

Meeting Notes

Attendees: Reverend Lant Davis, Central Presbyterian Church
Central Presbyterian Church Staff
Central Presbyterian Disciplines
Sarah K. Hempstead, AIA, LEED, AP, Schmidt Associates, Inc.

From: Sarah K. Hempstead, AIA, LEED AP
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Date: November 16, 2007

Re: Space Evaluation
Central Presbyterian Church
2007-062.000 4.1

Meeting: November 13, 2007 Time: 9:15 am

Location: Central Presbyterian Church

*Architecture
Engineering
Technology
Interior Design
Landscape Architecture*

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The purpose of the meeting was to develop the key criteria upon which spaces will be evaluated and programmed.

1. Overall Building Concerns
 - a. Elevator is a huge problem
 - 1) Does not stop at all three levels
 - 2) Needs to be large enough to accommodate a casket.
 - b. Restrooms need updates
 - 1) Much larger- Need to be ADA Compliant
 - 2) Must Work
 - c. Access point is going to change
 - 1) North entry will most likely become main entry
 - d. The pastors office should be further from door
 - e. Right now people stop in Fellowship Hall before and after mass to socialize
 - f. Social gathering very important
 - 1) Carry in supper important
 - 2) Fellowship hour after service is important
 - 3) Celebrating life group and Youth group utilize fellowship hall
 - 4) Sunday morning gathering very important
 - g. Floor levels different (a problem)

- h. Fellowship hall feels like a “cold” & “unfriendly” environment
- i. 1950-1960’s décor
- j. Kitchen is out of date
 - 1) Dishwasher does not work
 - 2) Outdated appliances
 - 3) Do not need as much storage
- k. Would be better to have small space for communion upstairs
- l. Sanctuary needs structural work around windows and painting
- m. Would like a larger choir area
- n. Mostly we would like area to remain the same: this space is why church stayed here
- o. Cushions need to be replaced on pews
- p. Storage:
 - 1) Needs to be reworked
 - 2) Use existing storage better
 - a) Trap door above pantry levels
 - b) Storage room
 - c) Room behind boiler rooms
- q. Nursery location a question
- r. Preschool room: Capacity around 10(ish)
- s. Unregistered ministry: licensure?
- t. Library
 - 1) Good collection
 - 2) Not utilized well
 - 3) Combined with lounge?
- u. Lounge spaces: meetings, etc.
- v. Big space can be reworked
- w. Anti Room is wasted space
- x. Compressor outside for AC of Sanctuary
- y. Mechanical Equipment: outside flat roof?
- z. HVAC/Plumbing are problems
- aa. Electrical
 - 1) Some new in 1980’s
 - 2) Exposed
 - 3) Conduit a problem

- bb. Nice to have better/easier way to replace sanctuary lights. Must replace.
 - cc. Concern about columns in Fellowship Hall: sitting on brick
 - dd. Worried about motion of sanctuary floor: slight movement
 - ee. Carpet tile in sanctuary/ Hard surface in kitchen
 - ff. Try to silicone brick every few years
 - gg. Tuck pointing last few years
 - hh. 5 year old sanctuary rod
 - ii. 1 year old flat roof
 - jj. Northwest/Southwest corners: new sloped roof
 - kk. Gutters/Downspouts in good shape
 - ll. Need to address signage: Interior/Exterior
 - mm. People at Huhlman center and in garage should be able to see signage
 - nn. Awnings would be nice: need airlocks
2. Christian Nurture Commission
- a. Sunday School/ Evening Education/ Sunday morning: Children's church
 - b. Use all upstairs classrooms
 - c. Use class beside library
 - d. Need more rooms (operable wall does not out sound)
 - 1) Preschool: 5-6 kids
 - 2) Sunday Nursery 2: 5-6 kids
 - 3) Baby Nursery: 5-6 kids
 - 4) 2nd through 5th grade: 8 kids, this size works well
 - 5) K-1st grade: 8 kids, this probably ok
 - 6) 9th through 12th grade: 4-5 kids
 - 7) 6th through 9th grade: 7 kids, Need to have two spaces here but accordion wall does not work.
 - 8) Choir Room: Need to have two spaces here but accordion wall does not work.
 - 9) Musikgarten: Teacher supply hard to access.
 - 10) Need a space dedicated to youth group: 10(ish), 6th through 12th grade.
 - e. Need better bathrooms
 - f. Chinese fellowship uses space every week
 - g. 18-30 meet at peoples homes, 5-15 living room type space
 - h. Water valve in office
 - i. Access to kitchen

