

PROGRAM OF REQUIREMENTS

**BETHEL LUTHERAN CHURCH**

Bryan, Texas



Bethel Lutheran Church  
A Member of the Lutheran Church-Missouri Synod

***INITIAL DRAFT:*** JUNE 30, 2006  
***FINAL DRAFT:*** AUGUST 30, 2006

PROGRAM OF REQUIREMENTS APPROVAL  
BUILDING PROGRAM FOR PROPERTY ON HIGHWAY 158  
BETHEL LUTHERAN CHURCH

AUGUST 2006  
BRYAN, TEXAS

**RECOMMENDED FOR APPROVAL:**

\_\_\_\_\_  
Chairman, Building Committee

\_\_\_\_\_  
Chairman, AE Selection Subcommittee

\_\_\_\_\_  
Pastor

**APPROVED:**

\_\_\_\_\_  
Chairman, Board of Elders

\_\_\_\_\_  
Congregational President

\_\_\_\_\_  
Date

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*Hold unswervingly to the hope we professed. Let us consider how we can spur one another on toward love and good deeds. Let us not give up meeting together as some are in the habit of doing, but let us encourage one another.  
Heb. 10:23*

According to the Constitution of Bethel Evangelical Lutheran Church of Bryan, Texas, the Bethel congregation is a community of baptized Christians which shall hold membership in the Lutheran Church-Missouri Synod as long as the Synod maintains the theological commitment that the canonical books of the Old and New Testaments are the inspired Word of God and the only rule and faith and life, and all of the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 are a true and sound exposition of Christian doctrine taken from and are in full agreement with the Holy Scriptures.

**Bethel Lutheran Church's mission is declaring the Gospel to those who do not know Jesus Christ as Savior and Lord, calling them into faith, while strengthening the faith of our members and fellow believers.**

The following opportunities are therefore to be provided as necessary to supporting the mission of Bethel Lutheran Church, as outlined in the Constitution: Worship, Nurture, Fellowship, Evangelism, and Service. The Church Building should therefore provide the physical setting wherein these components of Bethel's purpose are carried out.

The 1996 Building Committee of Bethel Lutheran Church recognized that Bethel's facilities at the present site are inadequate to accomplish the mission. A project to upgrade the facilities was therefore undertaken as a stop gap measure with the recommendation to relocate to a more suitable location and property size within ten to fifteen years. The congregation voted to purchase a piece of property in 2001, and the facility upgrade project was terminated.

Bethel's property on Highway 158 includes approximately 12 acres of undeveloped land. This land is being planned to provide facilities for the long term future of the church, for the next generation and beyond. As a point of departure, preliminary planning includes worship, education, and fellowship facilities for double the current worship attendance. In addition, the long range plan includes facilities for a parochial school.

The following characteristics are opportunities that development at the new property provides:

- Facility suitable in size and amenities to support and strengthen the church (people) at Bethel over the next 30+ years to fulfill God's mission for His Church: 1) To take His plan of salvation into the world through the faithful worship of Him (pure preaching of the truth of God's Holy Word in the Gospel and the right administration of the Sacraments); and 2) To equip the saints to take and live that truth in their daily lives.
- Location that responds to population and growth area of Bryan.
- Facility design that provides safety and security for our members, with special concern for children's safety.
- Location that makes it easy for potential new members and visitors to locate and provides greater visibility of the church to the community.

- Facility that creates a favorable impression of the church to visitors and potential members.
- Location which responds to the regional character of our church.
- Facility planned for easy conversion for use of education spaces as dual use rooms to serve both parish education and a parochial school.
- Facility that assists in the retention of members by reinforcing those initiatives that provide a “church home” for our members through ministry opportunities, in addition to creating a safe and secure environment for their families as indicated above.
- Facility that makes accessibility for physically impaired individuals a priority.
- Facility that witnesses to the value the congregation places on faith in the unchanging and everlasting God through the character of the facility design and lasting nature of materials.
- Facility that enhances opportunities for members to come together to learn to live out the faith we share by providing more and larger educational spaces, adequate office space, music rehearsal space, recreation space, and an enhanced worship space.
- Facility that inspires toward reverence, awe, joy, reflection, and “otherness” when coming into the presence of God.

Therefore the Building Committee is dedicated to planning a long range development of the property that looks to address the needs of future generations of the church by providing the highest and best design and construction of facilities. These facilities will, to the best of our ability in our limited human condition, inspire, enhance, and foster Bethel Lutheran Church to live out our faith through worship, education, fellowship, and service.

**COORDINATION**

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Mr. Peter J. Schmid, Chairman, Bethel Lutheran Church Building Committee, [Telephone: (979) 458-7051; Email: pete-schmid@tamu.edu] will serve as the User Representative for Bethel Lutheran Church during the design phase. References to "Owner" refer to Bethel Lutheran Church as a whole, but correspondence and questions from the Project A/E will be submitted to Mr. Schmid or his designated representative.

Mr. Jimmy Dunn, Chairman of the Architectural Selection Subcommittee, [Telephone: (979) 845-2180; Email: jd-dunn@tamu.edu] will serve as the alternate User Representative for Bethel Lutheran Church during the design phase.

**BUILDING COMMITTEE MEMBERS**

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- Mr. Peter J. Schmid, Chairman
- Rev. Neil Bockelmann, Pastor
- Mr. Jimmy Dunn
- Mrs. Susan Gade
- Mr. Tim Gade
- Mr. Doug Koebernick
- Mrs. Betty Moerbe
- Mr. Randy Moerbe, Director of Christian Education
- Mr. Dick Riess
- Mr. Foster Ullmann

**DESIGN TEAM**

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The Project Architect/Engineer (A/E) team assembled for this project must include registered individuals knowledgeable and experienced in the usual architectural, landscape architectural, civil, surveying, geotechnical, structural, mechanical, plumbing, electrical, audio/visual, and data/telecom disciplines as required for the design of this facility. The selected team is responsible for using sound planning and engineering principles in the development of the design. Refer to Design Team section of the Administrative Procedures for additional information concerning team member participation.

The Project Architect/Engineer is expected to provide leadership of all design meetings and provide minutes within five (5) working days of the meeting.

The Project Architect/Engineer is expected to perform all engineering analyses and make recommendations concerning foundations, civil, structural, mechanical, plumbing, electrical and any special system required for the proper design of this project as appropriate.

The Project Architect/Engineer is expected to design the requested facilities for function, flexibility and compliance with the latest versions of the various applicable codes and standards.

The Project Architect/Engineer is expected to consult with the Building Committee to develop a feasible Construction Schedule.

## **Bethel Lutheran Church**

## **PROJECT TEAM**

The Project Architect/Engineer is expected to develop final drawings and specifications for the competitive sealed proposal process and construction including any separate bid packages as may be required to enhance the overall development of this project or to meet budgetary constraints. These documents shall be complete with all design disciplines fully coordinated prior to submittal for detailed design review.

The Project Architect/Engineer is expected to assemble and submit all necessary documentation concerning this project to City, State and Federal agencies as required.

The Project Architect/Engineer is expected to consider the mechanical, electrical and functional requirements of movable and fixed equipment listed in *Requested Facilities* in the arrangement of spaces within the building.

The Project Architect/Engineer is expected to provide written reports during the design phase to demonstrate an adequate investigation of various technical issues. See REPORTS in the Administrative Procedures section.

At each presentation phase of the design work, the Project Architect/Engineer is expected to present and/or discuss the anticipated construction costs, derived by a competent professional cost consultant, and options available.

The Project Architect/Engineer is expected to provide a scale model, glazed and framed colored perspective rendering(s), digital copy(s) of rendering(s), color slide(s) of the rendering(s), and color photograph(s) of the rendering(s) which will fix and illustrate the size and character of the project as to materials, structure, and overall appearance. Exact requirements for model and renderings shall be determined and specified in the A/E Contract.

The Project Architect/Engineer is expected to be involved in the bid proposal and evaluation phase. This project will utilize the Competitive Sealed Proposal process to procure a Contractor. The Building Committee will establish the dates for advertising, pre-proposal conference, and proposal opening in consultation with the Project A/E. Refer to the BIDDING AND CONTRACT AWARD STAGE in the Project Milestones section.

The Project Architect/Engineer is expected to be involved in the administration of the construction contract. Refer to the CONSTRUCTION ADMINISTRATION in the Project Milestones section.

The following is a selected bibliography of literature consulted in preparation of this Program.

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Bergendoff, Conrad. The Church of the Lutheran Reformation: A Historical Survey of Lutheranism; St. Louis: Concordia, 1967.

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Commission on Church Architecture of the Lutheran Church–Missouri Synod, The. Architecture and the Church; St. Louis: Concordia, 1965.

Commission on Worship of the Lutheran Church-Missouri Synod, The (Precht, Fred, Ed.). Lutheran Worship: History and Practice; St. Louis: Concordia, 1993.

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Cram, Ralph Adam. Church Building; Boston: Marshall Jones Company; 1924.

Horn, Edward T. "The Application of Lutheran Principles to the Church Building", in Memoirs of the Lutheran Liturgical Association, Vol. VII 1904-1905; Pittsburgh, 1905.

Horton, Michael S. "Why Sacred Space Matters" in *Modern Reformation*, May/June 1998.

Huffman, Roger. "Informal Formality" in *North Atlantic District News* (WELS), October 1999.

Kretzmann, Paul. Christian Art in the Place and in the Form of Lutheran Worship; Concordia: St. Louis; 1921.

Maier, Dr. Walter A. "Keep America Christian" in For Christ and Country: Radio Messages Broadcast in the Ninth Lutheran Hour; St Louis: Concordia, 1942.

Reed, Luther D. The Lutheran Liturgy: A Study of the Common Liturgy of the Lutheran Church in America; Philadelphia: Muhlenberg Press, 1947

"To the Glory of God and the Salvation of Man: On the Dedication of the Sanctuary of Our Savior Lutheran Church, Houston, Texas". June 25, 2000. Dr. Laurence L. White, Senior Pastor. Web site: <http://www.osl.cc/ff/architechure.html>

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**GENERAL**

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This Program of Requirements (POR), or Program, identifies the elements to be included in the proposed new church facilities for Bethel Lutheran Church to be located at the new property located on Highway 158 in Bryan, Texas.

**The POR is intended only to establish basic design criteria. The Project A/E design team shall make professional evaluations of design problems and issues related to this project, analyze the advantages and disadvantages of each evaluation, and recommend the solution in the conceptual and preliminary designs.** The Project A/E is responsible for the design and arrangement of building components and spaces to provide aesthetically pleasing and functional spaces and to identify additional support spaces as might be required. Detailed studies by the Project A/E will be required during the design phase to establish the most economical and efficient use of site, use of materials, and construction methods in order to obtain the requested facilities within an approved budget.

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**PLANNING CONCEPT**

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This project includes the development of a master plan for facilities projected to meet long range (30+ year) needs and design and construction of first phase facilities for Bethel Lutheran Church. Initial concepts will include all spaces that make up the long range master plan. Continued design will be required only for the Phase One building program for which the budget included in this POR has been prepared.

This facility shall be designed to reflect the intent of the architectural character of the master-planned church building complex. As such, the design of this project will serve to refine and firmly establish the guidelines for architecture, landscape elements, parking and pedestrian elements, and utilities infrastructure for future development.

As the Phase One project is the first of a multi-phase development of the new home of Bethel Lutheran Church and School, consideration must be made for the relationships of the spaces contained in this project relative to future project spaces. While certain functional solutions are suggested by this Program, the Project A/E will analyze the space relationships, evaluate alternative solutions, and develop these into conceptual presentations with recommendations as to those solutions that provide advantageous operational features.

An important goal for this development is that it be distinct from secular buildings, that is, that it "look like a church". This goal is not based on strictly aesthetic or nostalgic reasons. The church, especially the worship space, speaks in physical terms to what is believed. According to one non-Lutheran writer, changes made to Medieval cathedrals following the Reformation were not for aesthetic reasons but for theological concerns:

"The Reformers were acutely conscious of the power of architecture and the constant message that it held for the people." A theatre-style already announces a church's view of God and how one relates to this God, as does a cathedral in which the congregation is separated from the liturgical action of the priest and choir up front. "Church architecture is therefore first and foremost a matter of theology rather than a matter of style." According to these authors, Reformed

churches tended to lose their confessional distinctiveness first by adopting the eclectic architectural styles of American churches. "Architecture, however, must be a liturgy in working out the theology of a church in its physical structure. Just as liturgy is theology in action, so architecture is theology in material structure." ("Why Sacred Space Matters", Michael S. Horton. Quotations from Christ and Architecture, Bruggink and Droppers)

Because church architecture is a "matter of theology rather than a matter of style", the members of Our Savior Lutheran Church (LCMS) in Houston adopted the following strategy concerning the design style for the new Sanctuary constructed in 2000:

This church building is a declaration of faith by the members of Our Savior Lutheran Church. It is an affirmation in wood and stone, steel and glass, of our steadfast resolve to believe, teach, and confess the saving truth of the Bible and the Lutheran Confessions. At the inception of the planning process for our new sanctuary, the congregation unanimously adopted the following resolution: "To design a sanctuary whose external appearance and internal arrangement distinctively express our firm commitment to the doctrinal heritage of the Lutheran Church and are consistent with architectural expressions of that theology in historic Lutheran Church buildings both in Europe and in the United States." The resolve to build a deliberately Lutheran Church has governed the entire planning and construction process. The design of this building is an embodiment of that which we believe about God, His people, and their interaction in the Divine Service. ("To the Glory of God and the Salvation of Man", Rev. Dr. Laurence L. White)

The design style employed for Bethel Lutheran Church should be thoughtfully determined to support and enhance our belief concerning God and His Church. For good reason, ecclesiastic architecture experts have for years called for church architecture to be designed in an historic "Christian" style, typically reflected in Gothic, Romanesque, Basilican, or in some cases, Renaissance. Historic styles with a pagan history and association, such as Classical or Greek Revival are not considered appropriate. On the other hand, especially in modern times since the latter part of the 20<sup>th</sup> century, much argument has been promulgated to use more contemporary forms in expressing Church architecture. For reasons stated above, this approach should be cautiously approached. The Project AE should investigate multiple styles and approaches for the design of Bethel Lutheran, and should present options to be considered.

Another consideration is that the design express the permanence of the Church. "The building should express dignity, sincerity and durability in every feature of material and construction. Representing the Church of Christ, and its unchanging faith in a changing world, and sheltering a congregation with a life exceeding that of any single generation, it must express lofty ideals, churchly tradition and permanence." (Reed, Church Principles in Church Architecture, p. 6)

The church should inspire. "Conscience, instinct, impulse, all urge us to glorify, with the

extreme of our power, the sanctuary of the Lord.” (Cram, Church Building, p. 7) The design of the Church, if done properly, should serve to inspire us to meditate on the things of God. Architecture and art should be used to “lift men’s minds from secular things to spiritual, that their souls may be brought into harmony with God.” (Ibid, p. 8)

**CIVIL/SITE DEVELOPMENT**

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Site development will consist of roads, service drives, emergency access paths, handicapped accessibility routes and parking, parking and area lighting, screened area for refuse collection, sidewalks and utilities as necessary. Landscaping and irrigation work will be included with the building construction contract. Irrigation design will include site irrigation, sleeves under paved area, controls and other provisions.

Site areas that are disturbed during construction should receive grass cover to maintain aesthetic quality. Grass in the Contractor storage area shall be maintained and the area shall be kept free of litter.

The site shall be graded to provide positive, storm water drainage away from improvements to new/existing storm water or natural drainageways of adequate capacity.

Site development shall include all facility spaces and appurtenances as required to connect to existing utility systems.

The Project Architect/Engineer is expected to provide full surveying and geotechnical services. Utility maps and any associated record drawings are expected to be provided from the AE’s investigative research for the associated master plan project.

The Project Architect/Engineer is expected to consider the adequacy of existing utilities and their possible extensions and/or rerouting.

The Project Architect/Engineer shall include plan and profile sheets in the design documents for any new sanitary sewer, water, and storm sewer lines.

The Project Architect/Engineer is expected to develop a Storm Water Pollution Prevention Plan (and associated specifications and instructions to the Contractor) as required to comply with the Texas Commission on Environmental Quality’s Pollutant Discharge Elimination System (TCEQ/PDES) “Storm Water Discharge from Construction Activities” requirements to protect existing streets and storm drainage systems from construction runoff.

**ARCHITECTURAL**

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**GENERAL CONSIDERATIONS**

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Design exterior and interior walls to using functional, energy efficient, economical and durable materials. All glazed areas are to be completely protected from direct sun exposure during the cooling season and direct wind and rain damage due to severe storms. Frames shall be thermal break with durable finish and glazing. Natural lighting and exterior views are desired in public spaces where appropriate and in offices.

Provide corridor space of adequate width for free traffic flow at peak periods lending access to all functional areas of the building. Provide corner protection on all exterior corners. Provide barrier free access to functional spaces from corridors.

Provide acoustical treatment in all walls and above ceilings to control sound transmission and as required for effective verbal communication. All vibrations should also be controlled.

Interior materials shall be as identified in the *Requested Facilities* section of this POR. The materials and methods of construction employed should be proven in terms of durability, requiring only routine maintenance. Finishes must withstand a high volume of pedestrian traffic that will occur in the building. Materials should be selected appropriate to the building function, and be coordinated with the materials of surrounding buildings. Custodial care and ease of repair and replacement must also be factors affecting material selection. Materials used in high visibility areas should be designed to create a lasting impression while maintaining a balance with sustainability and functionality.

Provide interior graphics on each door, and building directional graphics as required and in keeping with existing graphics and signage standards used in the building. Provide tactile graphics for the handicapped as required by handicap accessibility rules and guidelines.

Base Cabinet and Shelves (generally in work rooms, storage, other utility areas): Unless otherwise noted, "Base Cabinets" are 34" high x 24" deep x lineal footage stated with durable counter top and 4" splash, adjustable shelves and doors below, and on wall above. Materials, design, etc. shall be in keeping with room type designation. Use plywood construction; particle board is not acceptable. Provide appropriate percentage of "accessible" cabinets and counter as required by the TAS guidelines.

**Establishing the Finish Floor Elevation**

In order to better ensure the proper first floor elevation, the A/E is requested to set the floor elevation from interpretations of the existing and proposed finish grades and contours and after assuring for proper drainage around the building and accessible pathway from parking to building access points. Assure accessibility compliance for all building egress points and accessible pathway – Change Orders to correct non-compliant design will be borne by the A/E.

**Sun and Glare Control**

It is desired that all glazed areas be protected from direct exposure to the sun during all seasons. Provide appropriate sun and glare control devices in construction contract.

**BUILDING AREA CALCULATIONS**

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Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. The gross area includes all floored spaces from ground level through top floor. It includes basements (except unexcavated portions), attics, garages, enclosed porches,

penthouses, mechanical equipment floors, lobbies, mezzanines, balconies (inside and outside) utilized for operational functions, and corridors (provided they are within the outside face lines of the building).

The sum of floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces including attics, basements, sub-basements, penthouses, mechanical rooms, etc. These are areas with six foot six inch clear headroom or areas with lower ceilings that are usable for storage or other purposes.

Gross area does not include open courts and light wells, or portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height.

Net Assignable Area is defined as the sum of all areas within the interior walls of rooms on all floors of a building assigned to, or available for, assignment to an occupant or use, excluding unassignable space.

The Unassignable Area of a building is the sum of space within a building not assigned to directly support academic programs. Unassignable areas include:

- Entrances
- Corridors
- Stairs
- Elevators and Elevator Equipment Rooms
- Public Restrooms
- Janitorial/Custodial Facilities
- Mechanical/Electrical/Telecommunications Equipment Rooms
- Mechanical Penthouses

ACOUSTICAL QUALITY

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The Project Architect/Engineer is expected to consider acoustic design principles where mechanical or other noise might interfere with building function, users' comfort or staff office functions, or where acoustic isolation is otherwise warranted. Analyze each space or room for the purpose of insuring acoustical quality and vibration control.

