. Should it be multi-use? Closet needed for chair storage?
  - c. Adjacent dressing area with countertop, sink, knee spaces and restroom?
  - d. Kitchenette? (Some churches use the parlor for women's luncheons.)
5. Cry room (adjacent to worship center or elsewhere?)
6. Storage needs for:
  - a. Seasonal decorations, props, movable platforms
  - b. Audio equipment and supplies
  - c. Other
7. Prayer room (define size and use)

### **Chapel & Prayer Garden**

1. A chapel will likely not be advisable unless the seating capacity of the eventual worship center exceeds 1,200 persons.
2. Is a prayer garden wanted? If so, how is it perceived to be used?

## **Connecting Ministries Checklist**

### **Main Foyer**

1. Define activities within foyer other than gathering for worship:
  - a. Visitor's center / welcome center (area req'd., furniture, counters or tables, etc.)
  - b. Fellowship (Need for kitchenette? Serving of coffee, donuts, etc?)
  - c. Receptionist or information center? (desk, computer, etc.)
2. Main restrooms, drinking fountains, janitorial space
3. Storage for seasonal decorations, tables and chairs for overflow seating, other?
4. Ushers room: storage for name tags, first aid station, umbrellas, wheelchairs for handicapped persons, etc.
5. Adjacent spaces to consider:
  - a. Prayer room, prayer garden or meditative area (Also see Worship & Music checklist.)
  - b. Covered drive

### **Other Foyers & Corridors**

Additional foyers will be incorporated into the master floor plan. Usually these foyers smaller and are associated with preschool/MDO drop-off, fellowship halls, gyms, or other assembly areas in the master plan. Main corridors will typically be wide to allow for impromptu conversations and fellowship without blocking circulation.

### **Bookstore / Library**

1. If wanted, how large should the bookstore be, and what materials will be displayed/sold?
2. Where should the bookstore be located in the master floor plan?
3. Reading area for adults or for children? (Should a children's reading area be located within the children's classroom area?)
4. Is a direct outside entrance wanted?

### **Cafe**

1. What food and beverages would be served? (This will determine the requirements for kitchen appliances and equipment.)
2. Should the cafe be located off the main foyer or elsewhere?
3. What type, and how many seats should be provided?
4. When would this facility be used by the most people?

## **Fellowship & Kitchen Checklist**

### **Fellowship Hall**

Spaces for fellowship may range from a gym (used also for recreation) to a formal dining hall. For obvious reasons, gyms are typically not attractive fellowship halls, nor are fellowship halls durable, functional gyms. There are decisions to be made regarding the priority of sports activities and fellowship activities. This checklist is based on the assumption that the Building Committee will elect to include a non-recreational fellowship hall in the master plan.

#### **General location and arrangement:**

1. Should the fellowship hall be located off the main foyer, or some distance away? Locating too many significant spaces off the main foyer may create noise or congestion issues. (Also see Kitchen location below.)

#### **Room requirements:**

1. It is assumed that the fellowship hall will be multi-use to include dinners, receptions, drama, church-wide meetings, etc. Please list any other functions that apply.
2. If used for the variety of activities above, consider the following:
  - a. Need for different lighting types and lighting levels
  - b. Need for stage/platform, spotlights, video projection and sound systems, A/V control console
  - c. Acoustic characteristics appropriate for speaking
  - d. Storage for tables (60" round?), chairs, linens, wedding reception materials, and podium
3. Desired seating capacity?
4. Will blackout capability be required?
5. How large should the stage/platform be? What activities will take place on stage? (Will it be used for Phase 1 worship?) Does it need rear access, or partially-hidden side access? Is a curtain needed? Handicap regulations may require ramp access to the platform.

#### **Area requirements:**

1. Main kitchen and beverage center (if desired). Should kitchen open directly into the fellowship hall, or into an adjacent hallway?
2. Janitor's closet (where and how will janitor supplies be kept?).
3. Area for vending machines?
4. Access to outdoor terrace from fellowship hall? Access to prayer garden?

### **Kitchen**

Note: Consider the placement of one or more residential "kitchenettes" in other parts of the facility to keep traffic out of the main kitchen.