- j. Need some teacher prep: Need tall storage cabinets
 - k. Need Large storage space/closets; have a large stage that assembles on alter
 - l. Office: too small and needs a lot of shelving/cabinets
 - 1) Position used as part time secretary
 - 2) Doors currently locked to church- need someone to physically open doors
 - m. Perfect world: Everyone has access to sink/toilet: (1) for children, (1) for adults. At least one sink in each area
 - 1) Need to be ADT accessible
 - n. Would like nursery away from Fellowship Hall
 - o. Children's church needs open space/storage at children's height
 - p. Kitchen needs child friendly space
 - q. Musikgarten needs open floor space
 - r. Dual sided bulletin boards
 - s. Air conditioning: controllable in kitchen
 - t. Would like shower available for visiting groups
 - u. Washer/Dryer
3. Church Life/Church Action
- a. Social commission/Food
 - b. Kitchen/Fellowship Hall/Off site sometimes
 - c. Right now you don't feel like you can mess it up. 10-90 tops 100 +/- . Can barely fit 140.
 - d. Use extra adjoining rooms as needed
 - e. Need (2) sided buffet lines; kitchen noise does not shut off very well
 - f. Don't have 2nd space for fellowship
 - g. Need to take path of travel outside of fellowship hall
 - h. Would be nice to subdivide space
 - i. Would like balance between casual/comfortable and dressy. Can we dress up space?
 - j. Definite negative to have nursery in current location
 - k. Need better storage tables & chairs
 - l. Kitchen
 - 1) Not enough hot water
 - 2) Need a dishwasher
 - 3) Need at least (2) sinks
 - 4) Need a large prep area or (2) prep areas
 - 5) No garbage disposal

- 6) Posts (columns) are a big problem
 - 7) Need to have a separate communion kitchen
 - 8) Size of fellowship hall is great, but is it necessary?
 - 9) No ice maker now- one is needed
 - 10) (4) ovens now, need that much space at least
 - 11) Pantry size OK, could be set up better
 - 12) (2) refrigerators, (1) stand-above freezer needed
 - 13) Cooking is a fellowship event (8) folks or so, but after that can be closed off
 - 14) Must have better (cleanable) counter tops
 - 15) Better quality stainless steel sinks; need space for sponges/dishwashers
 - m. Coat racks OK, would like (1) place for them: coat room would work if no bottleneck
 - n. Where is main door?
 - o. Need more/better restrooms: ADA changing tables
 - p. Plastic cups/paper locked in restroom now
 - q. Path through Fellowship Hall has plusses and minuses
 - r. Need projection screen- bulletin boards in Fellowship Hall
 - s. Different light levels
 - t. Noise level pretty good
 - u. Carpet tile, poured rubber floor in kitchen
 - v. Occasionally need sound system
 - w. Marker boards great in Fellowship Halls and classrooms
 - x. Lighting in kitchen: levels good
 - y. Get rid of columns and/or mask and make them look new
 - z. Better Bible/Choir storage
 - aa. Exhaust needed throughout building
 - bb. Need a space for exterior trash/recycling
 - cc. Need a space for dirty/clean towels
 - dd. Need space to be used like a table- kid level table/chairs: maybe main kitchen and kitchen annex. Kitchen annex would be children's kitchen and used for communion/Flowers?
4. Communication Commission
- a. Mission driven, internal/external, publications/etc.
 - b. New software: networked through church
 - c. Alan manages, currently have a website, email
 - d. Relationship and database: power church

- e. Hybrid system: Phone calls, group email
 - f. (1) email list is goal, letters, (2) periodic
 - g. Communications
 - 1) Weekly email
 - 2) Monthly communication mail, Sarah manages
 - h. Use library and office/admin/spaces
 - i. Currently have (1) wireless router under Sarah's desk
 - j. Either wireless/hardwired throughout coupled w/phone system, personalized voicemails, intercom system- door-to-office and door-to-upstairs choir room
 - k. Marketing plan is real work
 - l. Signage within and without building critical
 - m. Plasma screen announcement boards- wireless network/isolated network to wherever terminals are located
 - n. Shared office space might be ideal- Sarah/Alan/Cheryl/Lant
 - o. Temperature control everywhere
 - p. Elevator size an issue
 - q. More defined classroom space
 - r. Basement under church
 - s. Sound system throughout the building would be nice
5. Open Session
- 1) Really needs more space between counter and work surface in kitchen
 - 2) Dishwasher, ice machine mare required
 - 3) For communion- Tearing bread- (8) trays of bread/(8) trays of grape juice and pitchers difficult in current space
 - b. Like character of old building- need modernized
 - 1) Need easier entry
 - 2) Vestibule too small
 - 3) Need automatic doors
 - c. More office space needed for associate and assistants
 - d. Library does get used
 - 1) Young children do utilize space, (2) volunteers
 - 2) Teenagers use for videos
 - 3) Everything shelved, nothing stored
 - e. Brides room/Dressing room would be nice