The A/E is charged with achieving a good educational environment in his design product to include worship and educational spaces, offices, and corridors. Noise Criteria (NC) figures for different spaces should be as follows: (Based on ASHRAE Handbook Systems)

| <u>Space</u> | <u>Criteria</u> |
|--------------|-----------------|
| Offices      | NC-30           |
| Corridors    | NC-45           |
| Classrooms   | NC-35           |

Libraries NC-30

Acoustical performance of general usage partitions should be equal to or greater than the following Sound Transmission Class (STC) ratings: (Based on Uniform Building Code 1982 and U.S. Dept. of HUD requirements)

| <u>Partitions dividing:</u> | <u>Criteria</u> |
|-----------------------------|-----------------|
| General Offices             | STC-40          |
| Pastors' Offices            | STC-50          |
| Classrooms                  | STC-50          |
| Sanctuary                   | STC-55          |

Some partitions may require greater acoustical performance to achieve a given NC in a space depending on specific situations, for example, a partition separating a mechanical room and classroom.

MECHANICAL, ELECTRICAL AND TELECOMMUNICATIONS ROOMS

Provide adequate floor space and ventilation as required for mechanical, interior electrical, and telephone equipment. Ensure adequate space and appropriate placement of equipment and access doors and panels to facilitate ease of maintenance and servicing.

In mechanical rooms, slope entire floor 1/16" per foot minimum uniformly to floor drains. Insulate rooms for sound reverberation and transmission. Key mechanical and electrical rooms shall be keyed for maintenance master key only. Key telephone rooms shall be keyed for service by telephone company and designated maintenance supervisors only.

Electrical and telecommunications rooms *shall be vertically stacked* and shall not be located adjacent to stairwells or restrooms. No mechanical ductwork or any means of liquid conveyance shall be allowed through either room. Provide a minimum of one telecommunications/data room with a minimum interior width of eight feet per floor.

Telecommunications rooms shall be located away from mechanical rooms to minimize interference with main ducts. The A/E shall provide a one-quarter inch scale plan drawing of this project's telecom room with the Preliminary Design submittal.

MOVABLE FURNISHINGS

New movable furniture will be purchased by the Owner. The Architect is to make furnishings design, colors, and materials to be coordinated with the building design and provide recommendations in a report format.

AUDIO-VISUAL EQUIPMENT

Certain spaces listed in the *Requested Facilities* require audio-visual equipment. This equipment will be furnished and installed as part of the construction contract unless otherwise

noted. This contract will provide the necessary power and signal conduit and wiring, outlets, raceways and other built-in items that must be installed as the facility is constructed for items that will not be purchased and installed at this time.

The A-V consultant on the Project A/E's team should select and specify the equipment to be purchased and coordinating the installation with existing equipment that will be used. Provide in a report for future purchases.

**BUILDING SECURITY**

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It is anticipated that this building or portions thereof will be open 7 days per week. In order to limit staff and operating expense for late night hours, the building layout should permit easy shutdown and securing of spaces when not in use.

Verify security requirements with the User.

**STRUCTURAL**

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Design the most economical system adequate for building loads, soils loading capacities and shrink/swell characteristics.

Provide a building structural system with minimum floor loading capacity of 100 pounds per square foot throughout the building unless required to be heavier by codes and/or functional loading. **All floors are to be structural and no floors are to be supported on grade. Crawl space, a mud slab on all crawl space area and necessary drainage and ventilation are required where piping is below the floors.**

Based on analytical study of alternative methods, materials, schedules, and local constructability, design the most economical and functional foundation, structural framing, and wall systems to accommodate the requirements of this facility and meet local requirements of applicable codes and standards.

**MECHANICAL/HVAC & PLUMBING:**

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The building thermal utilities, chilled and heating water, shall be supplied stand-alone systems in this project. Extension of other utilities (waste systems, natural gas, and domestic water supply) to the building is also part of this project. Domestic hot water shall be supplied for custodial and rest rooms and other areas specified by the Owner or required by code.

**SPACE CONDITIONING**

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Provide comfort conditioning year round for all spaces listed in *Requested Facilities* except mechanical rooms and custodial spaces. Custodial spaces shall be conditioned via an exhaust system. HVAC systems are to be selected, zoned, and designed to efficiently and effectively control the heat and humidity gain (or loss), and gains due to lighting, equipment, personnel, other spatial loads, and building exposures. Provide separate systems where peak load timing or functional use so dictates.

Zones shall be grouped according to peak loading and exterior orientation for the zone. Mixing of spaces that do not share a common orientation or usage is discouraged except in the use of

Variable Air Volume (VAV) systems supplying a common exterior area and adjoining interior space.

The Design Team shall consider systems such as: hydronic water chillers and heating water boilers, variable air volume air handling units, variable speed pumping, dedicated outdoor air handlers, energy recovery systems, and other accepted and normally utilized strategies to provide an energy efficient building to meet the Indoor Air Quality requirements of ASHRAE Standard 62-2001, *Ventilation for Acceptable Indoor Air Quality*. Consultant shall evaluate the requirements for outdoor air requirements in accordance with ASHRAE 62-2001, addendum n.

**VENTILATION**

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Provide power ventilation for restrooms, custodial areas, copy rooms, mechanical spaces, and other areas where required if there is the possibility of excess heat build-up, as required by code, and by the intended use of the space. The Design Team shall consider the efficiency of the ventilation equipment in their design. Fans and blowers shall be sized for a minimum of 40 percent static efficiency.

**PLUMBING**

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Provide necessary services, piping, connections, fittings, and fixtures for floor drains, drinking fountains, custodial floor sinks, work room sinks, and toilets as listed in the *Requested Facilities* and required for complete building functions. Provide a single hose bibb with a lock shield under the lavatories in each restroom.

**MECHANICAL EQUIPMENT ROOM**

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Provide mechanical equipment room and chases as required for equipment and for maintenance, and insulate for sound attenuation. All mechanical equipment, controls and valves should be easily accessible with major items at floor level (i.e., not suspended from the ceiling) with a minimum of 2'-0" clear walk space around equipment adequate room for pulling coils. Recess floors 1½", ramp at doors and provide sufficient floor drains to prevent flooding of building in the event of pipe breaks.

Floors shall be uniformly sloped to floor drain(s) at a minimum of 1/16" per foot. Provide dedicated 120 VAC duplex electrical outlets for maintenance equipment and separate mechanical keying.

Provide hose bibb in each mechanical room for coil washing.

Provide supply air into each mechanical room for tempering the air in the space. This may be accomplished with a "spin-in" and manually adjustable damper and branch duct or a variable air volume terminal located in the mechanical room.

**HVAC SYSTEM ACOUSTICS**

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Provide sound traps in the ductwork, noise suppression devices in the design of piping and equipment and consider other acoustical or vibration control as required.

Variable Air Volume (VAV) terminals and fan powered VAV terminals shall be sized to have a Room Criteria (NC) rating so that the final discharge or radiated sound pressures do not exceed the recommended values in Table 11 of Chapter 7, *Sound and Vibration*, of the 2001 American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. (ASHRAE) *Fundamentals Handbook* and the ACOUSTICAL QUALITY section of this Program of Requirements.

Fan powered VAV terminals shall be located outside of any noise sensitive areas if possible. More stringent criteria may be required in some areas. Corresponding requirement for sound attenuation shall apply to the VAV terminals and fan powered terminals serving these areas.

**FIRE PROTECTION**

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Provide sprinklers, fire extinguishers, and stand pipe systems as required and in accordance with NFPA Standards and the current Life Safety Code (NFPA 101).

**ELECTRICAL**

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Electrical service to be designed by the A/E for this facility will include all of the following items as required: power manholes, medium voltage switch, medium voltage conductors, sump pump, connections to existing medium distribution system, underground ducts, secondary distribution, motor generators and power metering in accordance with local requirements.

**REQUIRED ELECTRICAL EQUIPMENT ROOMS**

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All electrical panel boards, switchboards, transformers, transfer switches, contractors, etc., shall be located in dedicated electrical rooms. There will be one main service entrance electrical room with satellite electrical rooms as required. All rooms shall have direct access from a corridor. No room may be accessed through an electrical equipment room. Service entrance switchgear shall be front and rear accessible. Electrical rooms shall stack in a vertical plane.

Exception: Motor control centers, disconnect switches and panel boards that serve mechanical equipment located in a mechanical or pump room may be located inside a mechanical room. Variable Frequency drives may be located in mechanical rooms providing that these rooms are conditioned spaces.

Provide two means of egress from electrical rooms if required by the National Electrical Code.

Panel boards and branch circuits shall serve electrical loads located on the same floor as the panel board.

All equipment rooms shall be sized to accommodate the required equipment plus reasonable future growth.

It is anticipated that this building will be a fully sprinklered building. NFPA 13 - 4.13.10 allows an exception for electrical rooms. Comply with the requirements of this exception and do not provide sprinklers in the electrical rooms.

Grounding will be in accordance with provisions of the National Electric Code. Low resistance ground fields will be provided for computers, electronics and as required. Provide a grounding riser diagram that shows the interconnection of all grounded and ground connectors to ground rods and the counterpoise system.

Voltages listed in this POR are nominal values. Exact electrical requirements for all outlets and equipment connections listed in Requested Facilities will be determined by the Project A/E in consultation with the User.

ELECTRICAL OUTLETS AND POWER CONNECTIONS

Provide outlets in each area in accordance with the National Electric Code and for fixed and movable equipment as listed in Requested Facilities and as determined during design. Exact requirements for outlets and connections will be determined by the Project A/E in consultation with the User.

All branch circuits serving computer loads shall originate from a computer grade panel board.

LIGHTING

General lighting levels shall be in accordance with ASHRAE Standard 90 (latest edition). All fluorescent ballast shall be electronic with less than 10% THD.

INTERIOR LIGHTING

Generally, interior lighting shall be energy efficient fluorescent fixtures applicable to the requirements of each area. See *Requested Facilities* for special lighting requirements. Use of incandescent lighting will be held to a minimum. Where dimming is required, use fluorescent fixtures for general lighting and incandescent fixtures for dimming. Ballast and/or fixture noise is to be held to a minimum.

EXTERIOR AND SITE LIGHTING

Provide exterior lighting at entrances, pedestrian walkways, and other locations as required.

ADDITIONAL LIGHTING AND OUTLET CONSIDERATIONS

Lighting should be troffered, recessed fluorescent fixtures, unless otherwise specified in the Requested Facilities. All fluorescent lamps shall be T8 or compact fluorescent.

Electrical outlets should be generously distributed throughout the buildings. However, the requested flexibility will require particular consideration for placement, especially of special purpose outlets.

All 2' x 2' and 2' x 4' light fixtures shall be supported by/to hanger wires attached to opposite diagonal corners and to the building structure.

The use of custom fixtures is discouraged.

All ballasts shall be UL rated CMB Certified, rapid start electronic and generate less than 10% THD.

Instant start ballasts are not allowed.

**EMERGENCY LIGHTING AND POWER**

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Provide emergency lighting and exit lights as required. Emergency lighting shall comply with current fire and safety codes. Provide emergency power to areas and equipment required by regulation and guidelines. The Project A/E shall perform a code analysis and a life cycle cost economic evaluation of the source for emergency power to determine if a standby generator is required.

**SPECIAL SYSTEMS**

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**LIGHTNING PROTECTION**

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The A/E will evaluate the building envelope and design an appropriate lightning protection system as required by NFPA for a Class II installation.

**FIRE DETECTION AND ALARM SYSTEM**

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The Fire Detection and Alarm System shall be designed in accordance with requirements of the pertinent sections of the National Fire Codes by a firm registered in the State of Texas and whose employees have a valid fire alarm planning superintendent's license or fire alarm technician license issued by the State Fire Marshall. All material shall be approved by Factory Mutual Laboratories and Listed by Underwriter's Laboratories. Compliance with Article 5.32-2, Texas Insurance Code, is required.

1. Provide a complete and functional fire alarm system.
2. If the planned building is considered an Assembly occupancy, voice annunciation will be required in most areas.
3. Comply with TAS regarding the location of audio-visual and visual devices.
4. Provide connections to the energy management system for upward reporting.
5. Fire detection and alarm systems shall be addressable and comply with NFPA and provisions for the handicapped.
6. Provide synchronized strobes.

**INTERCOM, TV, AND AUDIO SYSTEMS**

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Coordinate all requirements for intercom, video, and audio equipment with the Owner. Provide power outlets, conduit, wire and grounding as required. As a minimum, provide

a sound system and all reasonable infrastructure for audio-visual equipment and appurtenances for all classrooms, meeting rooms, and auditoriums whose seating capacity exceeds 50 seats.

**TESTING**

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The Contractor shall perform the following tests with the owner as a witness:

1. Fire Alarm System - Test each and every device and feature for complete functionality. A Gemini smoke generator shall be used to test each smoke detector while in its installed position. All testing to be in compliance with all NFPA and State codes.
2. Emergency Generator - Perform a four hour load bank test on the generator. Record all temperatures and pressures at appropriate time intervals. If the generator stops during the test the test shall be run again for the full four hours. Contractor to refill all fuel tanks upon completion of the tests.
3. Telephone and Data Systems - The Contractor shall test the computer (data) and telephone wiring systems for conformance with the TIA/EIA 568-A category 6 wiring standards. Provide written test results and the point to point wire schedule in Excel format on CD

**PRE-DESIGN/PROGRAM VERIFICATION**

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The first step in the design process will be a design initiation meeting, to be attended by the Building Committee and all lead designers of the Project A/E consultant team.

Project scope, schedule, and budget will be reviewed. The design team is expected to meet with the Building Committee and specific user groups on this and other occasions as necessary to verify and refine if necessary the Program requirements.

**MASTER PLAN/INITIAL CONCEPTS**

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The first major work product will be a Master Plan for development of the site. The Master Plan should show the total development of the site (in accordance with this Program) for construction in multiple phases.

The Master Plan should be in terms of mass building areas, arrangement, circulation, etc. The Project A/E is expected to develop and present a minimum of three site development options as well as conceptual floor arrangement schemes and corresponding massing studies showing the functional relationship of spaces identified in this Program and through subsequent discussions with using personnel. The site location is included in the *Exhibits* section of this POR.

Siting options shall include an analysis of site circulation including vehicular and pedestrian access, locations and recommended tie-in locations to site utilities, and an initial analysis of building code requirements, zoning restrictions, flood plain areas, and environmental permitting requirements.

The Master Plan should establish preliminary architectural guidelines and a recommendation of the appropriate architectural style to employ. Include in a "Basis of Design" document that includes architectural guidelines, site analysis, planning principles, utility system design narratives, tabulation of areas relative to the POR area program, drawings, etc.

**CONCEPTS**

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Early in the design schedule, the Project A/E is expected to develop and present several siting options as well as multiple conceptual floor arrangement schemes showing the functional relationship of spaces identified in this Program and through subsequent discussions with using personnel. These concepts must also include interior building elevations and other sketches of an explanatory nature. The site location is included in the *Exhibits* section of this POR.

Siting options shall include an analysis of site circulation including vehicular and pedestrian access to the building. Also, location and access to required utilities shall be indicated. Functional requirements and work-processes of the User shall be considered.

For a typical building project a minimum of three concepts meetings beyond the project initiation meeting will be required. The first concepts meeting at a minimum will explore possible ways to place the building on the site and begin to explore the building mass. The second concepts meeting at a minimum will explore arrangements of the individual spaces,

including required support spaces, and building elevations. Each concepts meeting may involve multiple presentations to various groups and committees.

Drawings for the first two concept meetings can be in rough form, such as butter-paper sketches, since revisions will probably occur. Computer imaging and modeling is encouraged. Hardcopies of all concepts to be presented are required. All major consultants should be present as appropriate to the level of development, as well as any other consultant whose work is critical to the design.

At each of these initial concepts meetings the Project A/E shall prepare and present a minimum of three (3) different schemes. At the end of each of the meetings the Project A/E will have a direction from the Owner for the next concepts meeting.

The third or final concepts review meeting will determine the arrangements of all building spaces as well as the exterior appearance of the building. The final concepts review meeting will occur one (1) week after the submission of all required materials. The final concepts drawing submission will include a site plan, floor plans, major building section and elevations. Also, included in the final concepts submission will be a narrative that describes site and utility requirements, the structural and mechanical system, the exterior materials and a cost estimate.

The A/E will not proceed to Preliminary Design until all requirements for Concepts have been satisfied and approval of Concepts has been received.

#### Minimum Requirements for Final Concepts Submittal

- Site plan showing building footprint, adjacent buildings, nearest parking, access and site improvements.
- Floor plan(s) showing room layout, room names, net and gross square foot per floor
- At least one major building section showing floor to floor dimensions. Other sections as necessary to illustrate any special spaces in the building.
- At least two exterior elevations of the building.
- At least two exterior perspectives of the building.
- Narrative describing the exterior materials, utility access points and anticipated structural and mechanical systems for the building.
- A cost estimate is required for this phase.

#### PRELIMINARY DESIGN

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Preliminary Design is very similar to Design Development as outlined by the American Institute of Architects.

The approved concept shall be developed into Preliminary Design documents sufficient to fully reveal all aspects of the project. This will include all items to meet the User's needs, and development of all facility components to fully illustrate the proposed aesthetics, construction,

systems, utilities, services, and accessories.

Between the final concepts approval and the submission of preliminary design most projects will require one or more meetings to identify the full requirements for data/telecommunications, audio visual systems, security systems, food service requirements, etc.

Results of these meetings must be documented in a narrative describing systems and identifying the scope that will be in the project. Include in an updated Basis of Design document.

All submitted documents shall be complete and coordinated between design disciplines.

The A/E will not proceed to Preliminary Design until all requirements for Concepts have been satisfied and approval of Concepts has been received. Completed preliminary design documents are a result of a completed product and are not a function of time or duration of work.

Requirements for Preliminary Design Submittal:

- Site plan(s) showing all site conditions, new site development, contours, all existing and new site utilities.
- Landscape plan(s) showing plant materials, irrigation zones and site accessories.
- All floor plans showing dimensions, door swings, room number and title, room net square foot and programmed square foot, equipment layout, furniture layout and rated walls. Refer to the Design Criteria section of this manual for instructions on room numbering.
- All major exterior elevations with materials indicated. Samples of all major exterior materials must be available at the Preliminary Design Review Meeting.
- Building sections along with typical interior and exterior wall sections
- A preliminary room finish schedule
- Typical casework elevations and sections.
- If the building includes laboratories, provide an enlarged plan of typical laboratories and typical casework elevation and section
- Foundation plan
- Typical structural floor plan(s)
- Roof plan if structurally different from floor plans
- Typical structural wall section(s)
- Mechanical and electrical site plan(s) showing all utility connections, extensions and/or relocations.
- Mechanical floor plan(s) showing single line layout of ducts with size of duct and vav boxes indicated.

- Enlarged floor plan(s) of all mechanical rooms showing all equipment and maintenance areas.
- Plumbing floor plan(s) showing all fixtures and piping with pipe sizes indicated.
- Electrical floor plan(s) showing typical light fixture layout and power layout.
- One line diagram of electrical system showing transformer, switchgear, breakers, emergency generator, panelboards, etc.
- Floor plan(s) showing typical data/telecom and audio visual layouts.
- Enlarged plan(s) showing layout of all data/telecom rooms, and rooms that will have audio visual equipment.
- Other drawings as required to fully illustrate the project.
- Narrative descriptions of products, materials and systems to illustrate the level of quality intended.
- Preliminary sequence of operation for the building's mechanical system.
- Reports as required in this POR
- A cost estimate is required for this phase. Refer to COST CONTROL of the Administrative Procedures section for specific requirements and format for the estimate. The Base Bid scope for the design should include all systems necessary for a fully complete bid package. The Project A/E is to recommend Additive Alternate items that will contribute to the building usefulness for the bid contingency plus another 5% of the budget in the event bids are lower than estimated.
- A powerpoint presentation of the project that includes the site plan, floor plan(s), building sections, building elevations, and exterior perspectives. The exterior perspective in the powerpoint presentation can be a digital copy of the framed perspective.