#### **General location and arrangement:**

1. Since the kitchen will require a service yard (trash, grease trap, exhaust ventilation) that is accessible to vehicles, its location should likely be segregated from main entrances, but directly adjacent to the fellowship hall.

Room requirements:

1. How will kitchen be used? Describe cooking, warming, layout/serving, preparation, dishwashing, etc.  
If the kitchen becomes a “commercial” kitchen, a venting/fire suppression system may be required, as well as a grease trap with truck access. Will meals be catered or prepared in kitchen (or both)?  
Fellowship & Kitchen Checklist, page 2
2. Will meals be cafeteria/buffet-style or seated (or both)?
3. Need for a separate serving line?
4. What size pantry? What will be stored? Separate lockable pantry for MDO, Day Care or other ministries?
5. What major appliances will be required? Consider the following equipment:
  - Ice machine (Production lbs./day? Storage capacity?)
  - Dishwasher (2-min. cycle, 180° temp.), or residential type?
  - Triple pot sink (probably required by city planning)
  - Refrigerator(s) – residential or commercial type?
  - Freezer(s) – residential or commercial type?
  - Ovens – Conventional or convection? Residential or commercial?
  - Microwave ovens – How many?
  - Range/griddle w/vent hood – Residential or commercial?
  - Coffee machines
  - Warming drawers or proofing cabinet
6. Use of china/silver, or paper plates and plastic utensils? Real glasses or paper/styrofoam cups?
7. Service court for: garbage, deliveries, grease trap?
8. Space for desk and phone?
9. Who will be allowed to use the kitchen? Only designated persons trained in the use of the equipment?  
(This has handicap-accessibility implications.)
10. Will kitchen be used to prepare meals for a preschool program or Mother’s Day Out? If so, it must meet certain standards. Some preschool programs use packaged foods for this reason.
11. Food pantry for ministry to the homeless (or similar ministry)?
12. Beverage center? (ice machine, coffee, tea, water, vending machine)

## **Nursery Checklist (0 to 24 months old)**

### General location and arrangement:

1. Nursery rooms are typically arranged in a “suite” for security purposes, with a single entrance/exit for parents. Is this desired? Please note if otherwise.
2. How close should the nursery be to the ultimate worship center location?
3. How are parents notified if their infant or child needs assistance?

### Room requirements:

1. Verify assumed age range indicated above.
2. What is the ideal number of children per room?
3. What type of cribs will be used (individual or stackable)?
4. Counter with changing area, or movable changing table? *Some nursery workers prefer the movable type so their back is never turned to the other babies if they are in the room alone. However, most churches mandate a minimum of two workers in the room at all times, and prefer fixed countertops.*
5. Is there a need for a dirty diaper hamper?
6. Countertop with sink?
7. Need for under-counter refrigerator or microwave in classrooms? (Or should a shared kitchenette be provided in the nursery suite?)
8. Vertical cabinet storage for supplies?
9. Cubbies and hooks for diaper bags?
10. Dutch doors with view panels?
11. Large view window into crib room w/ one-way glass?
12. Small nursing room?

### Area requirements:

1. Lobby with check-in / registration counter / paging system? Are parents allowed direct access to rooms?
2. Storage for strollers?
3. Washer/dryer and utility sink? If so, is a stackable washer/dryer acceptable?
4. Unisex restroom in nursery suite for volunteer workers?
5. Do two year olds need access to a playground?

### Other:

1. Should the nursery room be grouped with preschool classrooms with a single check-in point for security purposes?
2. Will these rooms be used for a state-regulated program? If so, will separate (and lockable) storage cabinets be required?

## **Preschool Education Checklist (3 yrs. – 5 yrs. old)**

### General location and arrangement:

1. As with nursery rooms, these rooms are typically arranged in a “suite” with a single entrance/exit for security reasons. Please confirm.
2. General location within the ultimate facility is usually some distance from the sanctuary, since preschool space is noisy and requires a playground. Please confirm.

