

**STAFF - TUESDAY 3/21/2017 - 10:00 am**

**1) How we use this building**

Offices  
Storage - not enough - church, school, groups  
Kitchen  
Fellowship Hall  
Choir Room  
Most Class rooms  
Meeting Space - library, room 114, nursery  
Bathrooms  
Hallways  
Basically Everything

**2) What hinders mission/work**

Storage - not enough: staff, school, group, church  
Poor planning: storage in women's bathroom  
Bathrooms: not enough, location!!  
HVAC systems / WiFi / lighting  
Kitchen: larger, user friendly, PET FREE  
Larger fellowship hall: outlets (many more than normal)  
Stage: important item  
School: separated from offices / porte cochere  
Reception area/welcome center: separated  
Card keys: security, cameras  
Parlor: funeral gathering, bride room  
Offices: together, locate around workroom, lockable

**3) Things for mission: not currently discipleship / service**

Fellowship Hall: open to courtyard, more events, bonding, involvement, assimilation  
School: after / before school care for working parents, subsidized tuition / members  
Small group activity of congregation  
Mission groups: quitting  
Prayer at church  
Bible study  
Couple / Family Activities  
Welcome Center: very Nice  
Reception Area  
Information: sign-up weekend  
Welcome: weekday

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**PASTORAL SUPPORT TEAM - SATURDAY - 3/18/2017 - 4:30 pm**

**1) How we use this building**

Library for meetings  
Rest rooms

**2) What hinders mission/work**

We have met w/o obstacles  
New restrooms needed, HVAC, fixtures, Accessible Location  
Lighting not conducive to reading, natural light needed  
Appearances  
Key card accessibility

**3) Things for mission: not currently discipleship / service**

Media friendly room, screen / Projector (built-in)  
Porte-cochere for inclement weather  
Key card access

**FINANCE COMMITTEE - THURSDAY - 4/7/2017**

- 1) **How we use this building**
    - Treasurer's Office-book keeping, counting offerings, Meeting
    - Treasurer's Conference Room-meetings
  - 2) **What hinders mission/work**
    - Insufficient storage
    - Cabinets-closed and locked
  - 3) **Things for mission:           not currently           discipleship / service**
    - Conference Table
    - White Board
    - Cabinets, storage
    - Room Identification, signs
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**STEWARDSHIP COMMITTEE - FRIDAY - 3.30.2017 - 11:30 am**

- 1) **What facilities do you currently use**
    - Church Office to print and Assemble materials we need a room and table only
  - 2) **Shortcomings of current facility**
    - None
    - Bad Lighting
  - 3) **Features you would like to have**
    - Time
    - Availability
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**Bill PARIS - MEETING - SATURDAY - 4.8.2017 - 9:45 pm**

- 1) **What comments (positive and negative) would you make about the church's appearance?**
    - Attractive, Unified Structure
    - Not the best flow (function and people)
    - Fellowship area lacks reception area (welcoming)
    - Bland Entry - Cluttered
    - Where are bathrooms?
  - 2) **COMMENTS ABOUT THE DESIGN, LOCATION, AND FEATURES OF**
    - The Nursery: Restroom Capability, Book Shelving
    - The Kitchen: Modernize, Integrate / Fellowship Hall
    - The Fellowship Hall: Storage Lacking, Is a Stage Necessary?
    - Bathrooms: Not Enough
    - The Entrance: Bland Cluttered; Need Cover - Main Plus
  - 3) **HAVE YOU SEEN ANY FEATURES OF OTHER CHURCHES YOU WOULD LIKE OUR NEW DESIGNS TO INCORPORATE**
    - Larger Adjustable "classrooms" with AV capabilities
    - Bright Rooms Mainly
    - More Efficient use of space
    - Choir Room closer to Sanctuary
    - Covered walkway to McSwain from new building
    - Handicap Access
    - Need Library maybe with AV
    - Better "CURB" appeal
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**WIRED WORD**