After approval of the Preliminary Design, the A/E shall furnish the following if required by contract:

- Presentation rendering(s) shall consist of an exterior view and/or interior view, drawn in perspective, at a scale of sufficient size (24" x 30" min.) to convey a true representation of the design of the project without distortions that would give misleading impressions. Landscape features together with existing structures should be indicated in a realistic manner. The perspective, professionally prepared, may be rendered in any color media, provided suitable reproductions can be made from the media selected and it shall be glazed with non glare glass and framed. The name of the project, location, and the name of the A/E shall appear along the lower edge of the perspective. Photographs of models are not acceptable.
- The A/E will provide a detailed scale model of the project, in order to give a better understanding of the project as to scale, proportion, mass, or location, indicating fenestration, exterior material, color, trim, walks, drives, parking, and major landscape

features. The model shall be mounted on a wood base and protected with a plastic cover. Scale shall be determined by the A/E and the Owner, however, the overall dimension should not exceed 48" x 48".

## DETAILED DESIGN

Detailed Design is very similar to Construction Documents as outlined by the American Institute of Architects.

When authorized by the Owner, Detailed Design documents for construction of each bid package may proceed based upon the approved Preliminary Design, which will include comments received by the Project A/E at the Preliminary Design Review Meeting.

## PROGRESS MEETINGS

As soon as floor plan changes from the Preliminary Design have been completed these floor plans need to be reviewed by the Owner. This review will also confirm and establish the final room numbering scheme for the building.

The project time schedule identifies interim progress meetings for examination of Detailed Design documents by Facilities Planning and Construction staff generally at 50% and 90% stages of completion. These meetings do not constitute approval of documents to date, but are for the purpose of answering questions and resolving problems. The Project A/E is required to provide the Owner a letter that indicated the percentage level of completeness of each disciplines' documents. This letter must be presented to the Project Manager no later than the beginning of the review meeting. Payment for these two interim reviews is based on the Owner's opinion of the overall completeness of the documents.

During the 50% detailed design meeting the Project A/E needs to present to the Owner and others at least two interior color schemes for comments. Updates and refinements to the mechanical systems sequence of operation need to be presented for comment. Also, during the review the team must review cut-sheets of all major elements of the design and pieces of equipment with the Building Committee. Examples of these are curtain wall systems, fixed seating, audio visual equipment, air handling units, variable air volume boxes, plumbing fixtures and light fixtures. Verify list of items requiring cut-sheets with Owner.

During the 90% detailed design meeting the Project A/E needs to present to the Owner and others the revised interior color scheme for comments. Updates and refinements to the mechanical systems sequence of operation need to be presented for comment. Also, during the review the team must review revised cut-sheets of all major elements of the design and pieces of equipment with the Building Committee.

A 100% Detailed Design review meeting will be scheduled by the Owner to include the A/E and his consultants and the appropriate reviewers for a detailed discussion of comments. All comments from the detailed design review meeting shall be incorporated

into the final documents prior to issuance to bidders. No lengthy addendum to correct the bid documents is acceptable.

#### 100% DETAILED DESIGN REQUIREMENTS

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Drawings for all divisions of work shall be complete and thorough in all respects, well coordinated, clear, and neatly drawn and in accordance with the highest standards of the profession.

Completed detailed design documents are a result of a completed product ready to be bid by contractors and are not a function of time or duration of work.

Detailed Design documents shall not be submitted for review until all documents are 100% complete and a complete quality control/coordination check has been made by the Project A/E of all documents.

Upon 100% completion and after complete quality control check of Detailed Design documents, the Project A/E shall furnish the Owner, as minimum requirements, the following review sets:

- Complete Detailed Design drawings fully coordinated among all disciplines and ready for bidding.
- A cost estimate is required for this phase. Refer to COST CONTROL of the Administrative Procedures section for specific requirements and format for the estimate. The Base Bid scope for the design should include all systems necessary for a fully complete bid package that is estimated to equal the Base Bid amount. The Project A/E is to include Additive Alternate items that will contribute to the building usefulness for the bid contingency amount plus another 5% of the budget in the event bids are lower than estimated.
- Reports as indicated elsewhere in this manual and the POR.

Design Team

The A/E team assembled for this project must include registered individuals knowledgeable and experienced in the disciplines required for the design of Lutheran Churches. The team is responsible for using sound planning, architectural and engineering principles in the development of the design.

Members of the team are expected to meet with individual users as necessary to determine all project requirements. Each consultant shall provide solutions to all routine considerations and work through the A/E team leader and the Building Committee on any unusual design requirements.

Consultants

The Project A/E is responsible for the complete design of the Project. The A/E, including all Consultants as needed to completely design the Project, will be employed within the amount stipulated in the A/E Services Contract.

The individuals of the A/E's design team as submitted to the A/E selection recommendation committee shall not be changed without the approval of the Director, Facilities Planning Division, or, if a member leaves employment, his replacement must be approved by the same.

The survey and soil consultants will be included as a part of the A/E's team. The cost for these services will be included as a reimbursable item in the A/E's contract.

Payment Schedule for A/E Services Contract

Payments to the A/E for work completed will be made in accordance with the A/E services contract.

Authorization for Reimbursable Services

The Contract for A/E Services will contain several items that are reimbursable services. Even though these items are listed in the A/E Contract they still need to be authorized by the Owner prior to execution of the item. The A/E needs to forward to the Building Committee chairman a proposal for the services with a not to exceed amount from the consultant/vendor. The A/E's cover letter should summarize the amount and the A/E may add a handling charge of not more than 10% to the consultant/vendor's amount. The Building Committee chairman or his representative will review the proposal and if the total amount is within the amount listed in reimbursable services of the A/E Contract, he will authorize the service in writing.

Upon completion of a "lump sum" reimbursable item the A/E must submit an invoice to the Building Committee chairman for payment. The invoice must be from the A/E and contain as backup a copy of the consultant/vendor's invoice. The cover letter from the A/E must indicate that the services have been performed to their satisfaction and are complete.

If due to extenuating circumstances a single "lump sum" reimbursable service is not able to be completed the Owner will entertain a partial payment. The A/E must send a letter to the Building Committee Chairman explaining the circumstances, indicating the amount of work complete and suggesting a partial payment amount.

Approvals/Notifications

At each step in the design process the A/E must receive approval from the Owner prior to proceeding to the next step. These approvals take different forms and can vary due to project complexity. Generally, the A/E will be authorized to proceed by the following:

1. Master Plan/Concepts: Contract Change
2. Preliminary Design: Approval Letter
3. Detailed Design: Contract Change
4. Construction Contract Award: Contract Change

Correspondence and Reports

Communications between all parties involved in the planning and construction of a project is a requisite. Oral communications, instructions, directives, and minutes of conferences shall be confirmed in writing by the A/E and distributed to those involved in the planning and construction within five (5) working days of the meeting date.

The Project Architect/Engineer is expected to provide leadership of all design meetings and provide minutes of each meeting within five (5) working days. The meeting minutes shall separately indicate all decisions made at the meeting and all items requiring a decision, which party has responsibility for the decision and when the decision is required.

All correspondence and reports shall be dated and show clearly the project number, the name of the project, and the A/E contract number, if pertinent.

All correspondence and reports shall be addressed to the Building Committee Chairman during the design phase.

Pending Issues Report

The Project A/E shall prepare and maintain a Pending Issues Report throughout the Concepts, Preliminary Design and Detailed Design phases of the project. The report shall document all items requiring decisions on the part of the design team and the Building Committee. The report shall be updated at least monthly during the course of the project and also provided along with meeting minutes from the milestone reviews.

Drawing Requirements:

The Project A/E shall produce the drawings, beginning with Preliminary Design, for this project using a CADD computer program that can output files that are binary compatible to AutoCAD. The Project A/E can begin using CADD as early in the design process as desired but no later than the drawings required for preliminary design submittal. Maximum drawing sheet size is restricted to ANSI E size - 34" x 44". Lettering is to be of sufficient size so it can be easily read when reproduced full size and half size. Minimum size of letters on any full size printed drawing is 3/32". Use only the standard fonts supplied with the CADD program. On all drawings, provide a graphic scale in addition to the standard inch scale. On all plan sheets provide a north arrow. Do not use the word "PROPOSED" or "NEW" in designating new work. All work shown on drawings shall be assumed to be new unless designated as existing.

Record Drawings

All changes during the course of the design and construction shall be incorporated into the CADD files.

Deliver to the OWNER the original or reproducible film positive copies, corrected to be "Record Drawings" made from the contractor's "Record Prints" and one additional set of reproducible film positive copies of these drawings. Paper sepias are not acceptable. Record drawings plotted with green ink are not acceptable. All sheets from the "Bid Set" must be included in the "Record Drawing Set" and each sheet marked "Record Drawing" with date. Each sheet must be so marked irregardless if there were any changes from the Contractors Record Drawing Set.

Deliver to the OWNER one (1) copy of all drawings in AutoCAD "DWG" digital format, corrected to be "Record Drawings" on cd-roms. The cd-rom shall be labeled with a pre-printed label that contains the name of the project, the project number and the A/E firm name. No other digital format will be accepted. Scanning of drawings is not acceptable.

The digital version of the record drawings shall have one digital drawing file for each drawing sheet in the project bid set. All reference files and "xrefs" must be inserted into the final digital file.

Building Codes and Regulations

Comply with all federal, state, and local laws and ordinances applicable to construction.

Codes and regulations (Latest Revisions) to be used in the design of projects:

1. Life Safety Code, NFPA 101, latest edition, and all referenced codes.
2. International Building Code, 2003 edition, International Code Council, Inc., (for all items not covered by Life Safety Code) or building code as required by the local authority having jurisdiction.
3. Other applicable National Fire Codes, NFPA.
4. Other applicable ASHRAE Standards
5. International Plumbing Code, International Code Council, Inc. or plumbing code required by the local authority having jurisdiction.
6. Texas Accessibility Standards (TAS), Texas Department of Licensing and Regulations, Architectural Barriers Act, Chapter 469, Government Code.
7. Americans with Disabilities Act, Public Law 101-336, enacted July 26, 1990
8. TIA/EIA Standards.

The A/E is required to submit the completed documents for an accessibility review. The same Registered Accessible Specialist (RAS) should be utilized for the plan review and the post construction inspection and located near the project site. The cost of the review and inspection will be borne by the Owner.

The A/E will be required to secure permits from state and federal government agencies when necessary, such as Texas Department of Highways and Public Transportation, Health Department, etc. The cost of any permits will be borne by the Owner.

**Reports**

The Project A/E shall provide various reports in support of the project's design development. The following chart lists the major reports and which submittal they are due. All reports required with the Preliminary Design and the Detailed Design submittals shall be bound in one (1) volume and separate from the project specifications. The binding method can be either spiral binding with each report tabbed or 3-ring binder with front, back and spine labels and each report tabbed.

|                                   | Concepts | Preliminary Design | Detailed Design |
|-----------------------------------|----------|--------------------|-----------------|
| Master Plan Document              | X        |                    |                 |
| Basis of Design                   | X        | X                  | X               |
| Life Safety Code Analysis:        |          | X                  | X               |
| Building Code Analysis:           |          | X                  | X               |
| Structural System Alternatives:   |          | X                  |                 |
| Utilities:                        |          | X                  |                 |
| HVAC System:                      |          | X                  | X               |
| Acoustics Report:                 |          | X                  | X               |
| Area Calculations/POR Validation: | X        | X                  | X               |
| Cost Estimate:                    | X        | X                  | X               |
| AV Equipment List:                |          | X                  | X               |

**Master Plan Document:** Provide a Master Plan that delineates the plan for the long term facility needs, phasing, associated phased costs, and analysis of the property per the requirements of this POR.

**Basis of Design:** Provide a Basis of Design document to record goals and decisions for all major elements of the design, and update throughout the design process.

**Life Safety Code Analysis:** Provide a code analysis of the design utilizing the Life Safety Code, latest edition (NFPA 101) and all referenced codes. Provide an initial copy of this code analysis with the Preliminary Design submittal. Provide a final report with the Detailed Design submittal.

**Building Code Analysis:** Provide a code analysis of the design utilizing the International Building Code, latest edition covering only those elements not covered by the Life Safety Code (no duplicate items). Provide an initial copy of this code analysis with the Preliminary Design submittal. Provide a final report with the Detailed Design submittal.

**Structural System:** Provide a structural system selection report at Preliminary Design analyzing alternative systems considered. The report shall cover such factors as system cost, building function, constructability, effect on construction time, etc.

- Utilities: Provide a report at Preliminary Design indicating the building's demand for all utility systems, including telecommunications. Report should indicate availability of utilities as well as demand.
- Acoustics: Provide a report on potential acoustical and vibration problems and possible solutions at Preliminary Design. The report should include specific problems and summarize details in the design and specifications for the control and/or solution of these problems. Objectives include providing for effective verbal communication, limiting the noise interference between activity areas, and providing special attenuating features in ductwork, partitions, doors, or other noise-transmitting elements. Basic acoustic criteria are provided in the Project Requirements section of this manual.
- Area Calculations: Tabulation of areas in logical groupings shall be provided which compare the actual areas for facilities as designed to the POR-requested facilities. Provide a tabulation at Preliminary Design (showing the comparison of the PD to the POR), and a final tabulation of areas at Detailed Design (showing the DD areas compared to both PD and POR areas). This report shall be separate from similar information recorded on the drawings. Indicate floor level, net assignable area, total gross area, and efficiency. 75% building efficiency is desirable.
- Cost Estimates: Provide a cost estimate based on each particular design stage per the following section.
- AV Equipment List: Provide an equipment list and cut sheets for AV equipment that may be purchased either as part of the current project or at a later time. This could become part of the Basis of Design document.

**COST CONTROL**

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Throughout the design process, the Project A/E will be required to furnish knowledgeable cost estimates for all items of construction. These estimates shall be itemized in sufficient detail so as to allow the Building Committee to make informed choices when questions of priority are considered to include or exclude an item.

| Space                                 | Total Long Range Plan |         |       |          |           | Phase 1       |           |              |              |
|---------------------------------------|-----------------------|---------|-------|----------|-----------|---------------|-----------|--------------|--------------|
|                                       | Occ.                  | SF/Per. | NSF   | No. Rms. | NSF Total | Subtotal      | No. Rooms | NSF Total    | GSF          |
| <b>1.0 Sanctuary/Worship Space</b>    |                       |         |       |          |           |               |           |              |              |
| 1.01 Sanctuary                        | 600                   | 12      | 7,200 | 1        | 7,200     |               | 0         | 0            | 0            |
| 1.02 Choir                            | 56                    | 9       | 504   | 1        | 504       |               | 0         | 0            | 0            |
| 1.03 Baptistery                       |                       |         | 200   | 1        | 200       |               | 0         | 0            | 0            |
| 1.04 Sacristy                         |                       |         | 100   | 1        | 100       |               | 0         | 0            | 0            |
| 1.05 Working Sacristy                 |                       |         | 160   | 1        | 160       |               | 0         | 0            | 0            |
| 1.06 Narthex                          |                       | 6       | 3,600 | 1        | 3,600     |               | 0         | 0            | 0            |
| 1.07 Cry Room                         | 8                     | 20      | 160   | 1        | 160       |               | 0         | 0            | 0            |
| <i>Subtotal:</i>                      |                       |         |       |          |           | <b>11,924</b> |           |              |              |
| <b>2.0 Parish Education</b>           |                       |         |       |          |           |               |           |              |              |
| 2.11 Nursery-Infants                  | 6                     | 38      | 228   | 1        | 228       |               | 1         | 228          | 304          |
| 2.12 Nursery-Toddlers                 | 6                     | 38      | 228   | 1        | 228       |               | 1         | 228          | 304          |
| 2.13 Nursery-Infant sleep area        | 6                     | 15      | 90    | 1        | 90        |               | 0         | 0            | 0            |
| 2.14 Nursery-Toilet                   |                       |         | 100   | 1        | 100       |               | 1         | 100          | 133          |
| 2.21 Classroom - 2 yrs-2nd Grade      | 12                    | 30      | 360   | 7        | 2520      |               | 4         | 1,440        | 1,920        |
| 2.22 In-Suite Toilet                  |                       |         | 100   | 7        | 700       |               | 4         | 400          | 533          |
| 2.23 Classroom - 3rd Grade-8th Grade  | 12                    | 25      | 300   | 6        | 1800      |               | 3         | 900          | 1,200        |
| 2.24 Classroom - 9th Grade-12th Grade | 12                    | 20      | 240   | 4        | 960       |               | 2         | 480          | 640          |
| 2.25 Classroom/Meeting Room - Adult   | 20                    | 15      | 300   | 6        | 1800      |               | 4         | 1,200        | 1,600        |
| 2.26 Classroom/Opening Room (CRx2)    | 12                    | 20      | 240   | 2        | 480       |               | 1         | 240          | 320          |
| 2.27 Classroom Storage                | 12                    | 20      | 60    | 25       | 1500      |               | 17        | 1,020        | 1,360        |
| 2.28 Tiered Classroom/Theatre         | 30                    | 15      | 450   | 1        | 450       |               |           | 0            | 0            |
| 2.31 Office-S.S. Superintendent       | 1                     | 140     | 140   | 1        | 140       |               | 0         | 0            | 0            |
| 2.32 Teacher Storage                  |                       |         | 140   | 1        | 140       |               | 0         | 0            | 0            |
| 2.33 Teacher Workroom                 |                       |         | 200   | 1        | 200       |               | 0         | 0            | 0            |
| 2.34 Secretary/Reception              | 4                     |         | 120   | 1        | 120       |               | 0         | 0            | 0            |
| <i>Subtotal:</i>                      |                       |         |       |          |           | <b>11,456</b> |           | <b>6,236</b> | <b>8,315</b> |
| <b>3.0 Fellowship/Recreation</b>      |                       |         |       |          |           |               |           |              |              |
| 3.11 Parish Hall/Multipurpose         | 250                   | 15      | 3750  | 1        | 3750      |               | 1         | 3,750        | 5,000        |
| 3.12 Table/Chair Storage              |                       |         | 200   | 1        | 200       |               | 1         | 200          | 267          |
| 3.13 AV Storage                       |                       |         | 80    | 1        | 80        |               | 1         | 80           | 107          |
| 3.14 Seasonal Storage                 |                       |         | 200   | 1        | 200       |               | 1         | 200          | 267          |
| 3.21 Kitchen                          |                       |         | 700   | 1        | 700       |               | 1         | 700          | 933          |
| 3.22 Kitchen-Storage                  |                       |         | 120   | 1        | 120       |               | 1         | 120          | 160          |
| 3.23 Kitchen-Pantry                   |                       |         | 120   | 1        | 120       |               | 1         | 120          | 160          |
| 3.24 Kitchen-Serving Area             |                       |         | 360   | 1        | 360       |               | 0         | 0            | 0            |
| 3.31 Church Parlor                    | 30                    | 20      | 600   | 1        | 600       |               | 0         | 0            | 0            |
| 3.41 Gym/Cafeteria/Multipurpose Room  |                       |         | 8000  | 1        | 8000      |               | 0         | 0            | 0            |
| 3.42 Locker/Showers                   |                       |         | 750   | 2        | 1500      |               | 0         | 0            | 0            |
| 3.43 Gym Storage                      |                       |         | 200   | 2        | 400       |               | 0         | 0            | 0            |
| 3.51 Prayer Garden                    |                       |         |       |          | TBD       |               | 0         | 0            | 0            |
| 3.52 Lighted Basketball Court         |                       |         |       |          | TBD       |               | 0         | 0            | 0            |
| 3.53 Volleyball Court                 |                       |         |       |          | TBD       |               | 0         | 0            | 0            |
| 3.54 Baseball Field                   |                       |         |       |          | TBD       |               | 0         | 0            | 0            |
| 3.55 Playground                       |                       |         |       |          | TBD       |               | 1         | 0            | 0            |
| 3.56 Walking Trail                    |                       |         |       |          | TBD       |               | 0         | 0            | 0            |
| <i>Subtotal:</i>                      |                       |         |       |          |           | <b>16,030</b> |           | <b>5,170</b> | <b>6,893</b> |
| <b>4.0 Administration/Office</b>      |                       |         |       |          |           |               |           |              |              |
| 4.01 Office-Pastor                    | 1                     |         | 240   | 1        | 240       |               | 1         | 240          | 320          |
| 4.02 Office-Assistant Pastor          | 1                     |         | 140   | 1        | 140       |               | 1         | 140          | 187          |
| 4.03 Office-DCE                       | 1                     |         | 140   | 1        | 140       |               | 1         | 140          | 187          |
| 4.04 Office-Staff                     | 1                     |         | 140   | 3        | 420       |               | 3         | 420          | 560          |

