

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.

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Date: November 16, 2007

Re: Space Evaluation
Central Presbyterian Church
2007-062 4.1

Meeting: November 14, 2007 Time: 12:15 pm

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 Space Comments

a. Sanctuary

- 1) How can Central Presbyterian contribute to greater community
- 2) Everyone's favorite part of the building
- 3) Would be nice if everything up front was removable
- 4) Keep pipe/facades, but could be modified
- 5) Keep speaker curve the same
- 6) Pipes could be moved, reoriented
- 7) Where do we want cables running, front to back
- 8) Could we make the back of the Sanctuary look better
- 9) Could back nook be a crying room?
- 10) Liturgical Furniture- good but could we make it movable
- 11) Could have additional top on table to make larger for communion
- 12) Perhaps Pulpit/Alter/Font could be replaced
- 13) Attendant PA System, "Sound guy" might be a good idea; might want control with Pastor or both
- 14) It may be OK to have sound of children in the church

- 15) Need a semi portable stage
 - 16) Acoustics are not great- Need to remove carpet from back wall- Would like to remove carpet from all aisles and walls
 - 17) Having chairs instead of pews for choir preferred
 - 18) Could we loft choir? Would we want to? Used to be on balcony in church, unless choir is lofted choir in back does not work
 - 19) Would like Rose windows in back to be reinstalled
 - 20) Better way to change lights in Sanctuary needed
 - 21) Might be better to have second access to sanctuary
 - 22) Need much better Chancel lighting
 - 23) AMG liturgical drama could use spotlights- power in back of Sanctuary, outlet in back for microphone
 - 24) If we have an attended system, we must have someone who knows what they are doing
 - 25) Some way to do recorded music
 - 26) Chamber orchestra space would be great
 - 27) Need extra electrical outlets in Chancel, by organ/choir
- b. Overall Space Comments
- 1) Overall character of the building must be maintained
 - 2) Would like to have PA system in nursery
 - 3) Would like panic button/paging for safety or parent notification
 - 4) Would prefer easier/lighter system
 - 5) Accessibility of Sanctuary an issue: need new elevator somewhere
 - 6) Need an easier way to find front door and find sanctuary
 - 7) New most-common entrance/front door/may be North side
 - 8) Would (2) elevators work better?
 - 9) Church must serve weddings well
 - a) Brides room with space
 - b) Mirrors, (1) or more, separation between (2) for hanging
 - c) Restrooms adjacent, small space for groom
 - 10) Every space is multipurpose
 - 11) What happens on 7th street to weddings/funerals if art corridor happens?
 - 12) If median comes through will block access for stopping
 - 13) Communion prep space upstairs is not needed. Kitchen is proper place
 - 14) Do not like Columns in Fellowship Hall
 - 15) If a tier is recommended for roof structure, can it look nice?

- c. Portable lectern needed in Fellowship Hall
 - d. Small sound system in Fellowship Hall
 - e. Chapel would be nice for (30) people, need chairs not pews
 - f. Another level would be useful
 - g. Columbarium might be nice-Where might one go?
 - h. Remodeling of Chancel will make a better rehearsal space
 - i. Robe room OK but not ideal
 - j. Carpet tile in Fellowship Hall requested
 - k. Decorate poles in Fellowship Hall somehow
 - l. Paneling is ugly
 - m. Lounge needs to be updated
 - n. Flowers:
 - 1) Transportation path needs to be considered
 - 2) Messy to remove from florists block
 - 3) Tools/ladders/etc. need a workroom/storage room
 - 4) Birds do get into building somehow- where are they getting in?
 - o. Ventilation is an issue
 - 1)
2. Overall Space Comments- College/Young Adults
- a. Content with facility as is
 - b. Worried about structural integrity
 - c. Elevator code compliance, does not need to be casket sized
 - d. Worried about electrical system
 - e. Sanctuary needs new painting/fix trim/wainscoting
 - f. Need new carpet
 - g. New and improve restrooms (low priority)
 - h. OK with everything else, but does not want to speak for parents
 - i. College/Young adults definitely do not need own space
 - j. Fellowship Hall OK as is- some updating would be nice
 - k. Best visibility on 7th Street
 - l. Exterior signage is a problem
 - m. Main entry is probably North side
 - n. No need for a crying room