**1) Church facilities currently used**

Library  
Kitchen  
Bathrooms

**2) Facility Shortcomings**

Lighting in Library  
Ladies Bathroom: sinks that work, Higher toilets - towels near sinks

**3) N/A**

**Andy Rappold - Group Meeting with Property Team - 3.8.2017 - 6 attends**

**1) What church facilities do you currently use for your activities and what specifically do you do in them?**

Library for meetings

**2) Please list any facility related short comings of our current church that prevent or inhibit your group from doing its actives.**

Ground Floor Storage  
Shop Area (Tool Storage  
Document Storage  
Too many janitor areas

**3) In Light of our church mission, which is "To make disciples who will join us in following in Jesus in lives of humble service", please list three not-currently-available features you would like to have in new church facilities to help your group do its activities better.**

Low Maintenance Landscape Design  
24x24 ground floor storage area with outdoor entry  
LED Lighting

**Andy Rappold General Group Meeting - 4.8.2017 - 3 attends**

**1) What church facilities do you currently use for your activities and what specifically do you do in them?**

All areas (Nave, Bathrooms, Commons, Sunday School, Nursery, Fellowship Hall)

**2) Please list any facility related short comings of our current church that prevent or inhibit your group from doing its actives.**

Bathroom Locations and accessibility  
Covered drop-off  
ADA compliancy  
Adequate Kitchen  
Commons (not attractive)  
Directory / Signage lack of "flow"  
A True Library, not just a meeting space  
Conference Room with storage for multiple groups  
Modern technology (projector)

**3) In Light of our church mission, which is "To make disciples who will join us in following in Jesus in lives of humble service", please list three not-currently-available features you would like to have in new church facilities to help your group do its activities better.**

Wedding accommodations (flow, brides room)  
Satisfy shortcomings from questions #2  
Not so cheap finishes (countertops, flooring), Needs to be durable and low maintenance  
Exterior Signs  
Landscaping  
"green roof"  
Ascetics of commons, possibly more natural light

**Beth Hales - Fellowship**

**1) Current Use**

Kitchen and Gathering Area of McCombs and McSwain Halls  
Congregational Meetings  
Congregational Meals  
Receptions (Narthex / Commons)

**2) Short comings**

Closet / Pantry - Storage for many groups  
should be a budget line item to keep stocked  
needs a person responsible for keeping it stocked  
Industrial refrigerator and freezer needed BADLY  
Both Kitchens need "major housekeeping day"  
Dishes get scattered between 2 kitchens  
If 2 kitchens, both need to be adequately stocked  
McSwain needs New Coffee Makers for large functions  
MOP Room needs new supplies  
Better signs directing to bathrooms  
Bathrooms in close proximity to meeting halls

**3) Features not available currently, but would like to have**

Updated & more storage cabinets in kitchens  
McSwain - industrial refrig / freezer  
Better sink & counter space for washing dishes

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**Angela - Choir – Easter (between services)**

**1) What church facilities do you currently use for your activities and what specifically do you do in them?**

Choir Room - rehearsal, storage, fellowship  
Restrooms - need to be functional  
Nave - worship, storage, instruments  
Music Office - lock-up for processions  
Parking Lot

**2) Please list any facility related short comings of our current church that prevent or inhibit your group from doing its actives.**

Restrooms need up-dating - not functional - heat and air  
Separate Bell Choir Room  
Do we need a separate choir room?  
Better lighting in parking lot  
Security - Remote Lock system

**3) In Light of our church mission, which is "To make disciples who will join us in following in Jesus in lives of humble service", please list three not-currently-available features you would like to have in new church facilities to help your group do its activities better.**

Hand Bell Room - designed acoustically  
Recording Equipment  
Computer for (sheet) Music database  
Add rails & lighting to choir area in Nave - for safety  
Kids singing space for practicing  
Roomier closets