| Space                           | Total Long Range Plan |         |     |          |           | Phase 1  |           |           |        |
|---------------------------------|-----------------------|---------|-----|----------|-----------|----------|-----------|-----------|--------|
|                                 | Occ.                  | SF/Per. | NSF | No. Rms. | NSF Total | Subtotal | No. Rooms | NSF Total | GSF    |
| 4.05 Secretary/Reception        | 5                     |         | 180 | 1        | 180       |          | 1         | 180       | 240    |
| 4.06 Archives                   |                       |         | 100 | 1        | 100       |          | 1         | 100       | 133    |
| 4.07 Storage-General            |                       |         | 100 | 1        | 100       |          | 1         | 100       | 133    |
| 4.08 Copier/Workroom            |                       |         | 240 | 1        | 240       |          | 1         | 240       | 320    |
| 4.09 Conference Room            | 12                    | 15      | 180 | 1        | 180       |          |           | 0         | 0      |
| 4.10 Kitchenette/Lunchroom      |                       |         | 120 | 1        | 120       |          |           | 0         | 0      |
| 4.11 Altar Flowers Staging Area |                       |         | 60  | 1        | 60        |          |           | 0         | 0      |
| <i>Subtotal:</i>                |                       |         |     |          |           | 1,920    |           | 1,560     | 2,080  |
| <b>5.0 Music Program</b>        |                       |         |     |          |           |          |           |           |        |
| 5.01 Rehearsal Room             | 62                    | 15      | 930 | 1        | 930       |          | 0         | 0         | 0      |
| 5.02 Office                     | 1                     | 120     | 120 | 1        | 120       |          | 0         | 0         | 0      |
| 5.03 Music Storage              |                       |         | 80  | 1        | 80        |          | 0         | 0         | 0      |
| 5.04 Instrument Storage         |                       |         | 200 | 1        | 200       |          | 0         | 0         | 0      |
| <i>Subtotal:</i>                |                       |         |     |          |           | 1,330    |           | 0         | 0      |
| <b>6.0 Parochial Education</b>  |                       |         |     |          |           |          |           |           |        |
| 6.01 Office-Superintendent      | 1                     | 140     | 140 | 1        | 140       |          | 0         | 0         | 0      |
| 6.02 Nurse/Health Room          | 1                     | 120     | 120 | 1        | 120       |          | 0         | 0         | 0      |
| 6.03 Teacher's Lounge           | 12                    | 15      | 180 | 1        | 180       |          | 0         | 0         | 0      |
| <i>Subtotal:</i>                |                       |         |     |          |           | 440      |           | 0         | 0      |
| <b>7.0 Youth/College</b>        |                       |         |     |          |           |          |           |           |        |
| 7.01 Youth Room                 |                       |         | 750 | 1        | 750       |          | 0         | 0         | 0      |
| 7.02 Youth Lounge               |                       |         | 240 | 1        | 240       |          | 0         | 0         | 0      |
| 7.04 Kitchenette                |                       |         | 120 | 1        | 120       |          | 0         | 0         | 0      |
| <i>Subtotal:</i>                |                       |         |     |          |           | 1,110    |           | 0         | 0      |
| <b>TOTAL NSF:</b>               |                       |         |     |          |           | 44,210   |           | 12,966    |        |
| <b>TOTAL Building Area:</b>     |                       |         |     |          |           | 58,947   |           |           | 17,288 |

Note: If possible, Phase 1 will also include 2.31-2.34, 5.03, 5.04, and 7.01. The Architect is requested to help with the identification of Phase 1 facilities that can be provided within the available budget during the Program Verification and initial Concept Design phases.

| <i>Space</i>                          | <i>Occ.</i> | <i>SF/<br/>Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|---------------------------------------|-------------|---------------------|------------|---------------------|----------------------|-----------------|
| <b>1.0 Sanctuary/Worship Space</b>    |             |                     |            |                     |                      |                 |
| 1.01 Sanctuary                        | 600         | 12                  | 7,200      | 1                   | 7,200                |                 |
| 1.02 Choir                            | 56          | 9                   | 504        | 1                   | 504                  |                 |
| 1.03 Baptistery                       |             |                     | 200        | 1                   | 200                  |                 |
| 1.04 Sacristy                         |             |                     | 100        | 1                   | 100                  |                 |
| 1.05 Working Sacristy                 |             |                     | 160        | 1                   | 160                  |                 |
| 1.06 Narthex                          |             | 6                   | 3,600      | 1                   | 3,600                |                 |
| 1.07 Cry Room                         | 8           | 20                  | 160        | 1                   | 160                  |                 |
| <i>Subtotal:</i>                      |             |                     |            |                     |                      | <b>11,924</b>   |
| <b>2.0 Parish Education</b>           |             |                     |            |                     |                      |                 |
| 2.11 Nursery-Infants                  | 6           | 38                  | 228        | 1                   | 228                  |                 |
| 2.12 Nursery-Toddlers                 | 6           | 38                  | 228        | 1                   | 228                  |                 |
| 2.13 Nursery-Infant sleep area        | 6           | 15                  | 90         | 1                   | 90                   |                 |
| 2.14 Nursery-Toilet                   |             |                     | 100        | 1                   | 100                  |                 |
| 2.21 Classroom - 2 yrs-2nd Grade      | 12          | 30                  | 360        | 7                   | 2,520                |                 |
| 2.22 In-Suite Toilet                  |             |                     | 100        | 7                   | 700                  |                 |
| 2.23 Classroom - 3rd Grade-8th Grade  | 12          | 25                  | 300        | 6                   | 1,800                |                 |
| 2.24 Classroom - 9th Grade-12th Grade | 12          | 20                  | 240        | 4                   | 960                  |                 |
| 2.25 Classroom/Meeting Room - Adult   | 20          | 15                  | 300        | 6                   | 1,800                |                 |
| 2.26 Classroom/Opening Room (CRx2)    | 12          | 20                  | 240        | 2                   | 480                  |                 |
| 2.27 Classroom Storage                |             |                     | 60         | 25                  | 1,500                |                 |
| 2.28 Tiered Classroom/Theatre         | 30          | 15                  | 450        | 1                   | 450                  |                 |
| 2.31 Office-S.S. Superintendant       | 1           | 140                 | 140        | 1                   | 140                  |                 |
| 2.32 Teacher Storage                  |             |                     | 140        | 1                   | 140                  |                 |
| 2.33 Teacher Workroom                 |             |                     | 200        | 1                   | 200                  |                 |
| 2.34 Secretary/Reception              | 4           |                     | 120        | 1                   | 120                  |                 |
| <i>Subtotal:</i>                      |             |                     |            |                     |                      | <b>11,456</b>   |
| <b>3.0 Fellowship/Recreation</b>      |             |                     |            |                     |                      |                 |
| 3.11 Parish Hall (Occ.=Worship/1.75)  | 340         | 15                  | 5,100      | 1                   | 5,100                |                 |
| 3.12 Table/Chair Storage              |             |                     | 200        | 1                   | 200                  |                 |
| 3.13 AV Storage                       |             |                     | 80         | 1                   | 80                   |                 |
| 3.14 Seasonal Storage                 |             |                     | 200        | 1                   | 200                  |                 |
| 3.21 Kitchen                          |             |                     | 700        | 1                   | 700                  |                 |
| 3.22 Kitchen-Storage                  |             |                     | 120        | 1                   | 120                  |                 |
| 3.23 Kitchen-Pantry                   |             |                     | 120        | 1                   | 120                  |                 |
| 3.24 Kitchen-Serving Area             |             |                     | 360        | 1                   | 360                  |                 |
| 3.31 Church Parlor                    | 30          | 20                  | 600        | 1                   | 600                  |                 |
| 3.41 Gym/Cafeteria/Multipurpose Room  |             |                     | 8,000      | 1                   | 8,000                |                 |
| 3.42 Locker/Showers                   |             |                     | 750        | 2                   | 1,500                |                 |
| 3.43 Gym Storage                      |             |                     | 200        | 2                   | 400                  |                 |
| 3.51 Prayer Garden                    |             |                     |            |                     | TBD                  |                 |

| <i>Space</i>                     | <i>Occ.</i> | <i>SF/<br/>Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|----------------------------------|-------------|---------------------|------------|---------------------|----------------------|-----------------|
| 3.52 Lighted Basketball Court    |             |                     |            |                     | TBD                  |                 |
| 3.53 Volleyball Court            |             |                     |            |                     | TBD                  |                 |
| 3.54 Baseball Field              |             |                     |            |                     | TBD                  |                 |
| 3.55 Playground                  |             |                     |            |                     | TBD                  |                 |
| 3.56 Walking Trail               |             |                     |            |                     | TBD                  |                 |
| <i>Subtotal:</i>                 |             |                     |            |                     |                      | <b>17,380</b>   |
| <b>4.0 Administration/Office</b> |             |                     |            |                     |                      |                 |
| 4.01 Office-Pastor               | 1           |                     | 240        | 1                   | 240                  |                 |
| 4.02 Office-Assistant Pastor     | 1           |                     | 140        | 1                   | 140                  |                 |
| 4.03 Office-DCE                  | 1           |                     | 140        | 1                   | 140                  |                 |
| 4.04 Office-Staff                | 1           |                     | 140        | 3                   | 420                  |                 |
| 4.05 Secretary/Reception         | 5           |                     | 180        | 1                   | 180                  |                 |
| 4.06 Archives                    |             |                     | 100        | 1                   | 100                  |                 |
| 4.07 Storage-General             |             |                     | 100        | 1                   | 100                  |                 |
| 4.08 Copier/Workroom             |             |                     | 240        | 1                   | 240                  |                 |
| 4.09 Conference Room             | 12          | 15                  | 180        | 1                   | 180                  |                 |
| 4.10 Kitchenette/Lunchroom       |             |                     | 120        | 1                   | 120                  |                 |
| 4.11 Altar Flowers Staging Area  |             |                     | 60         | 1                   | 60                   |                 |
| <i>Subtotal:</i>                 |             |                     |            |                     |                      | <b>1,920</b>    |
| <b>5.0 Music Program</b>         |             |                     |            |                     |                      |                 |
| 5.01 Rehearsal Room              | 56          | 15                  | 840        | 1                   | 840                  |                 |
| 5.02 Office                      | 1           | 120                 | 120        | 1                   | 120                  |                 |
| 5.03 Music Storage               |             |                     | 80         | 1                   | 80                   |                 |
| 5.04 Instrument Storage          |             |                     | 200        | 1                   | 200                  |                 |
| <i>Subtotal:</i>                 |             |                     |            |                     |                      | <b>1,240</b>    |
| <b>6.0 Parochial Education</b>   |             |                     |            |                     |                      |                 |
| 6.01 Office-Superintendent       | 1           | 140                 | 140        | 1                   | 140                  |                 |
| 6.02 Nurse/Health Room           | 1           | 120                 | 120        | 1                   | 120                  |                 |
| 6.03 Teacher's Lounge            | 12          | 15                  | 180        | 1                   | 180                  |                 |
| <i>Subtotal:</i>                 |             |                     |            |                     |                      | <b>440</b>      |
| <b>7.0 Youth/College</b>         |             |                     |            |                     |                      |                 |
| 7.01 Youth Room                  |             |                     | 750        | 1                   | 750                  |                 |
| 7.02 Youth Lounge                |             |                     | 240        | 1                   | 240                  |                 |
| 7.03 Kitchenette                 |             |                     | 120        | 1                   | 120                  |                 |
| <i>Subtotal:</i>                 |             |                     |            |                     |                      | <b>1,110</b>    |
| <b>TOTAL NSF:</b>                |             |                     |            |                     |                      | <b>45,470</b>   |
| <b>TOTAL Building Area:</b>      |             |                     |            |                     |                      | <b>60,627</b>   |

## Introduction

The act and place of worship should be distinguished from the world outside the Church. The Lutheran Confessions correctly state, "The Church is the congregation of saints, in which the Gospel is rightly taught and the Sacraments are rightly administered." (Book of Concord, Augsburg Confession, Article VI). Furthermore, "The Christian Church consists not alone in fellowship of outward signs, but it consists especially in inward communion of eternal blessings in the heart, as of the Holy Ghost, of faith, of the fear and love of God; which fellowship nevertheless has outward marks so that it can be recognized, namely, the pure doctrine of the Gospel, and the administration of the Sacraments in accordance with the Gospel of Christ. Namely, where God's Word is pure, and the Sacraments are administered in conformity with the same, there certainly is the Church, and there are Christians." (Apology, Article VII)

"No matter what other activities the church may engage in, public worship is essential to its life and mission. Common assembly and worship foster spiritual development and perpetuate the common faith." (Reed, The Lutheran Liturgy, p. 3). As Christians, we are privileged to come into the very presence of God, into the Most Holy Place (Heb. 10:19-22). We are accustomed to this freedom, and yet God has become no less holy and no less awesome than He was before Christ's atoning work. At one and the same time, God is both the God of glory, might and awe as well as the God of humility, love, and forgiveness. We do well to recognize both aspects of God in worship. In the article "Informal Formality" we are reminded concerning worship: "Worship happens when we stand in awe of the Most High God." (Huffman) Furthermore, with reference to the corporate act of worship with fellow Christians: "Gathering for worship with fellow believers brings us together before the awesome God at Christ's cross. A Christian worship service needs to communicate the transcendence of the Living God. He is the Most High God who dwells in light unapproachable. At the same time he is Immanuel, God with us, to reconcile and restore us into communion with him." (Ibid.) This is a mystery of God's character that we need to bear in mind when planning for worship and the worship space.

Formality in worship reflects that God is the Most High God. He is far above us. Informality in worship reflects that the Most High God has come to us and made his home with us, calling us his children who are free to intimately address him as their dear Father. ...Formality without informality has two impacts. It confirms the false faith of the self-righteous fools who are convinced they do worship the right way or it makes worship a terror, leaving the impression that God is stiff, distant, cold, and angry. This message crushes and kills the guilty, confirming their condition as fear-filled hopeless fools. Informality without formality tends to reduce Jesus to my buddy, just one of the guys. Treat the Son of God like that and pretty soon the people will start telling Jesus what he should have taught. They'll start demanding answers from Jesus on their terms, forgetting that his ways are untraceable and unfathomable. This kind of service cultivates self-worshipping fools who find awe in a mirror. (Ibid.)

Liturgical worship seeks to balance the two. The liturgy is "a general designation for the officially prescribed services of a church body." (Reed, The Lutheran Liturgy, p. 19). It represents the "objective, the universal, and the eternal rather than the individualistic and the temporal." (Ibid. p. 23) As such, it is distinguished from a "worship program" or collective programs developed by an individual pastor for an individual congregation which is "necessarily of local and temporary significance." (Ibid. 19) The liturgy is the "work and possession of the whole church." (Ibid. 19)

When contrasted with non-liturgical worship style, liturgical worship is seen to focus worship on the objective and unchanging truths of God as compared with the feelings it may or may not invoke in the individual. Worship should not be viewed from the individualistic standpoint of "how did it make me feel?", but rather "does my worship express my awe and humility in the presence of a holy God?" (Brug) This thought is explained more fully as follows:

Unlike preaching and teaching, which are addressed to the congregation, prayer and worship are addressed to the holy God. Their content and form should reflect that fact. ... The spirit of liturgical worship runs counter to the entertainment-hungry mentality of our society. Much contemporary worship emphasizes being moved or entertained by platform-led performances. Contemporary worshipers may at times be confused with an audience filing into a talk show to be dazzled by the bubbly personality of the emcee. The character of good liturgy on the other hand, is that it de-emphasizes individuals and unites worshipers in corporate praise of a majestic God. It directs less attention to human feeling and to individual desires and more attention to the majesty and goodness of God. Liturgical worship recognizes that although God is our truest friend, he is not our "buddy." He is a holy God, who is to be feared.

Good worship forms, therefore, preserve a balance between contrasting pairs: God's nearness and God's farness, law and gospel, the Means of Grace and prayer, listening and confessing, receiving and thanking. Another such contrast is the need to enter worship with a welcome and with a warning (read Psalm 95 for an example). In many contemporary efforts to "make worship more meaningful," the warning and reverence component of worship is slighted. (Ibid.)

To design for the worship of the Lutheran Church, one needs to understand this Lutheran approach to worship. The Lutheran Reformation was essentially a conservative reformation as opposed to the more radical responses of later reformers. It kept the good and proper in the worship but removed only the abuses that had arisen within primarily Roman Catholicism. "We do not abolish the Mass but religiously keep and defend it. In our churches Mass is celebrated every Sunday and on other festivals, when the sacrament is offered to those who wish for it after they have been examined and absolved. We keep traditional liturgical forms, such as the order of the lessons, prayers, vestments, etc." (Apology, Article XXIV as quoted in Barry, Unchanging Feast: The Nature and Basis of Lutheran Worship) Lutheran worship is liturgical.

"How we pray and worship will affect what we believe, teach, and confess." So states former synodical president Dr. A. L. Barry who also compiled seven theses that serve to describe Lutheran worship:

- I - The main purpose of Lutheran worship is to receive God's gifts.
- II - Lutheran worship is Christ-centered.
- III - Lutheran worship is a reflection of Lutheran theology.
- IV - Lutheran worship is characterized by reverence and dignity.
- V - Lutheran worship transcends culture.
- VI - Lutheran worship seeks to edify Christ's holy people.
- VII - Uniformity in worship practices is a blessing.

The arts employed in the service of the church, of which architecture is one, will or should necessarily emphasize the theology of that specific church. The following explanation offers a synopsis of the major Christian theologies:

There are three basic theologies in Western Christendom, i.e., the Roman Catholic, Lutheran, and the Reformed. The differences lie in teachings regarding the means of grace. In the broad concept Roman Catholic theology places greatest emphasis on the sacraments as the means of the grace. Reformed theology is at the opposite end of the scale, where the preaching of the Word of God is considered the most essential means of grace with the sacraments of less importance. Lutheran theology falls between these two extremes, with equal emphasis being placed on Word and Sacrament.

As a rule in a church for a Reformed denomination the focal point is the pulpit. The Communion table and choir are secondary and should not, in their design or placement, overshadow it. The introduction of an altar, with proper paraments and eucharistic candles would, in most cases, be considered inappropriate.

In a liturgical church (includes Lutheran), where the Altar and the Cross symbolize the throne of grace, to which each Christian has access through Jesus Christ, these elements become the focal point of the worship area. (Architecture and the Church, 12)

With the Altar can be added the other liturgical centers whereby the Means of Grace are availed to worshippers: The Font and the Pulpit. Through the preaching of the Word (Pulpit) and the administration of the Sacraments in Holy Communion (Altar) and Baptism (Font), God offers Himself in very meaningful and miraculous ways. These three centers form the focal point(s) of the worship liturgy and therefore the worship space.