### Room requirements:

1. Use of facilities for any state-regulated program such as Day Care, Mother's Day Out, Pre-school? *This affects the number of exits, type of windows, toilet facilities, playground size, fire alarm systems, lighting, etc., and often requires dual storage cabinets (lockable) and/or closets for security purposes, additional workroom/resource room, additional offices, etc.*
2. What is the ideal number of children per room?
3. Size and number of tables per room?
4. Countertop and cabinet needs:
  - a. Split-level or one-level counters?
  - b. One sink or two sinks? (one at children's height and one at adult height?)
  - c. Is a bubbler needed?
  - d. Define storage needed for teaching materials.
  - e. What storage is needed for toys?
5. Shared toilet between two classrooms? If so, is there a need for a lavatory in the toilet room, or will a sink in the classroom suffice?
6. Need for separate reading/storytelling area (different floor finish?)
7. Teaching aids needed: marker board, chalk board, bulletin board or tackable wall?
8. Should access to playground be direct or indirect? (Most churches have indirect access in lieu of a door directly from the classroom.)
9. Door types (Dutch doors? View panels?)
10. Cubby holes needed?

### Area requirements:

1. Check-in / registration desk with security door?
2. Resource room / workroom? (Consider sharing this room with elementary age groups.)
3. Indoor play area or commons area for use in inclement weather or for special programs (need for platform, special lighting, access door, tiered floor?)
4. Will there be “Children's church?” If so, what age groups will attend? When does “Children's church” take place? Need for A/V? Need for platform? Need for puppet theater? Spotlights?
5. Storage (define requirements).

## **Elementary Education Checklist (1<sup>st</sup> – 6<sup>th</sup> grades)**

### Arrangement:

Elementary-age children may be taught in individual classrooms (by single grades), or in a large group format with break-out rooms. These two options place considerably different requirements on the design of space, and revision at a later date may not be simple. Which of these two options (or variation thereof) will the church prefer in the long term?

### Room requirements:

***If large group format***, provide large group room(s):

1. Confirm age groups indicated above.
2. Platform? (required length x width) Uses to include:
  - Worship?
  - Skits (need backstage access?)
  - Teaching / video presentations?
  - Puppet ministry?
  - Other?
3. Natural and artificial lighting requirements? Need for blackout capability?
4. A/V systems requirements; need for booth or console?
5. Storage for: (tables, chairs, props, teaching materials, etc.)
6. Need for marker boards or bulletin boards (portable, wall-mounted?)
7. Small group break-out areas (possibly shared between large group rooms) needed? If so, what number of children in each area? Open or closed rooms?

***If individual classroom format***, provide individual classrooms:

- a. What is desired maximum number of students per room?
- b. Will students sit at tables? If so, what size/shape?
- c. Need for countertop with sink? (This may vary with age of children.)
- d. What storage is required for teaching materials? (A vertical cabinet often works well.)

***If using another format than the above two, please describe:***

### Area requirements:

1. Restrooms (Can these be in an adjacent hallway?)
2. Resource room (Consider sharing with the preschool age group.)
3. Is a check-in or registration area needed, and are parents allowed access to the classrooms?
4. Will younger grades use a playground?

### Other:

1. Which (if any) of these children will attend children's church? Which (if any) will attend regular adult worship? If they attend children's church, is a special room needed? Platform? Puppet theater?
2. Is there a Vacation Bible School ministry? If so, would it affect the layout of rooms, the room sizes or room requirements?
3. Will a Mother's Day Out program or state-regulated Preschool use these rooms?

## **Youth Ministry Checklist (7<sup>th</sup> – 12<sup>th</sup> grades)**

### General location and arrangement:

1. Typically youth areas are isolated from other areas within the facility. This is due to the noise generated (primarily loud contemporary music), as well as the perceived need for youth to have their “own space.” Should the youth area be within the main facility, or located in a separate building, perhaps connected by a covered walk?
2. Both a large group format and individual rooms are used, depending upon the church denomination or desired method of instruction. Which format do you prefer for the long term?
3. Are junior and senior high students separated? If so, what division of age groups is desired, and how should the students be separated? Are they grouped together for some activities?

### Room requirements:

#### ***If using large group format:***

1. Need for platform? A/V systems, spotlighting, blackout capability? Marker board? Storage for teaching materials, equipment, etc.
2. Will this large room be used for other activities? (Could this double as a youth lounge? Will chairs need to be stored on occasion?)
3. Will separate areas be needed for small group discussion/discipleship? If so, how many students per small group?