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**Karen Ruefle - April 1, 2017 - Saturday Service at 5:00 PM**

**1) What church facilities do you use for activities and what do you do in them?**

- Property meets where able – supplies and tools are spread out.
- Fellowship – kitchen space is small/inadequate
- Finance office – small and not adequate to accommodate number of people with no heat or air; not able to lock door with three people in room
- Classrooms – not enough weekdays and weekends with scouts, circles, confirmation classes
- Would request no glass walls

**2) Please list any facility-related shortcomings of our current building that prevent your or inhibit your group from doing its activities.**

- No heat or air in areas
- Kitchen in fellowship hall area is too small; poorly organized for more than 2 people
- Open area under counter/cabinets in fellowship kitchen – rodent area
- Inoperable sink faucets
- Rest rooms closer to activity areas
- School needs separate rest room
- Library not open to be able to use – locked; not able to check out books
- Need secure area for AV equipment
- Not readily accessible for handicap to deliveries in all areas – only one ramp

**3) In light of our church mission – “To make disciples who will join us in following Jesus in lives of humble service,” please list any currently not available features you would like to see in a new facility.**

- Rollout panels – soundproof to divide large areas into smaller areas
- Open library – use for fellowship
- Welcome/sign up area
- Storage for mechanical room/robes in common area improvement
- Accessibility to copiers without entering locked and alarmed area
- Door locks/access – codes or badge swipe
- AV & internet capability in classrooms of certain size
- Storage for property team supplies and equipment (spare ceiling tiles, paint, tools)

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**Karen Ruefle - April 11, 2017 – Tuesday at 9:30 AM - Faith Circle**

**1) What church facilities do you use for activities and what do you do in them?**

- Library and meeting rooms should be close to each other but not within the same room
- Furniture in each area should be moveable, comfortable and appropriate for the area assigned
- Kitchen facilities should be close to or included in each so that refreshments for participants are in the same room they are using
- The “main kitchen” should be centrally located for same reason as above
- Restrooms must be update and more accessibly located

**2) Please list any facility-related shortcomings of our current building that prevent your or inhibit your group from doing its activities.**

- The library used to have (10 – 15 years ago) space that could display artwork, photographs, crafts that members produced
- There is a need for rooms for Brides to prepare the ceremony and/or her party
- Likewise a room for family to gather before, during or after a funeral service
- AV equipment needs to not only be more accessible but have secure areas for storage

**3) In light of our church mission – “To make disciples who will join us in following Jesus in lives of humble service,” please list any currently not available features you would like to see in a new facility.**

- WIHN – needs better facilities (rooms) than to have to use a storage closet for as a sleeping room
- Bereavement meals need better or more convenient facilities than what is currently being used
- Altar guild room and/or storage is presently inadequate – any new facility should include a better arrangement

2017 - BUILDING USAGE / SHORTCOMINGS  
**Karen Ruefle - April 11, 2017 – Tuesday at 1:00 PM - Peace Circle**

- 1) What church facilities do you use for activities and what do you do in them?**
    - Library furniture should be functional, mobile, comfortable – no sofas
    - If Library is to be used as a “meeting room” there should be a designed serving area for food
    - AV equipment should be well secured, operable by people of different generations
    - Storage area
  
  - 2) Please list any facility-related shortcomings of our current building that prevent your or inhibit your group from doing its activities.**
    - The library is currently used as a prep room for brides – totally inadequate – no mirrors, outlets for dryers and curling irons, lighting inadequate for make up
    - There is no bereavement room (or something close) the library also serves this function and it does not have a “warm and welcoming” feel
    - If there could be a meeting room, it should not be confused with, used as or turned into a classroom
    - If there is to be a school – it should have its own restrooms (for children), kitchen area for snacks and /or refreshments (and not confused with church meeting rooms.)
  