In his work on Lutheran church architecture, "The Application of Lutheran Principles to the Church Building", Rev. Dr. Edward T. Horn reviews two previous notable works on Lutheran church design and provides several salient points for consideration. He argues the point that is at the core of much discussion concerning worship as a whole: *Freedom* in the Gospel is not to be taken as *license* for radical departure from historic precedent, in either worship or architecture. "Protestantism is not wedded to any particular style of architecture but may make use of all historical styles. While Mothes agrees in this, he evidently prefers the Gothic style and urges that it is native to the German. They hold that certain modifications of pre-Reformation architecture are required by the principles of Evangelical Protestantism; but, at the same time, that these modifications are a return to the usage of the Church in the ages preceding the dominance of Roman Catholicism." (p. 77) ... "Luther did not, and the Evangelical Church neither can nor will, cast to one side the tradition of the Christian Church, but they would cleanse it from the human opinions and the abuses which have formed upon it in the course of time; and they demand the same purification of ecclesiastical art, of architecture." (Mothes, quoted in Horn, p. 77).

Therefore, Dr. Horn developed the following propositions as guidelines to aid in the design of churches which are architecturally suitable for Lutheran worship:

**Propositions for Discussion**

- I. The Lutheran Church is bound to no particular style of Architecture. The style should be chosen with reference to the site of the building, its surroundings, and its purpose. While the Gothic style may seem to have especial claims, on the other hand, it is doubtful whether the Gothic is suited to the small structures which many are compelled to build.
- II. The requirements and character of a distinctively Lutheran church building are fully known.
- III. A Lutheran Church differs from a Roman Catholic Church ...
  - a. In having but one Altar;
  - b. In making due provision for the preaching of the Word;
  - c. In providing that the whole congregation may intelligently take part in the whole Service of worship;
  - d. In not making a separation between a "clergy" and a "laity";
  - e. In providing for the Communion of the people, instead of a Celebration of the Sacrament;
  - f. In arranging for a Service whose reality depends on the presence and participation of the Congregation. On the other hand, the sanctity of a Roman Catholic Church is guaranteed by the supposed Presence of Christ upon the Altar, and the Consecration of the Church.
- IV. A Lutheran Church differs from a Non-Lutheran Protestant Church because in the former
  - a. Christ is present in His Word and Sacraments, through them speaks to us, and through them imparts Himself to us;
  - b. And the Holy Communion is not merely a mark of the confession and communion of the people of God, but is a Sacrament.
- V. It is for these reasons that a place must be accorded the Word and Sacraments in a Lutheran Church separate from the Congregation, speaking to it in the Name of God, and dominating the whole arrangement of the church. The Altar should be central, at the end of the main axis of the church, because it is the place of direct communion with God in the Sacrament and in prayer; the Pulpit and the Lectern should be in organic relation to it.
- VI. No place of worship can be arranged to answer the purpose of both a Sunday School and a Church. ... It is manifestly unfitting that the Altar and the Altarspace (Choir, Chancel) should be used in any way and for any purpose other than the worship of the congregation conducted by the Minister.
- VII. The Organ and the Choir should be placed at the end of the church opposite the Altar. (Horn, 79-83) *See also 1.03 Choir.*

1.0 - Worship

REQUESTED FACILITIES

Summary of Spaces

|            |                                | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|------------|--------------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>1.0</b> | <b>Sanctuary/Worship Space</b> |             |                |            |                     |                      |                 |
| 1.01       | Sanctuary                      | 600         | 12             | 7,200      | 1                   | 7,200                |                 |
| 1.02       | Choir                          | 56          | 9              | 504        | 1                   | 504                  |                 |
| 1.03       | Baptistery                     |             |                | 200        | 1                   | 200                  |                 |
| 1.04       | Sacristy                       |             |                | 100        | 1                   | 100                  |                 |
| 1.05       | Working Sacristy               |             |                | 160        | 1                   | 160                  |                 |
| 1.06       | Narthex                        |             | 6              | 3,600      | 1                   | 3,600                |                 |
| 1.07       | Cry Room                       | 8           | 20             | 160        | 1                   | 160                  |                 |
|            | <b><i>Subtotal:</i></b>        |             |                |            |                     |                      | <b>11,924</b>   |

## 1.01 Sanctuary

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### General Description

In the Old Testament, the "Sanctuary" was the dwelling place of the Lord corresponding to the Holy of Holies in the Temple. Since we come before God to see Him face to face in the Worship of the New Testament, the entire worship space will be referred to as the Sanctuary. Much of literature concerning church design simply refers to this space as the "Church", but since the church building encompasses the other areas delineated in this Program (Education, Fellowship, etc.), the term Sanctuary will be used to refer specifically to the worship space. As such, the Sanctuary is the heart of the Church, for the Church exists to worship her Lord. Worship has both communal/corporate and individual/devotional aspects.

Lutheran worship is liturgical, that is, there is a "regular, established order". (Barry, Unchanging Feast, p. 6) Within this backdrop of the liturgy, common elements are found throughout the church's history: "Scripture readings, sermons, singing of liturgical hymns and songs, orders of prayer and petition, and the Lord's Supper." (Ibid., 16). Through the worship, God comes to and in fact serves His people, and in response, His people offer Him their worship and praise. "For Luther, the Divine Service was God's way of giving His people His marvelous gifts through the Word and Sacraments and then offering His people the opportunity to respond to these gifts through praise and thanks." (Ibid., 18) The German word for worship, *Gottesdienst*, or Divine Service, means "God's serving us with His Word and Sacraments." (Ibid., 18) Therefore, the Sanctuary must clearly be planned with the liturgy in mind. This is the communal aspect of the worship.

Worship is also devotional, that is, it is in the worship that God's people have their minds and hearts on Him. In this sense, the Sanctuary should be designed to enhance the personal reflection on God and His ways, His message, His forgiveness. "Conscience, instinct, impulse, all urge us to glorify, with the extreme of our power, the sanctuary of the Lord." (Cram, Church Building, p. 7) The design of the Church, if done properly, should serve to inspire and to meditate on the things of God.

Architecture and art should be used to "life men's minds from secular things to spiritual, that their souls may be brought into harmony with God." (Ibid, p. 8)

The Sanctuary should be distinguished from all other spaces in the Church. It is a "witness to God and to Christianity; a structure which expresses and impresses upon the world the Church's unchanging faith; its catholicity, unity and permanence; its noblest, highest ideals; and full measure of its consecrated ability. It is the place for memorials and sacrifices of time, thought and means springing from the desire to glorify and exalt God's honor." (Reed, Church Principles in Church Architecture, p. 5) Both the transcendence (He is unknowable, mighty, and to be feared) of God as well as the immanence (He is here among His Church) are two ideas that the architecture of the Sanctuary should attempt to accommodate.

The Sanctuary itself is composed of two primary areas, the Nave (where the congregation sits) and the Chancel (where the action of the liturgy is primarily taking place). The Sanctuary houses the liturgical centers which include the Altar, the Pulpit, and the Font. While space for the Baptismal Font is delineated as a separate space (Baptistry) by this program, it is most often located in the Chancel, although there is valid theological considerations for locating it at the entrance to the Nave since through Baptism, we are made believers in the Body which is the Church (see 1.02 Baptistry).

The Chancel should be clearly visible and probably elevated from the Nave to distinguish that God is at work through His means of grace that are celebrated within the Chancel. Several major functions occur here and should be understood in their liturgical function:

- Altar – This is the symbolic center of worship and serves several roles. It is sacramental in that it is where Christ comes to us in His body and blood. It is also sacrificial in that at the Altar we offer our prayers and praise to Him. It is also sacrificial in the symbolism that Christ the Savior of the world was sacrificed on the cross, the one true and ultimate sacrifice for our sins as the Lamb upon the Altar.

Two types of Altars are generally seen that emphasize either the sacramental or the sacrificial symbolism of the Altar: Table Altar or Solid Altar. The Table form draws more attention to the role the Altar plays in the celebration of Holy Communion, as the “Lord’s Table”. The Solid Altar form stresses the sacrificial atonement of our Savior Jesus Christ, who was Lamb sacrificed upon the altar for the sins of the world. In no case should the Altar be a “shelf” which hangs from the wall.

In the worship service, the Pastor speaks at times to the people on behalf of God and speaks at other times to God on behalf of the people. To illustrate this distinction, the Pastor faces toward the Altar when addressing God and turns to the people when addressing the people. Sometimes the Altar is pulled away from the wall to allow the Pastor access behind the Altar so that when addressing the people on behalf of God, the Altar is fully visible. The Architect should take into account this and other actions of the liturgy when planning the Sanctuary.

Accessories to the Altar should be carefully controlled, as it is not a convenient place to set things, and should not be utilized to hold the flowers. These include the Altar candles, the cross, the ‘bookstand’ to hold the Orders, and the vessels used for Holy Communion – the Chalice, the Ciborium, and the Paten, as well as the trays for individual communion cups. The Architect is to develop concepts for the Altar that are most compatible with the architecture of the church, while serving its functional and symbolical requirements.

- Font – See Baptistry.
- Pulpit – God works salvation through His means of grace, which include His Word. The Church gathers to hear His Word preached. The pastor who preaches from the pulpit preaches not for himself but as the representative of God. Therefore the individuality and personality of the minister are muted through the proper vestments. The pulpit, as the mouthpiece of God’s Word should be accorded honor due the Word. It will likely be elevated as well, even above the level of the Chancel if it is architecturally fitting.

*Note: The architectural expression of the centrality of the means of grace has long been a goal of Lutheran church architecture. The following narrative describes the development of an architectural feature that is distinctively Lutheran:*

The development of the pulpit/altar (German - “*Kanzelaltar*”) was the natural result of this emphasis. The pulpit/altar combines the architectural representations of the means of grace into a single unit which becomes the core component of the physical environment for the divine service. The pulpit/altar is considered by many scholars to be the single most important contribution of Lutheran theology to the history of church architecture. Dr. Harmut Mai argues that the evangelical pulpit/altar offers a unique opportunity for structuring a liturgical center in such a way as to give decisive architectural expression to the focus of the worship of the Lutheran Church upon the means of grace as the one center around which the congregation gathers. At the same time, Mai asserts, the pulpit/altar visibly expresses the essential unity of Word and Sacrament within Lutheran worship. (“To the Glory of God and the Salvation of Man”)

## 1.0 - Worship

## REQUESTED FACILITIES

- Lectern – When used, a lectern serves as an extension of the pulpit from which the Word of God is proclaimed. The common practice is for the appointed Scripture readings from the Lectionary are read from the Lectern while the Pulpit is reserved for the sermon. Provision of a Lectern is not absolutely required or even necessarily desirable. The oldest basilican had a single “ambo” from which the pastor would read the Word and preach. The Architect is asked to consider the architectural implications of including a Lectern as compared to using only a Pulpit, and in consultation with the Pastor and the Building Committee, develop a recommended design.
- Communion Rail – The Lord’s Supper, or the Eucharist, or Holy Communion, as it is also called, is celebrated at the Communion Rail, which should be intimately connected with the Altar and either within the Chancel or at the edge of the Chancel. Worshippers in the Lutheran Church are active participants in the worship, and leave their places in the Nave to participate in the Eucharist. Flow of traffic for this foundational part of the liturgy is paramount. Since in accordance with the Word of God, the Bread and Wine are truly the Body and Blood of Christ, these the elements of Holy Communion are accorded great care. Celebrant seating should be provided in the Chancel.
- The distinctiveness of the Chancel should be marked not only in plan, but also in height and volume. This corresponds to the “chancel arch” of the Gothic style by which the Chancel is set apart visually.
- Other accessories to the Chancel should be considered in the design of the Sanctuary, such as candles, offering plate stand, cross stand, eternal candle, etc.

Verticality: The Sanctuary should be vertically oriented to raise the hearts and minds of worshipers to God.

Orientation on the Site: “Whenever possible the building may be located with reference to the ancient principle of orientation, the chancel and Altar toward the East; though this is not in any sense essential.” (Reed, p. 8)

Refer to Dr. Horn’s “Propositions for Discussion” in this section for additional recommendations.

### Relationship to Other Spaces

Entrance to the Sanctuary for most worshipers is through the Narthex. Therefore, it should be adjacent to the Narthex.

The Choir is an extension of the Sanctuary, most likely in a balcony but might be on the same level as the Sanctuary.

The Cry Room is to provide a temporary location for parents to sit with small children until they are ready to come back to worship. As such, it is not a nursery.

The Sacristy and Working Sacristy should have close or immediate, inconspicuous access to the Chancel.

The Font is a liturgical center and should be located appropriately within the Sanctuary.

### General Requirements

The Sanctuary should be the most richly appointed space in the Church as a witness to the importance of worship and faith to both outside visitor and worshiper alike. It should be coherent in its design, and should strive to make the worshiper aware that in this place he is entering the presence of God. Distractions to the purpose of the Sanctuary should not be allowed.

## 1.0 - Worship

## REQUESTED FACILITIES

### Finishes

Floor: Per Design.  
Walls: Per Design.  
Ceiling: Per Design.

### Millwork and Accessories

Altar  
Ambo/Pulpit  
Font  
Lectern (if necessary)  
Communion Rail  
Organ (allocate space/design for pipe organ)  
Pews (with kneelers)

### Technology Requirements

A good sound/voice amplification system is highly desirable. Control should be as automated and hands-free as possible (a high-maintenance system with constant supervision by trained sound personnel should be avoided where possible). Recommend a suitable location for the sound board in consultation with acoustical consultant. From a functionality standpoint, the Choir balcony is recommended.

A video and audio recording capability of the worship service should be provided. Placement of the equipment and recording personnel should be inconspicuous.

Convenience outlets should be placed with seasonal worship services in mind. For instance, convenience outlets should be located in the Chancel for Christmas trees without the need for excessive extension cords.

Audio Visual screens in the Sanctuary are an open question. It is the opinion of this writer that they are a detraction from the solemnity and dignity of worship

## 1.02 Baptistery

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### General Description

The Baptistery is the setting for the Font. As such it is one of the primary liturgical centers which holds one of the means of grace. It should be visible, i.e., part of the Sanctuary, but the precise location is to be determined. A strong rationale exists for its location in the Chancel, or in the approach to the Chancel, since it is, along with the Altar and the Pulpit, one of the three primary liturgical centers. An equally strong rationale exists that it be at the entrance to the Nave of the Sanctuary since, through Baptism, one receives God's Holy Spirit and thus enters into a new life with God and into His Church.

Thus the Font should be highly regarded and tastefully treated as a major component of the design of the Sanctuary. Stone fonts are not uncommon. Its importance should in no way be trivialized, such as making it a "rollaway" furnishing.

### Relationship to Other Spaces

Locate within the Sanctuary and visible in accordance with its importance as a Means of Grace.

### General Requirements

Baptism in the Lutheran Church as in most Christian churches throughout history is commonly conducted for infants. If older persons come to faith later in life, they too are baptized here. Baptism is a holy sacrament in which God is at work through the element of water combined with His Word. Therefore, the quantity of water or the method employed in Baptism are not critical, only the act of Baptism through the Word in accord with our Savior's command. The method of Baptism therefore employed in the Lutheran Church is sprinkling or pouring from the Font.

### Finishes

Floor: Per design – coordinate with Sanctuary.  
Walls: Per design – coordinate with Sanctuary.  
Ceiling: Per design – coordinate with Sanctuary.

### 1.03 Choir

---

#### General Description

The Choir is part of the congregation. As a part of the congregation, the Choir “confesses the truth given by God through His Word. It does not dispense the Word.” So says Dr. Horn in his seventh proposition for discussion concerning the principles of Lutheran church architecture. Also, “singing for entertainment or display is out of place in the church.” This twofold rationale is why Lutheran churches do not place choirs at the front of the church. The focus of the congregation is to be on God and His gifts to us, and the Choir should be careful not to displace that focus.

As a part of the congregation, the part of the Choir in leading the singing is practically reinforced by its placement behind and in the same direction as the congregation, when the “music of the choir and organ proceeds in the same direction as the singing of the people, when coming from behind the congregation it is the background, and gathers up the singing and holds it together.”

Dr. Horn expounds further that the Choir and organ do not belong in the Chancel nor to the side of it in view of the congregation because of its theological implications that do hold with Lutheran doctrine. “This custom (locating at the front in view of the congregation) is derived from the Protestant Episcopal Church, which teaches that there is a distinction between Clergy and Laity, and does not hesitate to adopt the imitation of a priestly choir and to throw the Choir between the people and the Means of Grace. ... In a Lutheran Church only the People are in the presence of God; the Choir is part of the Congregation; the Minister exercises the Office of the Word, in which God speaks.”

#### Relationship to Other Spaces

See General Description.

#### General Requirements

##### Finishes

Floor: Per design – coordinate with Sanctuary.  
Walls: Per design – coordinate with Sanctuary.  
Ceiling: Per design – coordinate with Sanctuary.

##### Millwork and Accessories

Music storage.  
Robe storage.

Organ and Piano consoles. Make provisions for a pipe organ and also for an electronic organ until such time a pipe organ is installed.

##### Technology Requirements

Sound system controls and video recording equipment. Place both in inconspicuous locations that do not interfere with the primary function of the space.

**1.0 - Worship**

**REQUESTED FACILITIES**

**Furnishings (Not in Contract)**

40 interlocking chairs with music storage below or pews.

11 chairs for instrumentalists and director.

11 music stands.

**1.04 Sacristry**

---

**General Description**

The Sacristy is used by the Pastor for robing and for meditation in preparation for leading the worship service.

**Relationship to Other Spaces**

Locate convenient to the Chancel.

**General Requirements**

Sound isolation.

**Finishes**

Floor: Carpet.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Shelves and clothes rod for pastor's robes and acolyte robe and equipment.

**Technology Requirements**

AV/TV: No.  
Computer: No.  
Telephone: No.  
Copy/Fax: No.  
Intercom: Connectivity to Usher's Station in Narthex.

**Furnishings (Not in Contract)**

Chair (s)  
Kneeler  
Waste basket

**Equipment (Not in Contract)**

### 1.05 Working Sacristry

---

#### General Description

The Working Sacristy is used by the Altar Guild and others for their work in preparing the Sanctuary paraments, Holy Communion ware, flowers, etc.

#### Relationship to Other Spaces

Locate convenient to the Chancel.

#### General Requirements

Storage for parament care and storage. Paraments include altar and pulpit paraments as well as wall hangings/banners. Verify the sizes of existing paraments and provide for future paraments if different sizes are suggested by the architectural design.

Storage for vessels and implements used in the Holy Communion and Baptism. Also, storage for wine and communion wafers is required. Other items include Altar linens.

Final flower preparation may take place here. The "Altar Flower Staging Area", described in the Office Administration requirements, could be located adjacent or convenient to the Working Sacristy to aid in the movement and preparation of the flowers.

Wine used during the Sacrament of Holy Communion is handled with great care. Sometimes, Lutheran churches employ the use of a "piscina" by which this wine is returned directly to the earth. The piscina should be located in the Working Sacristy.

#### Finishes

Floor: VCT.

Walls: Drywall with appropriate backsplash at wet/cabinet areas.

Ceiling: Acoustic.

#### Millwork and Accessories

Base and upper cabinets with sink.

Storage for Holy Communion and Baptism implements.

Hanging storage for Altar paraments and wall hangings.

Bulletin board.

Waste basket.

#### Technology Requirements

AV/TV: No.

Computer: No.

Telephone: Yes.

Copy/Fax: No.

#### Furnishings (Not in Contract)/Equipment (Not in Contract)

None.

## 1.06 Narthex

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### General Description

The Narthex serves two purposes – as a gathering space, and as a transitional space. Since these functions are quite different, it is suggested that the Narthex be designed as two distinct but connected spaces. If the design allows, the “gathering” space might actually be a shared space that opens into the fellowship, school, or office areas. If some efficiency of space is afforded by this arrangement it would be welcome. However, this should not become a “driver” of the design.