- 1) Tall hanging space
 - 2) Makeup mirrors
 - f. Is there a way to match newer construction- limestone caps? To match parking garage? Is there a way to finish spires better?
 - g. How do we look better from campus?
 - h. Library needs to be larger, more shelves
 - i. Office location needs to be close to "front" door
 - j. Need ADA access
 - k. More storage elsewhere
 - l. A music office and music library would be nice
 - m. Could build lofts in back of church for service
 - n. Could music have a shared office?
 - 1) Alan/Scott could share
 - o. Do like Sanctuary, Do like where choir is located
 - p. Would love to have rose window in back
 - q. Really need a drop off space in front
 - r. Some pews broken
 - s. Check on windows, North side
 - t. Very few operable windows
 - u. Fellowship hall is ugly, hate the columns
 - v. Would like more space
 - w. Move wall with counter afloat? Space for trays
 - x. Better locking system throughout- wire hook, hold open
 - y. ADA access doors
 - 1) Locks
 - 2) Security
 - z. How do members access church/office
6. Celebrating Life- Overall Space Comments
- a. New larger elevator required
 - b. New dishwasher needed
 - c. Storage for quilt makers: Morning Stitches
 - d. Designated storage would be good for everyone
 - e. Heating and cooling is a problem
 - f. Parking coordination will be an issue

- g. Back section of sanctuary is a question- Should it be used as a room or a part of sanctuary?
 - h. Choir needs to be deeper or wider- There is no knee space, not enough room.
 - i. Keep pipes even though not functional
 - j. Fellowship Hall: No personality, it is ugly
 - k. Charm of double stairway entry is lovely
 - l. Front entrance/foyer is nice as is, Brides take photos there
 - m. Worried about change in floor height by organ
 - n. Not enough room for choir/orchestra
 - o. Living rooms are good
 - 1) Need to be soundproof between rooms
 - 2) Currently used as bridal room
 - p. Remove Column
 - q. Church china seems unneeded, but will times change back to more formal?
 - r. Does not have recreational facilities now, should have?
 - s. Must fix step from choir room to classrooms
 - t. Must fix step from choir room to choir left
 - u. Rooms on each side of alter are a question
 - v. Would be nice to see minister's face
 - w. Kitchen needs new design
 - x. Would like choir/organ to stay together
 - y. Library is used
 - z. Restrooms: Need to be ADA compliant
 - aa. Office areas: Not in a good location
 - bb. Need lockable doors/security
 - cc. Sanctuary window must be kept
 - dd. Pews are OK; cushions would be nice
 - ee. Interior window sills failing in sanctuary
7. Mission Committee- General Comments
- a. Design what projects the Church is involved with Habitat/Preschool/Etc.
 - b. Interlink group
 - 1) Foreign students
 - 2) English as a second language
 - c. People respond better to local projects, try to do things in Terre Haute area
 - d. Designated storage is only real space need; Storage needed for;

- 1) Cloth
 - 2) Yarn
 - 3) Projects
 - e. Crafts room/Work room would be great
 - f. Email communication works well weekly and as needed
 - 1) Prayer list part of e-news
 - g. Telephone calls might be better
 - h. Need a way to communicate to new members, brochure
 - i. Need a way to communicate to what other groups are doing
 - j. Need interior/exterior signage
 - k. Communication via weekend paper
 - l. Bazaar: Open house concept has been effective in the past to build comrade to open up to public
 - m. Security system: Something to allow one door to be open to public
 - n. Location of office is a question, where is front door?
 - o. Office needs to be located to center door
 - p. Bathrooms
 - 1) ADA
 - 2) Bigger
 - 3) Comfort height
 - q. Elevator: Not located in office, bigger, better looking
8. Staff- Overall Space Comments
- a. Feel of sanctuary is good
 - b. Digital electronic organ need to keep it's home
 - c. Spaces are not utilized very efficiently
 - d. Historic exterior look is important
 - e. Common office space is necessary now
 - f. One of closets in back of church could be music office; needs a lockable door
 - g. Organ cases could be moved back; pipes left in place would provide more space at altar
 - h. Choir robes/storage, glorified Hall
 - i. Cabinet heights a problem
 - j. Work space is a premium, turn out a lot of written product, need centralized space
 - k. Christian nurture office: should be located with everyone
 - l. Main reception: Much too crowded, not enough storage, copier in room makes it hot
 - m. Mail boxes: Needs to be in office somewhere with many more slots, need to secure office