- o. Want to make sure money is well utilized
- p. Restrooms would be first priority with additional
- q. Pastor could be in with Staff
- r. Living rooms should stay adult focused

3. Kitchen Comments

- a. China
 - 1) Use with a better dishwasher
 - 2) Paper seems wasteful
 - 3) Maybe a different type would be better
 - 4) Maybe save coffee cups/plates
 - 5) Feed 100-125 people
- b. Kitchen feels small sometimes, could be laid out better?
- c. Presbyterians store everything, need to have space.
- d. Want conventional ovens, need a griddle- could be plug-in.
- e. Need deep/large sink with hood
- f. Need garbage disposal
- g. Communion/prep could move upstairs
- h. Convenience/kitchenette
- i. Countertop
 - 1) Wooden
 - 2) Black
 - 3) Kid station now
- j. Pantry is really large, could be smaller if better organized
- k. New cabinets
 - 1) High to ceiling
 - 2) Labeling of cabinets important, start with what is needed
 - 3) Storage built around what is needed
- l. No carpeting on kitchen floor, not ceramic Would like poured floor/vinyl/laminate
- m. Countertops: Formica is OK
- n. Want kitchen to look nice
- o. Good idea to be able to close off kitchen and look nice
- p. Large/professional grade refrigerator/freezer requested (as much space as we have now)

4. Day Nursery/Preschool Comments

- a. Connection to bathroom
- b. Really like wall
- c. Painting important part of day
- d. Too noisy
- e. Space: Would like lower ceiling
- f. Remove (1) operable wall
- g. Up to 12 kids now
- h. Four and five years old, (4) mornings a week
- i. Size of space OK
- j. Normally parents come directly into space
- k. VCT/Carpet, partial OK
- l. Need new furniture, more storage (tricycles etc)
- m. Need sink in rooms
- n. Cart to serve snacks
- o. Use tables and chairs in kitchen- Fold (2)
- p. Chairs don't work well
- q. All storage in (1) area now; love to be in larger area
- r. Need drinking fountain
- s. Stay on first floor
- t. Transportation happens via van needed loading/unloading
- u. Door into room from the exterior a question
- v. Security a question
- w. Too hot/cold- never the right temperature
- x. Air conditioning not critical
- y. (2) computers is enough
- z. Need TV cart
- aa. Chalk board is good
- bb. Bulletin board is good
- cc. Public library brings books every month

5. Staff/Office Space Comments

- a. Need organization/space for offices
- b. Need privacy for work and access to entire team. Balance between private and public necessary.
- c. Everyone needs better storage to keep everything at your fingertips

- d. Offices Space- General
 - 1) visual privacy is needed
 - 2) windows are nice
 - 3) need bookshelves
 - 4) Coat Closets
 - 5) Bulletin boards
 - e. Private offices are important for everyone to get their work done
 - f. Alan does need to be closer for better communication
6. Pastors Office
- a. Windows are really nice
 - b. +/- people look in, but light is really nice
 - c. Already out of shelf space
 - d. Closet just needs to be large enough for a coat/robes
 - e. Doors seem to amplify sound throughout building
 - f. Need to be close enough to interact with staff members
 - 1) Need a balance between peace for consultation/study/etc and access to rest of staff, community.
 - g. Counseling
 - 1) Not a lot done
 - 2) Space not set up well to accommodate
 - 3) Need to balance acoustical privacy and visual access
 - h. A lot of time in front of computer is required; large percentage of work is about communication
 - i. Current desk ,computer, printer setup is good
 - j. It would be nice to have small conference table in pastors office
 - k. Need additional filing space
 - l. If pastors office stays where it is, exactly as it is
7. Deacons Space Needs
- a. Prepare baskets of food
 - b. Really like front doors
 - c. Really like ceilings in Sanctuary but not painted
 - d. Could use more bathrooms
 - e. More Sunday school rooms