As a transition space, the Narthex transitions the worshiper from outside to inside the Sanctuary. In that sense, it serves a theological purpose as the worshiper moves physically, mentally, and spiritually from the secular/profane world to the sacred. As such, it is more than merely functional but also aids in preparing the worshiper’s mind from focusing on the temporal to dwelling on the eternal, immutable things of God. Care should be taken to use this space to acoustically separate the Sanctuary from all other spaces, but also since the worshiper is in a transitional space and mode of operation while in the Narthex, there should be provision for isolation of sound from the Narthex itself to the Sanctuary. Visual cues (change in height, amount and type of light, etc.) can be employed here beyond the merely practical in order to reinforce the aspect that one is entering the holy place of God in the Sanctuary through the Narthex.

### Relationship to Other Spaces

Locate adjacent to the Sanctuary and convenient to the outside entries.

Location of Cry Room and Choir Area may be directly from the Narthex or at least convenient, but considerations for noise transference to the Sanctuary through these areas should also be considered. Therefore, access to the Choir Area may be limited to the Choir rehearsal area.

### General Requirements

Provide adequate sound system speakers in Narthex from Sanctuary for Ushers on duty and overflow seating to be able to participate in worship.

Provide an “Usher’s Station” that is discrete and ideally hidden from view with the following:

- Defibrillator kit;
- Usher supplies;
- Intercom to Nursery and Sacristy;
- Phone;
- Sanctuary lighting controls and HVAC controls.

### Finishes

- Floor: Per design.
- Walls: Per design; durable.
- Ceiling: Acoustic or drywall.

### Millwork and Accessories

- Welcome center.
- Bulletin board (s).
- Mail cubicles (may be located elsewhere).

## 1.0 - Worship

## REQUESTED FACILITIES

### Technology Requirements

AV/TV: No.  
Computer: No  
Telephone: Yes.  
Copy/Fax: No.  
Intercom: Connectivity to Toddler Nursery, Sacristy.

### Furnishings (Not in Contract)

(8) ushers seats with music/hymnal storage either as part of the seat or located conveniently in shelving.

### Equipment (Not in Contract)

**1.07 Cry Room**

---

**General Description**

The Cry Room is provided for short term usage when children are not totally enthused for the worship event. It is not intended to be another Nursery. Therefore a limited number of toys and toy storage is required.

**Relationship to Other Spaces**

Locate with access from or near the Narthex. Consider the acoustic issues when determining the location of the Cry Room and entry door.

**General Requirements**

The room itself should be acoustically isolated from other spaces. If located adjacent to the Sanctuary, provide a view panel (limit visibility back into the Cry Room from the Sanctuary in order to preserve the decorum of the worship space). In any case, provide a sound system/speakers to allow the worship service to be heard.

**Finishes**

Floor: Carpet.  
Walls: Per design.  
Ceiling: Acoustic.

**Millwork and Accessories**

Toy bins and storage.  
Bulletin board.

**Technology Requirements**

AV/TV: No.  
Computer: No.  
Telephone: No.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

4-rocking chairs.  
2-Changing tables.  
2-waste baskets.

**Equipment (Not in Contract)**

**Introduction**

Parish Education is an integral part of the Church's mission to go and make disciples of all nations. The work of preparing God's people to carry out this mission and to "be prepared to give an answer to the reason for your hope" is shared by the preaching of His truth in the worship and the training that is conducted in parish education (Sunday School, Bible class, special training courses, etc.).

Parish education differs from secular education in terms of its higher calling. Every opportunity to reinforce the Christian story should be employed to teach and equip God's people.

In keeping with the goal of incorporating the Christian faith into all aspects of our lives as believers, the Parish Education facilities are to be planned to serve also as a Parochial Lutheran school. Schools have traditionally been a very important part of the Church, as evidenced by the fact that the Lutheran Church operates the largest Protestant parochial school system in the United States. While financially it is not probable that a parochial school will be a part of the immediate future, it should be considered in the design of the facilities for future development.

The Parish Education component of the program is comprised of the following:

- 2.1      Nursery
- 2.2      Classroom Facilities
- 2.3      Parish Education Administration

2.1 Nursery

---

**General Description**

The nursery serves children from birth to age 3. It typically is staffed during worship services but occasionally serves during other meetings including night time meetings.

The primary area includes a room for infant care and a second room for toddlers. An infant sleep room should open directly to the Infant Nursery. A toilet is provided in the nursery suite.

Typical staffing includes two staff members for each nursery room.

**Summary of Spaces**

|                                | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No. Rms.</i> | <i>NSF Total</i> | <i>Subtotal</i> |
|--------------------------------|-------------|----------------|------------|-----------------|------------------|-----------------|
| <b>2.1 Nursery</b>             |             |                |            |                 |                  |                 |
| 2.11 Nursery-Infants           | 6           | 38             | 228        | 1               | 228              |                 |
| 2.12 Nursery-Toddlers          | 6           | 38             | 228        | 1               | 228              |                 |
| 2.13 Nursery-Infant sleep area | 6           | 15             | 90         | 1               | 90               |                 |
| 2.14 Nursery-Toilet            |             |                | 100        | 1               | 100              |                 |
| <b>Subtotal:</b>               |             |                |            |                 |                  | <b>646</b>      |

**Relationship to Other Spaces**

The nursery should be accessible yet secure. It should be relatively close to the Narthex of the Sanctuary for drop off by parents attending worship, yet isolated enough that sound from the nursery is not transmitted into the Sanctuary.

Consideration should be given to the functionality of a single point of entry into the nursery suite for positive control. This door would likely be to the Toddler Nursery, with the Infant Nursery access being made through the Toddler area.

**2.11 Nursery-Infants**

---

**General Requirements**

Natural light. Windows with shades/blinds.

Doors to have vision panel (except door to toilet). No direct access is to be provided from nursery to the exterior of the building.

Door to corridor should be two halves.

**Finishes**

Floor: Carpet.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Toy bins and storage.

Bulletin board.

Pager charging station.

**Technology Requirements**

AV/TV: Yes.

Computer: No

Telephone: Yes.

Copy/Fax: No.

Intercom: Connectivity to Toddler Nursery.

Panic: Panic button that rings in Parish Hall, Church Office, and Usher Station.

**Furnishings (Not in Contract)**

3-rocking chairs.

2-Changing tables.

2-waste baskets.

**Equipment (Not in Contract)**

Pagers

**Relationship to Other Spaces**

The nursery should be accessible yet secure. It should be relatively close to the Narthex of the Sanctuary for drop off by parents attending worship, yet isolated enough that sound from the nursery is not easily transmitted into the Sanctuary.

**2.12 Nursery-Toddlers**

---

**General Requirements**

Natural light. Windows with shades/blinds.

Doors to have vision panel. No direct access is to be provided to the exterior of the building.

**Finishes**

Floor: Carpet.

Walls: Drywall. Doors (except toilet) to have vision panel, and door to corridor should be able to be open on top.

Ceiling: Acoustic.

**Millwork and Accessories**

Toy bins and storage.

1-White marker board.

**Technology Requirements**

AV/TV: Convenience outlets each wall.

Computer: No

Telephone: Yes.

Copy/Fax: No.

Intercom: Connectivity to superintendent's office.

Panic: Panic button that rings in Parish Hall, Church Office, and Usher Station.

**Furnishings (Not in Contract)**

3-rocking chairs.

Changing table.

2-waste baskets.

TV/AV entertainment center.

**Equipment (Not in Contract)**

TV.

DVD/VCR.

Pagers.

**Relationship to Other Spaces**

The nursery should be accessible yet secure. It should be relatively close to the Narthex of the Sanctuary for drop off by parents attending worship, yet isolated enough that sound from the nursery is not easily transmitted into the Sanctuary.

**2.13 Infant Sleep Room**

---

**General Requirements**

Natural light. Windows with shades/blinds.

Doors to have vision panel. No direct access is to be provided to the exterior of the building.

Provide acoustic isolation.

**Finishes**

Floor: Carpet.

Walls: Drywall. Doors (except toilet) to have vision panel, and door to corridor should be able to be open on top.

Ceiling: Acoustic.

**Millwork and Accessories**

Storage bins.

**Technology Requirements**

AV/TV: No.

Computer: No

Telephone: No.

Copy/Fax: No.

Intercom: No.

Panic: No.

**Furnishings (Not in Contract)**

4-baby beds.

Changing table.

1-waste basket.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

**2.14 Nursery-Toilet**

---

**General Requirements**

No direct access is to be provided to the exterior of the building or to the corridor.

**Finishes**

Floor: Ceramic tile.  
Walls: Ceramic tile.  
Ceiling: Acoustic.  
Note: Water closet to be sized for young children.

**Millwork and Accessories**

Supplies/linen storage.  
Mirror.

**Technology Requirements**

AV/TV: No.  
Computer: No.  
Telephone: No.  
Copy/Fax: No.  
Intercom: No.  
Panic: No.

**Furnishings (Not in Contract)**

Stool.

**Equipment (Not in Contract)**

None.

**Relationship to Other Spaces**

## 2.0 - Parish Education

## REQUESTED FACILITIES

### 2.2 Classrooms

---

#### General Description

Classrooms through 12<sup>th</sup> grade shall be designed to meet classroom standards for parochial schools and may double as classrooms for a school in the future.

Classrooms are to include space for twelve students and two teachers.

A dedicated toilet shall be provided for each classroom through 2<sup>nd</sup> grade.

Safety and security are of paramount importance.

Consideration should be made to incorporate high quality movable/accordion partitions between groups of two to three classrooms to provide larger areas as needed.

#### Summary of Spaces

|                                       | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|---------------------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>2.2 Classrooms</b>                 |             |                |            |                     |                      |                 |
| 2.21 Classroom - 2 yrs-2nd Grade      | 12          | 30             | 360        | 7                   | 2,520                |                 |
| 2.22 In-Suite Toilet                  |             |                | 100        | 7                   | 700                  |                 |
| 2.23 Classroom - 3rd Grade-8th Grade  | 12          | 25             | 300        | 6                   | 1,800                |                 |
| 2.24 Classroom - 9th Grade-12th Grade | 12          | 20             | 240        | 4                   | 960                  |                 |
| 2.25 Classroom/Meeting Room – Adult*  | 20          | 15             | 300        | 6                   | 1,800                |                 |
| 2.26 Classroom/Opening Room (CRx2)    | 12          | 20             | 240        | 2                   | 480                  |                 |
| 2.27 Classroom Storage                |             |                | 60         | 25                  | 1,500                |                 |
| 2.28 Tiered Classroom/Theatre         | 30          | 15             | 450        | 1                   | 450                  |                 |
| <b><i>Subtotal:</i></b>               |             |                |            |                     |                      | <b>10,210</b>   |

\* Space for 140 persons should be provided in Phase 1.

#### Relationship to Other Spaces

Classrooms should be located or grouped together.

Younger aged classrooms should be located near the nursery.

**2.21 Classroom-2 yrs. to 2<sup>nd</sup> Grade**

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**General Requirements**

Natural light. Windows with shades/blinds.

Doors (except toilet) to have vision panel. No direct access is to be provided from classrooms to the exterior of the building.

**Finishes**

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Toy bins and storage.

Bulletin board.

White marker board.

Ceiling mounted projection screen – one wall.

Base cabinet with sink (with drinking fountain) and upper cabinets – one wall minimum.

Student cubbies with coat hooks.

**Technology Requirements**

AV/IT: Yes.

Telephone: Yes.

Copy/Fax: No.

Intercom: Connectivity to Superintendent Office.

Panic: Panic button that rings in Parish Hall, Church Office, and Superintendent Office.

**Furnishings (Not in Contract)**

Tables.

Chairs (2 adult, 12 small children's).

2-waste baskets.

AV cart.

**Equipment (Not in Contract)**

AV cart.

**Relationship to Other Spaces**

Locate adjacent to other classrooms of this age group.

Locate near the nursery.

Direct access is required to dedicated toilet and storage rooms.

Direct access is required to corridor.

**2.22 Toilet**

---

**General Requirements**

**Finishes**

Floor: Ceramic tile or stained concrete.

Walls: Ceramic tile – full height.

Ceiling: Acoustic.

**Millwork and Accessories**

Supplies/linen storage.

Mirror.

Stool.

**Technology Requirements**

None.

**Furnishings (Not in Contract)**

None.

**Equipment (Not in Contract)**

None.

**Relationship to Other Spaces**

Direct access is required to the classroom.

**2.23 Classroom-3<sup>rd</sup> Grade to 8<sup>th</sup> Grade**

---

**General Requirements**

Natural light. Windows with shades/blinds.

Doors to have vision panel. No direct access is to be provided from classrooms to the exterior of the building.

**Finishes**

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Book shelves and other storage.

Bulletin board.

White marker board.

Ceiling mounted projection screen – one wall.

Base cabinet and upper cabinets – one wall minimum. For classrooms through 6<sup>th</sup> grade, provide a sink and drinking fountain.

Student cubbies with coat hooks.

**Technology Requirements**

AV/IT: Yes.

Computer: At teacher's station and provision for all student stations.

Telephone: Yes.

Copy/Fax: No.

Intercom: Connectivity to Superintendent Office.

Panic: Panic button that rings in Parish Hall, Church Office, and Superintendent Office.

**Furnishings (Not in Contract)**

Tables.

14-chairs.

2-waste baskets.

AV cart.

**Equipment (Not in Contract)**

TV, DVD/VCR, video projector.

Computers at all student stations and teacher station.

**Relationship to Other Spaces**

Locate adjacent to other classrooms of this age group.

Direct access is required to corridor.

**2.24 Classroom-9<sup>h</sup> Grade to 12 Grade**

---

**General Requirements**

Natural light. Windows with shades/blinds.

Doors to have vision panel. No direct access is to be provided from classrooms to the exterior of the building.

**Finishes**

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Book shelves and other storage.

Bulletin board.

White marker board.

Ceiling mounted projection screen – one wall.

Base cabinet and upper cabinets – one wall minimum.

**Technology Requirements**

AV/TV: Yes.

Computer: At teacher's station and provision for all student stations.

Telephone: Yes.

Copy/Fax: No.

Intercom: Connectivity to Superintendent Office.

Panic: Panic button that rings in Parish Hall, Church Office, and Superintendent Office.

**Furnishings (Not in Contract)**

Tables.

14-chairs.

2-waste baskets.

AV cart.

**Equipment (Not in Contract)**

TV, DVD/VCR, video projector.

Computers at all student stations and teacher station.

**Relationship to Other Spaces**

Locate adjacent to other classrooms of this age group.

Direct access is required to corridor.

**2.25 Classroom-Adult**

---

**General Requirements**

Natural light. Windows with shades/blinds.

Doors to have vision panel. No direct access is to be provided from classrooms to the exterior of the building.

One of these rooms will be designated as a "Craft" Room and should be designed to serve that purpose as well as Bible Classes.

**Finishes**

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Book shelves and other storage.

Bulletin board.

White marker board.

Ceiling mounted projection screen – one wall.

Base cabinet and upper cabinets – one wall minimum.

**Technology Requirements**

AV/TV: Yes.

Computer: At teacher's station and provision for all student stations.

Telephone: Yes.

Copy/Fax: No.

**Furnishings (Not in Contract)**

Tables.

14-chairs.

2-waste baskets.

AV cart.

**Equipment (Not in Contract)**

TV, DVD/VCR, video projector.

Computers at all student stations and teacher station.

**Relationship to Other Spaces**

Locate adjacent to other classrooms of this age group.

Direct access is required to corridor.

**2.26 Classroom/Sunday School Opening Room**

---

**General Requirements**

Natural light. Windows with shades/blinds.  
Doors to have vision panel.

**Finishes**

Floor: VCT or stained concrete.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bulletin board.  
White marker board.  
Projector screens.

**Technology Requirements**

AV/IT: Yes.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: No.  
Intercom: Connectivity to Classrooms, Nursery.

**Furnishings (Not in Contract)**

30-Stackable chairs.  
Waste basket.  
AV cart.

**Equipment (Not in Contract)**

Computer.  
Piano.

**Relationship to Other Spaces**

Convenient to younger aged classrooms. Provide direct access to corridor and secondary access to Administrative Suite.

**2.27 Classroom-Storage**

---

**General Requirements**

Lockable storage.

Provide file cabinet, built in adjustable shelves for storage, and coat hook in closet.

**Finishes**

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Adjustable shelves.

Coat hook.

**Technology Requirements**

AV/TV: No.

Computer: No.

Telephone: No.

Copy/Fax: No.

Intercom: No.

Panic: No.

**Furnishings (Not in Contract)**

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

Direct access is required to classroom served.

**2.28 Tiered Classroom/Theater**

---

**General Requirements**

This tiered seating room will be used to watch movies, hold special lectures, and conduct Sunday School classes. While included in the Youth/College area, it is not exclusive to the Youth and College aged, so it may be located elsewhere if convenient to the Youth/College. It should hold approximately 30 people.

**Finishes**

Floor: Carpet.  
Walls: Drywall with acoustical treatment.  
Ceiling: Drywall or acoustic.

**Millwork and Accessories**

Area for projectors, laptops, etc. during lectures or films.  
Consider fixed theater seating or fixed tables with swing out seating.

**Technology Requirements**

AV/TV: Yes.  
Computer: Yes  
Telephone: No.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

1 chair for lecturer.  
Waste basket.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

Convenient to Youth/College and Parish Education spaces.

2.0 - Parish Education

REQUESTED FACILITIES

2.3 Parish Education Administration

---

**General Description**

This area contains offices and support space to support the Parish Education program.

**Summary of Spaces**

|                                    | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|------------------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>2.3 Parish Education Admin.</b> |             |                |            |                     |                      |                 |
| 2.31 Office-S.S. Superintendant    | 1           | 140            | 140        | 1                   | 140                  |                 |
| 2.32 Teacher Storage               |             |                | 140        | 1                   | 140                  |                 |
| 2.33 Teacher Workroom              |             |                | 200        | 1                   | 200                  |                 |
| 2.34 Secretary/Reception           | 4           |                | 120        | 1                   | 120                  |                 |
| <b><i>Subtotal:</i></b>            |             |                |            |                     |                      | <b>600</b>      |

**Relationship to Other Spaces**

Locate at the entry to the Parish Education area.

## 2.0 - Parish Education

## REQUESTED FACILITIES

### 2.31 Office-Superintendent

#### General Requirements

Natural light. Windows with shades/blinds.  
Door to have vision panel.

#### Finishes

Floor: Carpet.  
Walls: Drywall.  
Ceiling: Acoustic.

#### Millwork and Accessories

Bulletin board.  
White marker board.

#### Technology Requirements

AV/IT: Yes.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: No.  
Intercom: Connectivity to Classrooms, Nursery.

#### Furnishings (Not in Contract)

L-shaped or U-shaped workstation with small conference table or peninsula.  
Bookcase.  
1-Desk chair.  
2-Guest chairs.  
1-Waste basket.

#### Equipment (Not in Contract)

Computer, printer.

#### Relationship to Other Spaces

**2.32 Teacher Storage**

---

**General Requirements**

Lockable storage.

**Finishes**

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Adjustable shelves.

Coat hook.

**Technology Requirements**

AV/TV: No.

Computer: No.

Telephone: No.

Copy/Fax: No.

Intercom: No.

Panic: No.

**Furnishings (Not in Contract)**

File cabinets.

Waste basket.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

Direct access is required to Teacher Workroom.

### 2.33 Teacher Workroom

---

#### General Requirements

Door to have vision panel.

Provide power at work island in addition to convenience receptacles on walls.

Provide 220V power at copier location if required.

#### Finishes

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

#### Millwork and Accessories

Base cabinets with upper storage 2 walls minimum.

Island work area with storage below.

#### Technology Requirements

AV/IT: Convenience outlets each wall.

Computer: Yes.

Telephone: Yes.

Copy/Fax: No.

#### Furnishings (Not in Contract)

Mail slots.

(4) min. 4-drawer filing cabinets.

#### Equipment (Not in Contract)

Copy machine.

Counter top paper cutter.

Counter top hole punches.