  - 3) In light of our church mission – “To make disciples who will join us in following Jesus in lives of humble service,” please list any currently not available features you would like to see in a new facility.**
    - Media facilities in meeting rooms and/or library
    - A craft activities room could be very attractive to some age groups
    - Kitchen area, if provided should be adequate
    - Nursery should have its own restrooms
    - Raised print on doors to all rooms for vision impaired
    - Our entire property should be brought up to code for the handicapped and/or those impaired. Even those hard-of-hearing cannot always get an amplifier that works properly
    - Facility for multi-denominational activities with faith-based purpose
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**Karen Ruefle - April 25, 2017 – Tuesday at 6:00 PM Love Circle**

- 1) What church facilities do you use for activities and what do you do in them?**
  - Classrooms for Sunday School/Bible study
  - Room # 114 for Bible study
  - Nursery
  - Choir Room
  - Library – Crossways, New Disciples
  - More Rooms with comfortable seating
  
- 2) Please list any facility-related shortcomings of our current building that prevent your or inhibit your group from doing its activities.**
  - Too hot – temperature uncomfortable
  - Spigots in Ladies restroom do not work
  - Choir room needs to be acoustically designed – difference in sound between choir room and sanctuary
  - Handicap accessibility
  - Safety – easy access for strangers
  - Nursery has no way to communicate an emergency with only one adult in nursery on most Sundays. Question the possibility of pager system for parents similar to type used in restaurants
  - McCombs Kitchen too small for 3 or more people
  - Need a larger fridge in McCombs
  - Electricity is inadequate – circuit breakers trip easily
  - Need to keep storage areas secure for each organization/group
  - Improve sound system in McCombs
  - Cabinets/storage with locked pantry
  
- 3) In light of our church mission – “To make disciples who will join us in following Jesus in lives of humble service,” please list any currently not available features you would like to see in a new facility.**

## 2017 - BUILDING USAGE / SHORTCOMINGS

- Alpha course
- Biking/exercise program
- Special room for video usage that holds a greater number of people
- AV room that does not require locking everything up
- Dedicated coffee/tea area with information area – get rid of easels that are tripping hazard
- Announcement monitor
- Greeters stationed by the entrance doors instead of at door of sanctuary
- Group leaders at New Disciples classes are very helpful

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### **Sheila Mallo - 3/21/17 - 6:30 pm, Met in Church Library – Scouts**

Attendees: Justin Varella, Cub Scout Cubmaster – Chris Sholar, Boy Scout Scoutmaster – Randy Mallo, Charter Organization Representative & Rebekah Smith, Girl Scout Leader – OA Representative didn't show

### **Sheila Mallo - 3/25/17 - Circle Meeting at Nancy Mees house**

#### **1) What church facilities do you currently use for your activities and what specifically do you do in them?**

- cubs and Boys use McSwain Center and 2 downstairs classrooms – Weekly, Tuesdays and Thursdays
- Regular Meetings, occasionally lock-ins, merit badge colleges, pack meetings, pinewood derby, court of honors and blue & gold celebrations
- Girls use #114 & #117 – 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Tuesdays, 6:30-7:30pm
- Regular Meetings
- Circle: Mc Combs for funeral dinners, OWLS and Sunday School rooms

#### **2) Please list any facility-related shortcomings of our current church that prevent or inhibit your group from doing its activities.**