- n. No visual access to door
- o. Cannot hear door bell when you are upstairs, fix with camera
- p. Avoid going upstairs because you cannot hear doorbell or phone
- q. Would like phone system with individual numbers and voicemail boxes
- r. Would like everyone in a common work space
- s. Could file cabinets in robe room move to back of sanctuary?
- t. Garbage disposal is inadequate, (3) cars need accessible dumpster with lock
- u. Small bus
 - 1) Parking space required
 - 2) By Pastor's parking spot
- v. Loading space for large truck would be good
- w. Shower/Washer/Dryer: For Indigent might be a good outreach program
- x. Meeting space Needed
 - 1) Accommodate 25 people
 - 2) (1) long table
 - 3) Integrate with library
 - 4) Use old photos to decorate
- y. Everything in building needs to be multipurpose
- z. Writeable wall surface would be great in classrooms
- aa. Each use needs securable storage
- bb. Double vestibule doors on exterior is good
- cc. Elevator
 - 1) Large enough for casket
 - 2) Connect with all levels
- dd. Signage
 - 1) Exterior sign important
 - 2) Do not like current aesthetic
 - 3) Make noticeable
- ee. Brass keys are a question? Would prox cards be better?
- ff. Kitchen: Need a dishwasher or get rid of china
- gg. Access path into building needs to be special/inviting/etc
- hh. Need sacristy, a place to prepare communion
- ii. Would like to replace turrets on 7th street arts corridor
- jj. Plenty of bulletin boards/Info center

- 1) Photos
 - 2) Member names
 - kk. Worship during construction will be an issue
 - ll. Wireless (or wired) network needed
 - mm. Storage
 - 1) Chairs table
 - 2) Realistic/useable
 - nn. Organ must be protected during construction
 - oo. (2) lighting levels in Sanctuary and Fellowship Hall needed
 - pp. Space for banners
 - qq. Retain rain-protected loading zone for passengers
 - rr. No CPT in restrooms please!
 - ss. Need clocks in Sunday school classrooms, satellite clocks preferred
 - tt. Light fixtures throughout are very hard to change
 - uu. Lighting in choir loft is really poor, needs to be replaced
 - vv. Fax machine moved to church secretary office
 - ww. Better place for coke machines would be nice
 - xx. Need maintenance schedule for all new materials/equipment
 - yy. Motorized doors: ADA would be nice
 - zz. Need recycling area: Theological issue
 - aaa. Ergonomic work stations needed
 - bbb. Voice over Internet considered for communication
 - ccc. Nursery should move off of Fellowship Hall
 - ddd. Storage pantry in nursery is distracting
 - eee. Nursery bathroom too small, adult cannot fit to help child
 - fff. Water softener might be nice
 - ggg. Day school with increased capacity would be nice
 - hhh. Music office does not need to be with everyone else, would like all music storage/etc. together
 - iii. Open office could be OK but need a place for pastoral conversation
 - jjj. Lant needs a private office/door
 - kkk. Day school storage is a big want
9. Technology
- a. Phone protocol is an issue, definitely need direct dial capability
 - b. Wired access at desks and wireless access throughout would be good

- c. Remote door release would be nice
- d. Intercom door to office needed
- e. Copier OK, very noisy, heats up workspace
- f. Wireless headsets for phones would be good
- g. Office needs to be by front door (wherever that is)
- h. Web Design, still working on this
- i. Need a way to display/communicate electronically
- j. Digital signage: Interior/Exterior
- k. Need nice exterior/interior signage
- l. Sound system- attended system with recording
 - 1) Capabilities- wiring to mikes/speakers need to be replaced
- m. Projection/audio in Fellowship Hall, maybe more than (1) screen
- n. Eating and program is an important sequence
- o. Need data connectivity
- p. Assistive technology needs to be incorporated everywhere
- q. Do have a wireless system? Yes, small headset Telex RF system
- r. Controls for HVAC

If any of the above does not agree with your understanding, please clarify by return mail within seven days of receipt. Otherwise, notes shall stand as written.

SKH:ank

Copy: File