Counter top binding machines.

#### Relationship to Other Spaces

Locate convenient to reception area.

### 2.34 Secretary/Reception Area

---

#### General Requirements

Secretary work area plus room for 4 guests.

#### Finishes

Floor: Carpet.  
Walls: Drywall.  
Ceiling: Acoustic.

#### Millwork and Accessories

Bulletin board.

#### Technology Requirements

AV/IT: Convenience outlets each wall.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: Yes.  
Intercom: Connectivity to Classrooms, Nursery.

#### Furnishings (Not in Contract)

L-shaped or U-shaped workstation.  
Bookcase.  
1-Desk chair.  
4-Guest chairs.  
1-Waste basket.

#### Equipment (Not in Contract)

Computer, printer.

#### Relationship to Other Spaces

Locate adjacent to Superintendent Office and convenient to Teacher Storage and Teacher Workroom.

### **3.0 - Fellowship/Recreation**

### **REQUESTED FACILITIES**

#### **Introduction**

Fellowship and Recreation are important aspects of the Church's mission by providing opportunities for being together and building one another up in the faith. Facilities for this purpose do not stand alone, but rather they provide integral support to the Parish Education, Parochial School, and Worship functions.

Facilities include the following:

- 3.1 Parish Hall/Multipurpose Facility
- 3.2 Kitchen
- 3.3 Church Parlor
- 3.4 Gymnasium
- 3.5 Outdoor Areas

### 3.0 - Fellowship/Recreation

### REQUESTED FACILITIES

#### 3.1 Parish Hall/Multipurpose Facility

---

##### General Description

The Parish Hall/Multipurpose Facility is used for large gatherings serving a variety of purposes and functions. These include church potlucks, voter's assemblies, and large meeting needs.

##### Summary of Spaces

|                                     | <i>Occ.</i>                     | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|-------------------------------------|---------------------------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>3.1 Parish Hall/Multipurpose</b> |                                 |                |            |                     |                      |                 |
| 3.11                                | Parish Hall (Occ.=Worship/1.75) | 340            | 15         | 5,100               | 1                    | 5,100           |
| 3.12                                | Table/Chair/Stage Storage       |                |            | 200                 | 1                    | 200             |
| 3.13                                | AV Storage                      |                |            | 80                  | 1                    | 80              |
| 3.14                                | Seasonal Storage                |                |            | 200                 | 1                    | 200             |
| <b><i>Subtotal:</i></b>             |                                 |                |            |                     |                      | <b>5,580</b>    |

##### Relationship to Other Spaces

The kitchen facilities directly support these activities and should be adjacent to the Parish Hall. This area should be designed to school standards to provide a cafeteria function for a future parochial school.

### 3.11 Parish Hall/Multipurpose Room

---

#### General Requirements

Natural light. Windows with shades/blinds.  
Movable stage.  
Drinking fountain.

#### Finishes

Floor: VCT/Stained Concrete.  
Walls: Durable.  
Ceiling: Acoustic.

#### Millwork and Accessories

Bookcases for Bible, books.  
AV Screen (Large)

#### Technology Requirements

AV/TV: Convenience outlets each wall.  
Computer: No  
Telephone: Yes.  
Copy/Fax: No.  
Panic: Alarm from panic buttons in education space.

#### Furnishings (Not in Contract)

Tables  
2-waste baskets.  
Folding/stackable chairs.  
AV cart.

#### Equipment (Not in Contract)

Computer/laptop.  
Projector.  
AV equipment.

#### Relationship to Other Spaces

Adjacent to the Kitchen/Food Serving Area. This space should be convenient to the Education Space.

**3.12 Table/Chair/Stage Storage**

---

**General Requirements**

Provide sufficient table and chair storage for all anticipated seating and table arrangements in Parish Hall. Provide storage for portable stage. Provide storage for all chairs and tables simultaneously for use of Parish Hall as open space.

**Finishes**

Floor: VCT or sealed concrete.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Adjustable shelving for general storage – one wall minimum.

**Technology Requirements**

AV/TV: No.  
Computer: No  
Telephone: No.  
Copy/Fax: No.  
Intercom: No.

**Furnishings (Not in Contract)**

Tables (same as Parish Hall).  
Portable table storage racks.  
Chairs (same as Parish Hall).  
Portable chair storage racks.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

Adjacent to Parish Hall.

**3.13 AV Storage**

---

**General Requirements**

Provide lockable storage for AV equipment.

**Finishes**

Floor: VCT or sealed concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Adjustable storage shelving.

**Technology Requirements**

AV/IT: Sound system and AV rack as required.

Computer: No

Telephone: No.

Copy/Fax: No.

**Furnishings (Not in Contract)**

AV cart.

**Equipment (Not in Contract)**

None.

**Relationship to Other Spaces**

Locate near Stage/Platform.

**3.14 Seasonal Storage**

---

**General Requirements**

Provide storage space for seasonal items, such as Christmas decorations.

**Finishes**

Floor: VCT or sealed concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Adjustable shelving for general storage – one wall minimum.

**Technology Requirements**

AV/TV: No.

Computer: No

Telephone: No.

Copy/Fax: No.

Intercom: No.

**Furnishings (Not in Contract)**

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

Adjacent to Parish Hall.

### 3.0 - Fellowship/Recreation

### REQUESTED FACILITIES

#### 3.2 Kitchen Area

---

##### General Description

The Kitchen supports all activities in the Parish Hall and These include church potlucks, voter's assemblies, and large meeting needs.

##### Summary of Spaces

|                           | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|---------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <hr/>                     |             |                |            |                     |                      |                 |
| <b>3.2 Kitchen Area</b>   |             |                |            |                     |                      |                 |
| 3.21 Kitchen              |             |                | 700        | 1                   | 700                  |                 |
| 3.22 Kitchen-Storage      |             |                | 120        | 1                   | 120                  |                 |
| 3.23 Kitchen-Pantry       |             |                | 120        | 1                   | 120                  |                 |
| 3.24 Kitchen-Serving Area |             |                | 360        | 1                   | 360                  |                 |
| <b><i>Subtotal:</i></b>   |             |                |            |                     |                      | <b>1,300</b>    |

##### Relationship to Other Spaces

The kitchen facilities should be part of the Parish Hall/Multipurpose Room, but ideally would serve functions utilizing the Gymnasium as well.

### 3.21 Kitchen

---

#### General Requirements

Ceiling fans.

#### Finishes

Floor: VCT or stained concrete.

Walls: Ceramic tile.

Ceiling: Drywall.

#### Millwork and Accessories

Base cabinets with sinks and upper cabinets above on perimeter walls..

Work island with sinks.

#### Technology Requirements

AV/IT: No.

Computer: No.

Telephone: Yes.

#### Furnishings (Not in Contract)

#### Equipment (Part of Contract)

Commercial stove (6-burners minimum) with vent hood above.

Commercial Dishwasher.

#### Equipment (Not in Contract)

2-Refrigerators.

2-Upright freezers.

2 Microwave ovens.

Warming oven.

Ice maker.

Washer & Dryer (could be located in the Kitchen Storage).

#### Relationship to Other Spaces

Convenient to Parish Hall and Gymnasium.

Adjacent to Serving Line.

Exterior door (not primary means of entering Parish Hall).

Direct access to Pantry and Kitchen Storage.

### 3.22 Kitchen Storage

---

#### **General Requirements**

Walk in store room for kitchen bulk storage.

#### **Finishes**

Floor: VCT or sealed concrete.

Walls: Drywall

Ceiling: Acoustic.

#### **Millwork and Accessories**

Adjustable shelves.

Some free floor space for bulk item storage.

#### **Technology Requirements**

Door switch.

#### **Furnishings (Not in Contract)**

Serving carts.

#### **Equipment (Not in Contract)**

Washer and dryer (if not in Kitchen).

#### **Relationship to Other Spaces**

Direct access from Kitchen.

**3.23 Pantry**

---

**General Requirements**

Walk in Pantry.

**Finishes**

Floor: VCT or sealed concrete.

Walls: Drywall

Ceiling: Acoustic.

**Millwork and Accessories**

Adjustable shelves.

**Technology Requirements**

Door switch.

**Furnishings (Not in Contract)**

None.

**Equipment (Not in Contract)**

None.

**Relationship to Other Spaces**

Direct access from Kitchen.

**3.24 Kitchen Serving Line/Vending**

---

**General Requirements**

Provide serving line area adjacent to Kitchen, possibly forming a noise buffer between the Kitchen and the Parish Hall. Include recessed area for (3) vending machines.

**Finishes**

Floor: VCT or stained concrete.  
Walls: Ceramic tile.  
Ceiling: Drywall.

**Millwork and Accessories**

Base cabinet with serving line or commercial kitchen serving line equipment.

**Technology Requirements**

AV/IT: No.  
Computer: No  
Telephone: No.

**Furnishings (Not in Contract)**

None.

**Equipment (Not in Contract)**

(3) Vending machines.

**Relationship to Other Spaces**

Locate between Kitchen and Parish Hall and/or Gymnasium.

**3.31 Church Parlor**

---

**General Requirements**

The Church Parlor is envisioned as a very nice space suitable for use for a variety of functions, such as bridal party, a gathering area for the family of the deceased at a funeral, a ladies' tea, a library, various Bible studies, etc. This area may be used to house the Church Library. It might have such amenities as a fireplace and a kitchenette.

**Finishes**

Floor: Carpet.  
Walls: Drywall with wood paneling accents.  
Ceiling: Drywall/Acoustic.

**Millwork and Accessories**

Bookshelves.  
Fireplace mantel and accent paneling.  
Base cabinet and upper cabinet at Kitchenette – make as unobtrusive as possible.

**Technology Requirements**

AV/IT: Yes.  
Computer: Yes.  
Telephone: Yes.

**Furnishings (Not in Contract)**

Living Room/Lounge furniture groupings.  
Dining table and chairs.  
Hutch.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

3.0 - Fellowship/Recreation

REQUESTED FACILITIES

3.4 Gymnasium/Cafeteria/Multipurpose Room

---

**General Description**

The Gymnasium will serve fellowship needs of the congregation as a sports venue and large assembly area for congregational gatherings. If needed as plans for a Parochial School are developed in the future, the Gymnasium will be sized to serve school sports, physical education, and as a cafeteria area for lunches.

**Summary of Spaces**

|  | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|--|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>Gymnasium/Cafeteria/Multipurpose Room</b> |             |                |            |                     |                      |                 |
| <b>3.4</b>                                   |             |                |            |                     |                      |                 |
| 3.41   |             |                | 8,000      | 1                   | 8,000                |                 |
| 3.42   |             |                | 750        | 2                   | 1,500                |                 |
| 3.43   |             |                | 200        | 2                   | 400                  |                 |
| <b><i>Subtotal:</i></b>                      |             |                |            |                     |                      | <b>9,900</b>    |

**Relationship to Other Spaces**

If possible, the Gym should be located convenient to 3.21 Kitchen.

**3.41 Gym/Cafeteria/Multi-Purpose Room**

---

**General Requirements**

This is a gymnasium to be utilized for other functions as well; cafeteria, etc.. Size for high school gymnasium requirements. Provide retractable basketball goals. Provide floor pockets and stanchions for volleyball activities as well.

**Finishes**

Floor: Investigate options for multi-use gym for durability and functionality.  
Walls: Painted CMU with affixed padding at run-out areas.  
Ceiling: Open to painted structure.

**Millwork and Accessories**

Entry control area.  
Seating (retractable) one wall.

**Technology Requirements**

AV/TV: Yes.  
Computer: Yes.  
Telephone: Yes. Entry control desk.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

**Equipment (Not in Contract)**

Sports equipment.  
Cafeteria warming trays/storage racks.

**Relationship to Other Spaces**

**3.42 Lockers/Showers**

---

**General Requirements**

Separate lockers/showers for men and women.

**Finishes**

Floor: Tile.  
Walls: Tile.  
Ceiling: Drywall.

**Millwork and Accessories**

Lockers.  
Clothes hamper.

**Technology Requirements**

AV/TV: No  
Computer: No  
Telephone: No  
Copy/Fax: No

**Furnishings (Not in Contract)**

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

Locate with direct access to Gym.

**3.43 Gym Storage**

---

**General Requirements**

Provide storage for sports equipment.  
Provide storage for tables and chairs.

**Finishes**

Floor: VCT or sealed concrete.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Adjustable shelving for general storage – one wall minimum.

**Technology Requirements**

AV/TV: No.  
Computer: No  
Telephone: No.  
Copy/Fax: No.  
Intercom: No.

**Furnishings (Not in Contract)**

Tables with portable table storage system.  
Chairs with portable chair storage system.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

Adjacent to Gym.

### 3.0 - Fellowship/Recreation

### REQUESTED FACILITIES

#### 3.5 Outdoor Spaces

---

##### General Description

Outdoor Areas are desired to enhance the fellowship opportunities for coming together. In addition the Prayer Garden would provide a place for prayer and reflection.

##### Summary of Spaces

|                               | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|-------------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <hr/>                         |             |                |            |                     |                      |                 |
| <b>3.5 Outdoor Spaces</b>     |             |                |            |                     |                      |                 |
| 3.51 Prayer Garden            |             |                |            |                     | TBD                  |                 |
| 3.52 Lighted Basketball Court |             |                |            |                     | TBD                  |                 |
| 3.53 Volleyball Court         |             |                |            |                     | TBD                  |                 |
| 3.54 Baseball Field           |             |                |            |                     | TBD                  |                 |
| 3.55 Playground               |             |                |            |                     | TBD                  |                 |
| 3.56 Walking Trail            |             |                |            |                     | TBD                  |                 |
| <b><i>Subtotal:</i></b>       |             |                |            |                     |                      | <b>TBD</b>      |

##### Relationship to Other Spaces

To be determined.

### 3.51 Prayer Garden

---

#### General Requirements

Relatively small area for prayer and reflection. This type of area might include the following items:

- Wall(s)
- Trees
- Other landscape
- Pathways
- Seating
- Water feature
- Sculpture or cross

This idea is very loose and therefore specific requirements have not been determined. We are interested to see what sorts of ideas the A/E will provide, and what spaces are available by the building design to incorporate this sort of space. Some degree of isolation seems warranted, and yet it needs to be a safe place as well.

**3.52 thru 3.54 Sports Fields**

---

**General Requirements**

Provide accommodation for athletic activities for use by the congregation and eventually a Parochial School. The location of sports fields should consider the primary use by youth and college members and also the Parochial School facilities.

**3.55 Playground**

---

**General Requirements**

Provide a safe, fenced place to play for Sunday School children as well as Parochial School children. Ornamental fencing encouraged.

The playground should be both safe and secure.

The location should take advantage of the building components and existing or new landscape materials to provide shade.

Provide seating for parents and/or workers.

The location of the Playground should not require children to cross traffic or parking to gain access.

**3.56 Walking Trail**

---

**General Requirements**

The investigation of a possible walking trail of the church property is encouraged.

## **4.0 - Administration**

## **REQUESTED FACILITIES**

### **Introduction**

Administration space includes office, meeting, and support space to house the full-time and part-time workers of the church, to conduct the business of the church, and to house the church's archives.

## 4.0 - Administration

## REQUESTED FACILITIES

### 4.0 Administration/Office

---

#### General Description

Administration space includes office, meeting, and support space to house the full-time and part-time workers of the church, to conduct the business of the church, and to house the church's archives. A staff kitchenette and lunchroom is desired. Locate restrooms convenient to Office.

#### Summary of Spaces

|                                  | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|----------------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>4.0 Administration/Office</b> |             |                |            |                     |                      |                 |
| 4.01 Office-Pastor               | 1           |                | 240        | 1                   | 240                  |                 |
| 4.02 Office-Assistant Pastor     | 1           |                | 140        | 1                   | 140                  |                 |
| 4.03 Office-DCE                  | 1           |                | 140        | 1                   | 140                  |                 |
| 4.04 Office-Staff                | 1           |                | 140        | 3                   | 420                  |                 |
| 4.05 Secretary/Reception         | 5           |                | 180        | 1                   | 180                  |                 |
| 4.06 Archives                    |             |                | 100        | 1                   | 100                  |                 |
| 4.07 Storage-General             |             |                | 100        | 1                   | 100                  |                 |
| 4.08 Copier/Workroom             |             |                | 240        | 1                   | 240                  |                 |
| 4.09 Conference Room             | 12          | 15             | 180        | 1                   | 180                  |                 |
| 4.10 Kitchenette/Lunchroom       |             |                | 120        | 1                   | 120                  |                 |
| 4.11 Altar Flowers Staging Area  |             |                | 60         | 1                   | 60                   |                 |
| <i>Subtotal:</i>                 |             |                |            |                     |                      | <b>1,920</b>    |

#### Relationship to Other Spaces

**4.01 Office-Pastor**

---

**General Requirements**

Share semi-private bathroom with Asst. Pastor 4.02. Provide bookshelves one wall min. for private theological library. Seating group for counseling. Acoustic treatment in walls. Private entrance in addition to entrance from Secretary/Waiting.

**Finishes**

Floor: Carpet.  
Walls: Paneling/Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases.

**Technology Requirements**

AV/TV: No.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Executive Desk.  
Credenza.  
Desk chair.  
Small conference table.  
4-guest chairs.  
2-filing cabinets.  
Waste basket.

**Equipment (Not in Contract)**

Computer/laptop.

**Relationship to Other Spaces**

Convenient to Asst. Pastor, Secretary. Adjacent to semi-private bath.

**4.02 Office-Assistant Pastor**

---

**General Requirements**

Share semi-private bathroom with Pastor 4.01. Provide bookshelves one wall min. for private theological library. Acoustic treatment in walls. Private entrance in addition to entrance from Secretary/Waiting.

**Finishes**

Floor: Carpet.  
Walls: Paneling/Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases.

**Technology Requirements**

AV/TV: No.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Executive Desk.  
Credenza.  
Desk chair.  
2-guest chairs.  
2-filing cabinets.  
Waste basket.

**Equipment (Not in Contract)**

Computer/laptop.

**Relationship to Other Spaces**

Convenient to Pastor, Secretary. Adjacent to semi-private bath.

**4.03 Office-Director of Christian Education (DCE)**

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**General Requirements**

**Finishes**

Floor: Carpet.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases.

**Technology Requirements**

AV/TV: No.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Desk/U-shaped work station.  
Desk chair.  
2-guest chairs  
2-filing cabinets.  
Waste basket.

**Equipment (Not in Contract)**

Computer/laptop.

**Relationship to Other Spaces**

**4.04 Office-Staff**

---

**General Requirements**

**Finishes**

Floor: Carpet.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases.

**Technology Requirements**

AV/TV: No.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Desk/U-shaped work station.  
Desk chair.  
2-guest chairs  
2-filing cabinets.  
Waste basket.

**Equipment (Not in Contract)**

Computer/laptop.

**Relationship to Other Spaces**

**4.05 Secretary/Reception Area**

---

**General Requirements**

Secretary work area and main reception for offices with seating for 4 guests.

**Finishes**

Floor: Carpet.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bulletin board.

**Technology Requirements**

AV/IT: Yes.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: Yes.

**Furnishings (Not in Contract)**

L-shaped or U-shaped workstation.  
Bookcase(s).  
1-Desk chair.  
4-Guest chairs.  
2-filing cabinets.  
1-Waste basket.

**Equipment (Not in Contract)**

Computer, printer.

**Relationship to Other Spaces**

Locate adjacent to Pastor's Office and convenient to Copier/Workroom.

**4.06 Storage-Fireproof**

---

**General Requirements**

**Finishes**

Floor: VCT/Sealed Concrete.  
Walls: 2-hour rated construction.  
Ceiling: Drywall/rated.

**Millwork and Accessories**

Adjustable shelving – metal.  
Provide safe.

**Technology Requirements**

AV/TV: No.  
Computer: No  
Telephone: No.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Filing cabinets.  
Flat file.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

**4.07 Storage-General**

---

**General Requirements**

**Finishes**

Floor: VCT/Sealed Concrete.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Adjustable shelving – metal.