- cubs need to have 6 different classrooms for meetings – currently have to rotate out two groups in the classrooms and then the others have to meet in corners of the McSwain center and that is not conducive to each group maintaining the attention of the young boys. However, some meetings have physical activity and the gym is a great place to do that, so having that access is great.
- girls would like bigger rooms - #114 is kind of small and they cannot touch anything
- rooms away from the other meeting groups would be nice – sometimes the girls meetings can be loud and there are other groups and it's frustrating to always be after the girls to be quiet
- need access to a larger room for ceremonies – Cubs in the gym at same time, so cannot use that and AA in McCombs
- would like to have kitchen access during meetings and the ability to host dinners for families sometimes
- 1<sup>st</sup> Baptist has an activity center that allows multiple things to be done, having more rooms with different functions would be a great asset
- like having a central area for the group things like blue & gold and the pinewood derby, etc – would be nice to have set up in a spool type layout, center area with rooms around it
- audio-visual equipment to use for group meetings and ceremonies would be wonderful. Ones that are set up and ready to go would be VERY useful
- dedicated storage downstairs for easier access – especially for larger/heavier items.
- would like to have locks on their cabinets – things are disappearing and being used and returned broken
- for winter activities – low lighting in the courtyard for the ground area for walking
- stage type area with lights and audio-visual and microphones – somewhere that leaders could be highlighted
- easier building access – hard to share one key with regulars – keycode access would be wonderful
- ways to publish the scouts activities and availability to the congregation, to let the members know we have troops
- Interruption of meetings for WIHN, church events – while they are understandable, they are not always the easiest to work around, if they had access to other rooms/areas could work around better
- would like rooms without carpet for easier cleanup
- would like to be able to show off their art work or projects within the building
- circle needs keys to get in on Saturdays
- circle would like an ice machine in McCombs for funeral dinners and OWLS
- new and modern kitchen
- new and modern bathrooms – designed BY and for women
- more enthusiastic greeters
- an actual welcome center, visitor parking

**3) In light of our church mission, which is "To make disciples who will join us in following Jesus in lives of humble service", please list three not-currently-available features you would like to have in new church facilities to help your group do its activities better.**

- If we were better "advertised" with communications and allowed to do more around the church, it would allow members to participate
- If the church were able to do more with the group (service projects, outreach, etc) the unchurched members might be more inclined to attend/join church
- by doing more with the groups, be more in the loop, might make the church more attractive to visitors
- feeling more welcome in the church would make boys more willing to participate in functions and events – feeling more important and part of the family (currently scouts feel that lots is blamed on them and they are not welcome because they are the first ones to be booted for events)
- scouts want to do service and a big part of it is for their meeting place, but they are overlooked – could be a huge asset to projects if allowed.
- girls would like to grow with a level for each age group, would love to be able to advertise through church and get church members – then the girls and the church could do functions together – cross generations

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**Butch Ruefle - 4.24.2017 - Endowment Team**

**1) What church facilities do you currently use for activities and what specifically do you do in them?**

- Endowment Meetings. Five use whatever room we can find. (Our meetings are mostly short notice and usually 30 to 45 minutes.)

**2) Please list any facility-related shortcomings of our current church that prevent or inhibit your group from doing its activities?**

- easier access to the building (codes for Team leaders or committee members)
- there should be one or two rooms set up for and reserved for meetings only (not Sunday school classes, Boy Scouts, AA, etc.)
- there should be Wi-Fi for meeting rooms and/or guests.
- meeting rooms should be audio visual/media available, with conference table and chairs.

**3) In light of our church mission, which is "To make disciples who will join us in following Jesus in lives of humble service", please list three not currently available features you would like to have in new church facilities to help your group do its activities better.**

- 2 rooms dedicated to Team/Committees ONLY.
- the above-mentioned rooms should be furnished for comfort, mobility, accessibility
- If the rooms have to be multipurpose, there should be a secure place for file and records storage.

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**Social Ministry Team Needs**

**1) Facilities currently used for Activities**

- library for meetings
- McSwain for storage and WIHN
- Commons for communication of projects
- McCombs putting projects together
- office for mail

**2) Facilities shortcomings**

- lack of convenient storage
- lack of specific area for social ministry projects

**3) Features in new facilities wanted**

- storage space for items used by the team
- bulletin board for announcements that is centrally located
- specific room that is used only for committee meetings (all teams not just social ministry)
- nice if storage space could be in the same room
- Wall directory telling congregation where meeting rooms are located