- f. Need updated kitchen
 - g. More flexible space
 - h. Need place to cook and assemble
 - i. Need better stoves/ovens/sinks/refrigerators
 - j. Need carriers for food delivery
 - k. Do use china and silverware for funerals, etc.
 - l. Need a dishwasher
 - m. Little sink gets used all the time- convenience
 - n. Garbage disposal
 - o. Need a loading zone for food delivery
8. Christian Education Space Needs
- a. Offices
 - 1) Need privacy, yet visibility
 - 2) Lots of shelving and storage
 - b. Air conditioning/controllable heating in all areas
 - c. Storage areas
 - 1) Tables & chairs
 - 2) Preschool large muscle equipment
 - 3) Education supplies
 - 4) Christmas decorations
 - 5) Stages; misc. equipment
 - 6) Monday stitchers items
 - 7) Records; misc. items
 - d. Larger restrooms with stalls needed
 - e. Music library/office needed
 - f. Youth room with space for ping-pong, foosball, etc. not used for anything else
 - g. Showers for overnight groups
 - h. Washer & Dryer would be nice
 - i. Windows that open need to have screens
 - j. Larger Fellowship Hall
 - k. Make all of 2nd floor accessible without steps (eliminate (2) steps from elevator to choir room)
 - l. Two nurseries with bathrooms away from Fellowship Hall:
 - 1) (1)- Birth to 24 months
 - 2) (1)- 2 to 4 years

- m. Shelving installed approximately (5) feet from the ground where adults can store diaper bags/other things so toddlers/children can not reach
- n. Have a mirror installed at floor level for the babies to see themselves
- o. Open space to play soccer/basketball/run around. Could double up for dinner events/events that require table setup
- p. It's nice to have an exterior window so there's real daylight for the kids
- q. We should find a way to access the storage room without tromping through the nursery.
- r. Restroom and hand-washing facilities need to be updated. Many times kids need help, so a larger room would be helpful to enable two people to fit in there without having to leave the door open. Ideally, a sink near the diaper changing station too.
- s. Counter top to prepare snacks and a handy place to wash hands before serving snacks. Cabinet to store the snacks.
- t. It would be nice if there wasn't a big pole in the middle.
- u. A vinyl floor would be nice instead of carpet- easier to clean.
- v. Rooms needed:
 - 1) Sunday 9:30
 - a) Nursery
 - b) Nursery/preschool class (Sunday school)
 - c) Youth elementary class (Sinks in room)
 - d) Older elementary class (possibly restrooms)
 - e) Middle school class
 - f) High school class
 - g) (3) adult classes (sometimes (4))
 - h) Choir
 - 2) Sunday 10:30
 - a) (2) nurseries
 - i. Birth to 24 months
 - ii. 2 to 4 years
 - b) Children's church room- not same room as children's classroom
 - c) Space in kitchen for children to work
 - 3) Weekdays
 - a) Wednesday
 - i. Preschool: (2) children, restrooms, easy drop off/pick-up, bulletin boards for both classes
 - ii. Musikgarten: open space for movement (shared space- furnishings must be easy to move)

w. Technology Needs

- 1) Replace/upgrade phone system and add lines upstairs; staff can help pin point locations
 - a) VoIP? Copper? Wireless telecom?
 - b) Need phone in library, wherever that resides
- 2) Do we need a PA system throughout church?
- 3) It's probably time to implement wireless networking with controls: not an open network (we have some responsibility for who accesses what here, especially youth)
 - a) Currently use standards DSL- is that enough bandwidth?
- 4) Office will continue to use copier as LAN printer so will need a drop (probably wired) for fixed location PCs
 - a) Where is office?
- 5) Education classrooms need network access, whether wired or wireless
- 6) Need a shared printer for Day Nursery School- link with print server? As a local client of one PC?
- 7) Continue to have web presence and enhance the capability there (but probably not a function of architecture design)
- 8) Work stations are generally too small- need adequate desktop space for computer, books, and so forth (but that is obvious)
- 9) Need projection capability in fellowship hall, perhaps in sanctuary; is portable the best arrangement for this?
 - a) Screen technology in sanctuary? This is tricky- some members do not want it during service and would it interfere with the architectural details?
- 10) Heat elimination is a problem in some places- people plus equipment generates lots of heat
- 11) Any need for LCD/plasma signage? Must fit with historical perspective
- 12) Is security part of technology team domain

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

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