**Technology Requirements**

AV/TV: No.  
Computer: No  
Telephone: No.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

4 (min.) Filing cabinets.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

**4.08 Copy/Workroom**

---

**General Requirements**

Provide power at work island in addition to convenience receptacles on walls.  
Provide 220V power at copier location.

**Finishes**

Floor: VCT or stained concrete.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Base cabinets with upper storage 2 walls minimum.  
Island work area with storage below.

**Technology Requirements**

AV/IT: Computer outlets at work surfaces.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: Yes (2).

**Furnishings (Not in Contract)**

Mail slots – staff, officers, boards, etc. Verify total number.  
(4) min. 4-drawer filing cabinets.

**Equipment (Not in Contract)**

Floor mounted copy machine.  
Counter top paper cutter.  
Counter top hole punches.  
Counter top binding machines.  
Tape duplicator.

**Relationship to Other Spaces**

Locate convenient to reception area.

**4.09 Conference Room**

---

**General Requirements**

A place for staff meetings and other presentations/meetings. Consider blackout shades.

**Finishes**

Floor: Carpet.  
Walls: Paneling/Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcase one end.  
Ceiling mounted projector screen.  
Whiteboard in millwork cabinet - (1) wall.

**Technology Requirements**

AV/IT: Yes. Power and data in floor at conference table.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Conference table for 12 min.  
12-chairs.  
Waste basket.

**Equipment (Not in Contract)**

Projector, laptop.

**Relationship to Other Spaces**

Locate convenient to reception area.

**4.10 Kitchenette/Lunch Room**

---

**General Requirements**

**Finishes**

Floor: VCT.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Base and upper cabinet – on wall.  
Sink with H/C taps.  
Filtered water system.

**Technology Requirements**

AV/IT: Yes.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Lunch table.  
4-chairs.  
Waste basket.

**Equipment (Not in Contract)**

Upright refrigerator.  
Microwave oven.

**Relationship to Other Spaces**

Locate convenient to reception area.

### 4.11 Altar Flower Staging Area

---

#### General Requirements

Provide location for florist to drop off flowers for the upcoming worship service. This space should be conditioned and secure. It should have a separate lock so that florist can access without gaining access to the remainder of the Offices, so flowers can be left without church staff present. Provide access both to outside and from Office.

#### Finishes

Floor: VCT.  
Walls: Drywall.  
Ceiling: Acoustic.

#### Millwork and Accessories

Base and upper cabinet. Bar sink.  
Provide stand for storing flowers to prevent tipping.

#### Technology Requirements

AV/IT: No.  
Computer: No.  
Telephone: No.  
Copy/Fax: No.

#### Furnishings (Not in Contract)

Waste basket.

#### Equipment (Not in Contract)

#### Relationship to Other Spaces

Locate convenient to Office/Workroom and convenient to parking/drive on the exterior of the building.

## **5.0 – Music Program**

## **REQUESTED FACILITIES**

### **Introduction**

This is dedicated space for choral and instrumental rehearsal and music/instrument storage. It should be located convenient to the Choir Area of the Sanctuary, with discreet (private) access without having to go through the Narthex if possible. Acoustic isolation is required.

## 5.0 – Music Program

## REQUESTED FACILITIES

### 5.0 Music Program

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#### General Description

This is dedicated space for the planning, preparation, and rehearsals related to the sacred music program of the church.

#### Summary of Spaces

|                          | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|--------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>5.0 Music Program</b> |             |                |            |                     |                      |                 |
| 5.01 Rehearsal Room      | 56          | 15             | 840        | 1                   | 840                  |                 |
| 5.02 Office              | 1           | 120            | 120        | 1                   | 120                  |                 |
| 5.03 Music Storage       |             |                | 80         | 1                   | 80                   |                 |
| 5.04 Instrument Storage  |             |                | 200        | 1                   | 200                  |                 |
| <i>Subtotal:</i>         |             |                |            |                     |                      | <b>1,240</b>    |

Note: Rehearsal Room should provide space for 40 vocalists, 8 bell stations, and 8 instrumentalists simultaneously. Vocalists may or may not be on permanent risers. If so, they should reflect the same layout as the Choir Area in the Sanctuary.

#### Relationship to Other Spaces

If possible, the Rehearsal Room should be convenient to Choir area of the Sanctuary.

**5.01 Rehearsal Room**

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**General Requirements**

**Finishes**

Floor: VCT.  
Walls: Drywall with acoustic treatment as necessary.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases (active music storage)  
Risers.  
Robe storage/locker area.

**Technology Requirements**

AV/TV: Yes.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: Yes.

**Furnishings (Not in Contract)**

(56) Gangable chairs with music storage below.  
(17) Music stands.  
(2) Side chairs.  
(2) Waste baskets.  
Piano with bench.

**Equipment (Not in Contract)**

Computer/laptop.  
Electronic keyboard.  
Recording equipment.

**Relationship to Other Spaces**

Convenient/direct access preferred to Choir Area of Sanctuary.  
Convenient to restroom facilities.

**5.02 Office**

---

**General Requirements**

This will be a satellite office within the Music Program area for use by the music director and volunteers for preparation of music program.

**Finishes**

Floor: Carpet.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases (active music storage)  
Risers.

**Technology Requirements**

AV/TV: Yes.  
Computer: Yes.  
Telephone: Yes.  
Copy/Fax: Yes.

**Furnishings (Not in Contract)**

L- or U-shaped work station.  
Credenza.  
Desk chair.  
2-guest chairs.  
Waste basket.

**Equipment (Not in Contract)**

Computer/laptop.

**Relationship to Other Spaces**

**5.04 Music Storage**

---

**General Requirements**

**Finishes**

Floor: VCT or stained concrete.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Upper cabinets above filing cabinets.

**Technology Requirements**

AV/TV: No.  
Computer: No.  
Telephone: No.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Waste basket.  
4-drawer filing cabinets – maximize quantity in space provided.

**Equipment (Not in Contract)**

**Relationship to Other Spaces**

## 5.04 Instrument Storage

---

### General Requirements

Lockable storage area for instruments.

### Finishes

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

### Millwork and Accessories

Cubbies for variety of musical instruments – verify.

Storage bins for bells and bell table appointments.

### Technology Requirements

AV/TV: No.

Computer: No.

Telephone: No.

Copy/Fax: No.

### Furnishings (Not in Contract)

None.

### Equipment (Not in Contract)

Instruments.

### Relationship to Other Spaces

Adjacent to Rehearsal Room.

**Introduction**

In 2003, the membership of Bethel adopted the goal to develop a Lutheran Parochial School as part of its ministry review. Space identified for "Parochial School" is to be used in conjunction with the Parish Education classrooms and offices to provide for a Parochial School.

While Bethel Lutheran Church does not currently have a parochial school, there exists a rich tradition of providing Christian education in the Lutheran Church. The Lutheran Church-Missouri Synod operates the second-largest parochial school system in the United States, and we foresee the need to establish this opportunity sometime in the future. According to Dr. Bill Hinz, Director of School Ministry of the Texas District, LCMS, the Texas District has seven high schools, 43 elementary/middle schools, and 135 congregations with preschools/early childhood centers. Nationwide, 83% of private school enrollment was in Christian schools. From 1990 to 2002, enrollment nationwide in private school enrollment increased over 10%, and during that same time, enrollment in Lutheran schools increased 15%.

Lutheran schools provide a Christian environment in which to educate children. As such, it provides a twofold purpose: To nurture Christian children and to outreach to non-Christian community. Again from Dr. Hinz, "As it appears that our society as a whole is moving more and more away from being a Christian society both functions will remain vitally important. In a society where Christmas can in many places no longer be publicly acknowledged and in a society that continues to hold up more and more values that are decidedly non-Christian and in a society where all "beliefs" are given equally weight or value - Lutheran schools will need to continue to be places where both nurture and outreach are evidenced."

"As our society seems to move farther from that ideal, Lutheran schools will continue to be places where eternal truths are taught and modeled by Christ-centered teachers. In the direction our society appears to be heading (in a decidedly non-Christian direction) it will also be a large challenge to continue the kind of support that is needed for Lutheran schools - both in terms of numbers of students and also in terms of the people and financial resources." (Hinz) With prophetic voice, Dr. Walter Maier warned in a 1941 broadcast of "The Lutheran Hour" of the changes happening already even at that time in public education and of the need for a solid Christian education:

"Renew our days as of old!" we repeat as we recall the startling change which has overtaken American education. The first schools founded on this continent taught the Christian religion and were based on the Scriptural maxim "The fear of the Lord is the beginning of wisdom." Today much of public education is pointedly antireligious, with a deep-rooted determination on the part of many teachers (whose salaries are paid from public funds) to poison young minds against the Bible. Most of you have no idea of the startling extent to which textbooks used in many public schools feature an away-from-God tendency. While recent years have witnessed a remarkable increase in school building and enrollment, on a steadily mounting scale we have been forced to erect more prisons in the battle against juvenile crime. In many cities we are training children to be mentally shrewd rather than morally good, cute and cunning instead of honest and straightforward. Because the collapse of morality and reverence constitutes a serious menace to the future of the nation, we ought constantly to ask the Almighty for a return to the early American educational ideals. They had no modern theories of training in those pioneer decades, no "progressive" systems, no theories of self-expression; but they kept first things first. For them no training was complete without the study of the Bible, the memorizing of its

passages, the exalting of its truth. (Maier, pp. 196-197)

Dr. Maier did not suggest that the public education system could be returned to a Christian centered curriculum, and this is even more so in our increasingly pluralistic society today. However, he saw the answer in parochial education for the training of Christian children. “The Christians of our country can return to the colonial practice -- and the conditions after the war may make this necessary -- by which the churches **built their own elementary schools to insure religious instruction**. My own Church annually spends millions of dollars to maintain and expand a system of child training which helps the pupils keep the Lord Jesus uppermost in his mind. We gladly pay our taxes to support the public educational system; but we also believe that the nation and the churches require hearts and minds illuminated by the Holy Spirit, souls daily instructed in Biblical truth. Therefore we maintain hundreds of Christian day schools throughout the land, offering more than secular culture can legally give -- a sound, Scriptural training. These schools are open to your boys and girls. Give us your children so that we can help give them to Christ! Juvenile court statistics show conclusively that youngsters thus trained have a moral and spiritual force in their lives which goes far in keeping them away from crime and closer to Christ.” (Maier, pp. 197-198)

As we consider providing a Lutheran School, we would do well to realize that it is a ministry, with a primary focus of providing a Christian education and environment where children can be nurtured with the Word of God. Parochial schools will operate on a fraction of the funds that public schools have available, and yet they still provide a solid academic base as well. Nevertheless, it is the “Christian” aspect that is the foundational characteristic of a true parochial school. There is no doubt that developing a Lutheran school will require sacrificial giving of time and resources.

**6.0 – Parochial Education**

**REQUESTED FACILITIES**

**6.0 Parochial Education**

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**General Description**

This division of spaces are those spaces specific to the development of a Parochial School. These spaces will be used in conjunction with 2.0 Parish Education spaces to provide for the Parochial School space needs.

**Summary of Spaces**

|                                | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|--------------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>6.0 Parochial Education</b> |             |                |            |                     |                      |                 |
| 6.01 Office-Superintendent     | 1           | 140            | 140        | 1                   | 140                  |                 |
| 6.02 Nurse/Health Room         | 1           | 120            | 120        | 1                   | 120                  |                 |
| 6.03 Teacher's Lounge          | 12          | 15             | 180        | 1                   | 180                  |                 |
| <i>Subtotal:</i>               |             |                |            |                     |                      | <b>440</b>      |

**Relationship to Other Spaces**

Locate with the Parish Education space as a future phase of building and convenient to the Gymnasium/Cafeteria/Multipurpose Room.

## **6.0 – Parochial Education**

## **REQUESTED FACILITIES**

### **6.01 Office-Superintendent**

#### **General Requirements**

Natural light. Windows with shades/blinds.

Door to have vision panel.

#### **Finishes**

Floor: Carpet.

Walls: Drywall.

Ceiling: Acoustic.

#### **Millwork and Accessories**

Bulletin board.

White marker board.

#### **Technology Requirements**

AV/IT: Yes.

Computer: Yes.

Telephone: Yes.

Copy/Fax: No.

Intercom: Connectivity to Classrooms, Nursery.

#### **Furnishings (Not in Contract)**

L-shaped or U-shaped workstation with small conference table or peninsula.

Bookcase.

1-Desk chair.

2-Guest chairs.

1-Waste basket.

#### **Equipment (Not in Contract)**

Computer, printer.

#### **Relationship to Other Spaces**

**6.02 Nurse/Health Room**

---

**General Requirements**

This is a nurse's station for treatment of minor illnesses.

**Finishes**

Floor: Carpet.  
Walls: Paneling/Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases.

**Technology Requirements**

AV/TV: Yes.  
Computer: Yes  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Desk.  
Credenza.  
Desk chair.  
Exam table or sofa.  
2-guest chair.  
Waste basket.

**Equipment (Not in Contract)**

Computer/laptop.

**Relationship to Other Spaces**

Locate near the School Administration area and convenient to the Teacher Work Room.

**6.03 Teachers' Lounge**

---

**General Requirements**

**Finishes**

Floor: VCT.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Base and upper cabinets with sink, upright refrigerator, undercounter ice maker, and microwave oven.

**Technology Requirements**

AV/TV: One wall or ceiling mounted.  
Computer: Yes  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

(3) tables for 4 each.  
(12) chairs  
(2) Waste baskets

**Equipment (Not in Contract)**

Computer/laptop.

**Relationship to Other Spaces**

Locate near the School Administration area and convenient to the Teacher Work Room.

**Introduction**

The intent of providing “Youth and College” space is to create a safe haven for youth, where they will have personal affiliation, be likely to invite friends, and generally engage them in a personal way. This grouping would include areas for junior high, high school, and college aged youth.

Catechization of youth remains a priority after Confirmation, and therefore instruction space in a casual environment is important. Recreational opportunities play a vital role in creating an atmosphere where they youth want to remain involved in order to receive instruction. Some of the teaching space could be collocated with the “Parish Education” space so long as it is close in proximity. Nevertheless, this program calls for dedicated education space within the Youth/College facility itself.

**7.0 – Youth/College**

**REQUESTED FACILITIES**

**7.0 Youth + College**

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**General Description**

Space dedicated to the Youth and College education and fellowship programs.

**Summary of Spaces**

|                            | <i>Occ.</i> | <i>SF/Per.</i> | <i>NSF</i> | <i>No.<br/>Rms.</i> | <i>NSF<br/>Total</i> | <i>Subtotal</i> |
|----------------------------|-------------|----------------|------------|---------------------|----------------------|-----------------|
| <b>7.0 Youth + College</b> |             |                |            |                     |                      |                 |
| 7.01 Youth Room            |             |                | 750        | 1                   | 750                  |                 |
| 7.02 Youth Lounge          |             |                | 240        | 1                   | 240                  |                 |
| 7.03 Kitchenette           |             |                | 120        | 1                   | 120                  |                 |
| <i>Subtotal:</i>           |             |                |            |                     |                      | <b>1,110</b>    |

**Relationship to Other Spaces**

Youth and College should be located convenient to the Fellowship/Recreation space and the Parish Education space. Supervision of the Youth and College space is an important requirement to be considered. The Director of Christian Education's office could be located here if not in the Church Administration Office.

**7.01 Youth Room**

---

**General Requirements**

The Youth Room, or “Game Room”, will house equipment to encourage social interaction and recreation.

**Finishes**

Floor: VCT or stained concrete.  
Walls: Drywall.  
Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases and base cabinet one wall.  
Two (min.) white boards.  
Kitchenette at one end with island/bar separating from Youth Room.

**Technology Requirements**

AV/TV: Convenience outlets each wall.  
Computer: No  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Lockable storage cabinets  
Pool table.  
Foosball table.  
Ping pong table.  
2 - Round card tables with 4 chairs ea.  
2 - Waste baskets.

**Equipment (Not in Contract)**

Large TV with DVD.

**Relationship to Other Spaces**

Adjacent to Youth Lounge.  
Locate close to DCE office if possible.  
7.03 Kitchenette may be part of Youth Room as described or separate space adjacent to Youth Room and Youth Lounge.

**7.02 Youth Lounge**

---

**General Requirements**

The Youth Lounge serves as space conducive to smaller group study or conversation.

**Finishes**

Floor: VCT or stained concrete.

Walls: Drywall.

Ceiling: Acoustic.

**Millwork and Accessories**

Bookcases and lockable base cabinet one wall.

White board.

**Technology Requirements**

AV/TV: Yes.

Computer: Wireless.

Telephone: Yes.

Copy/Fax: No.

**Furnishings (Not in Contract)**

(4) couches

Lounge chairs

Waste basket.

**Equipment (Not in Contract)**

TV with DVD (could be mounted on wall).

**Relationship to Other Spaces**

Adjacent to Kitchenette and Youth Room. Separate by accordion or folding door.

**7.03 Kitchenette**

---

**General Requirements**

Provide as part of Youth Room or as separate space convenient to Youth Room.

**Finishes**

Floor: VCT.  
Walls: Drywall.  
Ceiling: Drywall.

**Millwork and Accessories**

Base cabinet with double sink and disposal with upper cabinets all around.  
Island or peninsula.

**Technology Requirements**

AV/TV: No.  
Computer: No  
Telephone: Yes.  
Copy/Fax: No.

**Furnishings (Not in Contract)**

Bar stools.  
Waste basket.

**Equipment (Not in Contract)**

Refrigerator.  
Microwave.

**Relationship to Other Spaces**

Adjacent to Kitchenette and Youth Room. Separate by accordion or folding door.

**Bethel Lutheran Church****ESTIMATED PROJECT SCHEDULE**

The estimated project schedule for design and construction is as follows:

1. Review AE (Architect/Engineer Team) Qualifications and Develop Shortlist (4-5 firms asked to interview) Mar. 9, 2006
2. AE Interviews/Selection September, 2006
3. AE Contract Negotiation October 22, 2006
4. Congregation Approval/Initiate Design November, 2006
5. Complete Schematic Design including Site Design/Master Plan February, 2007
  - Program Review and Verification
  - Site Master Plan (Building Placement, Massing, Site Circulation, Parking, Utility Connections)
  - Schematic Design – All Phases
6. Congregation Review/Approval – Schematic Design March, 2007
7. Complete Design Development – Phase 1 May, 2007
8. Congregation Review/Approval – Design Development June, 2007
9. Complete Construction Documents – Phase 1 August, 2007
10. Complete Fundraising/Financing and Authorize Bidding September, 2007
11. Bidding/Negotiation/Contract Award September, 2007
12. Construction Completion – Phase 1 Fall 2008

**Bethel Lutheran Church**

**ESTIMATED PROJECT COST**

The following cost estimate was prepared on unit cost factors based on cost experience of previous estimates for similar facilities escalated to the date of bidding.

NOTE: The Project Architect/Engineer is responsible for implementation of sound architectural and engineering principles in obtaining the most economical and feasible facility possible. It is emphasized that although certain construction system maybe described in this POR as a basis of this estimate; the POR is only a guide for this purpose. The project Architect/Engineer is expected to consider optional systems to obtain maximum economy and adaptability to requirements of the project.

|  |                                |
|--|--------------------------------|
| Building - Phase One .....                                     | \$ 3,500,000                   |
| Site Development .....   | <u>\$ 500,000</u>              |
| Total Construction - Phase One .....                           | \$ 4,000,000                   |
| Construction Contingencies .....                               | \$ 200,000                     |
| Design, Project Management, Inspection, Other Soft Costs ..... | \$ 500,000                     |
| Furnishings and Equipment .....                                | \$ 50,000                      |
| <br>TOTAL ESTIMATED PROJECT COST – Phase One .....             | <br><b><u>\$ 4,750,000</u></b> |

BUILDING SITE:



