#### ***If using traditional classroom format:***

1. What is the ideal number of students per room?
  2. Seating in rows of chairs, or at tables?
  3. Need for marker board, storage cabinet, etc.?
4. Is a youth lounge needed? (This area could be used by youth after school, or at times other than set programs. It could double as lunchroom or counseling area for staff, or small group conversation area for discipleship groups, etc.) Possible components include:
- a. “Coffee House” area with kitchenette, seating area with tables & stools, sofas & coffee tables, dimmable incandescent lighting
  - b. Games area with pool table, ping pong, foosball, air hockey, game tables (chess, checkers, etc.), video games, mini-court for basketball
  - c. Nearby area for vending machines?

### Area requirements:

1. Adjacent full-size gym or mini-gym?
2. Restrooms
3. Youth offices: Office for permanent staff in administrative area or in youth area?
4. Can the youth share the resource room used for preschool and elementary children?
5. Outdoor areas to consider:
  - a. Outdoor sand volleyball court or other open recreation space
  - b. Outdoor basketball court (in parking lot?, open pavilion?)
  - c. Patio area for outdoor fellowship
  - d. Outdoor grill
5. Accommodations for UM Army?

## **Adult Education Checklist (college through senior adults)**

### Overall arrangement of space:

1. What arrangement of adult classrooms is desired? Should they be grouped together along a common hallway or in a suite? *While most adult classrooms are typically grouped together, some are usually scattered throughout the facility. Conference rooms, parlor, dividable fellowship halls, and other spaces sometimes double as classrooms.*
2. Are newcomers “signed in”? If so, how will this be done?
3. If adult Sunday school includes a time of fellowship prior to teaching, should the location of fellowship be located within each classroom, or should there be a common fellowship area for adults outside the classrooms?

### Size of rooms:

1. Should a variety of room sizes be provided? If so, what would be the maximum and minimum sizes (maximum and minimum attendance)? Adult class sizes often vary widely due to the popularity of the teacher or subject matter being taught. If fellowship (along with the serving of coffee and donuts) takes place in each classroom, the size of the rooms should be larger to accommodate this activity.
2. Should any of the classrooms be dividable?
3. Will there be a need for a “lecture hall” with a tiered floor?

### Room requirements:

1. Large chalkboard or marker board? (mounted to wall? portable?)
2. Extent of counter space for layout of refreshments (coffee, donuts, etc.), name tags, lessons? Locate at rear of room?
3. Cabinet space for teaching materials (will under-counter cabinets be sufficient?)
4. Equip rooms with projector screens and data connections (“Power Point” capability)?
5. Seating arrangements (Chairs only? Chairs at tables?)
6. Bulletin boards needed?
7. Windows?

### Area requirements:

1. Resource room for teaching supplies, curricula, maps, etc.? If a resource room is required, can it be shared with other age groups?

### Other adult ministries / special interest groups:

1. Do any adult ministries that may occur during the week place additional requirements on adult classroom space? (Men's or women's Bible studies, exercise classes, etc.)

## **Building & Grounds**

### Site storage:

1. Define storage needs for any of the following:
  - Church van(s); specify type, capacity.
  - Utility trailer(s); specify size
  - Lawn mowers; specify size
  - Garden tools
  - Seasonal props or decorations
  - Exterior building materials
2. If a garage is desired:
  - a) Should it be attached to the main facility, or detached?
  - b) Should it be air-conditioned, have ceiling or exhaust fans?
  - c) Double or single garage doors?
  - d) Is a workbench/workshop desired?
  - e) Specify plumbing and electrical requirements (sinks, special outlets, etc.)
  - f) Windows? (Would they present a security problem?)

### Building maintenance:

1. Size of room(s) needed to store cleaning supplies, mops, mop buckets, brooms, etc.
2. Size of room needed to store spare lamps for light fixtures, restroom supplies, spare ceiling tiles, spare floor tiles, paint, and other interior building materials.
3. Consider need for interior workshop, with space for desk and phone.

### Landscape maintenance:

1. Determine extent of landscaping watered by sprinkler system.
2. Desired location of lawn sprinkler controls.
3. Location and type of hose bibs.
4. Location of weatherproof electrical outlets. (Will the church have seasonal exterior decorations?)