Church Facilities Study Process

Each church study is unique to the congregation, but the following describes a typical study process:

1 **Kickoff Meeting with Building Committee**
- Review project process and timeline
- Discuss involvement of other stakeholders
- Gather available drawings and other documents for the existing facility
- Review stakeholder goals
- Plan for visioning session

2 **Conduct a Congregational Visioning Session**
- Utilize post-it note exercise to gather input on future uses and development.

Summarize Visioning Input
- Transcribe notes
- Develop word clouds

3 Develop Project Goals
- Review data gathered to date
- Establish project goals
- Discuss findings from tours

project a hearty welcome to all that communicates this is a spirited place that connects people, cares about community, and is focused on mission - in an open-minded "beyond-the-box" and very real kind of way.

First impressions will be that the church is inviting and approachable,

4 Explore similar facilities with Building Committee

5 Conduct on-site investigation of existing facility
- Develop base drawings
- Discuss deferred maintenance issues
- Observe unique site features
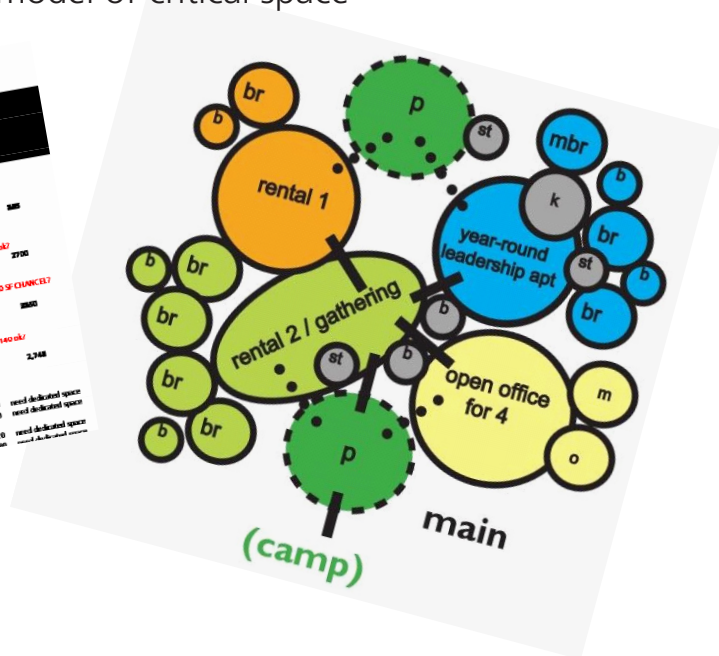- Review code compliance and barrier-free issues

6 Meet with Building Committee to understand space needs

- Discuss space and adjacency requirements
- Brainstorm possibilities for uses of the property
- Develop conceptual layouts and preliminary budget
- Review how budget relate to financial capacity
- Develop three-dimensional model of critical space

- ## Design Process
- Touch base with project goals
- Consider original architectural style
- Consider space needs
- Consider financial capacity (ie. balance dream with reality)
- Consider cost estimates
- Consider phasing strategies
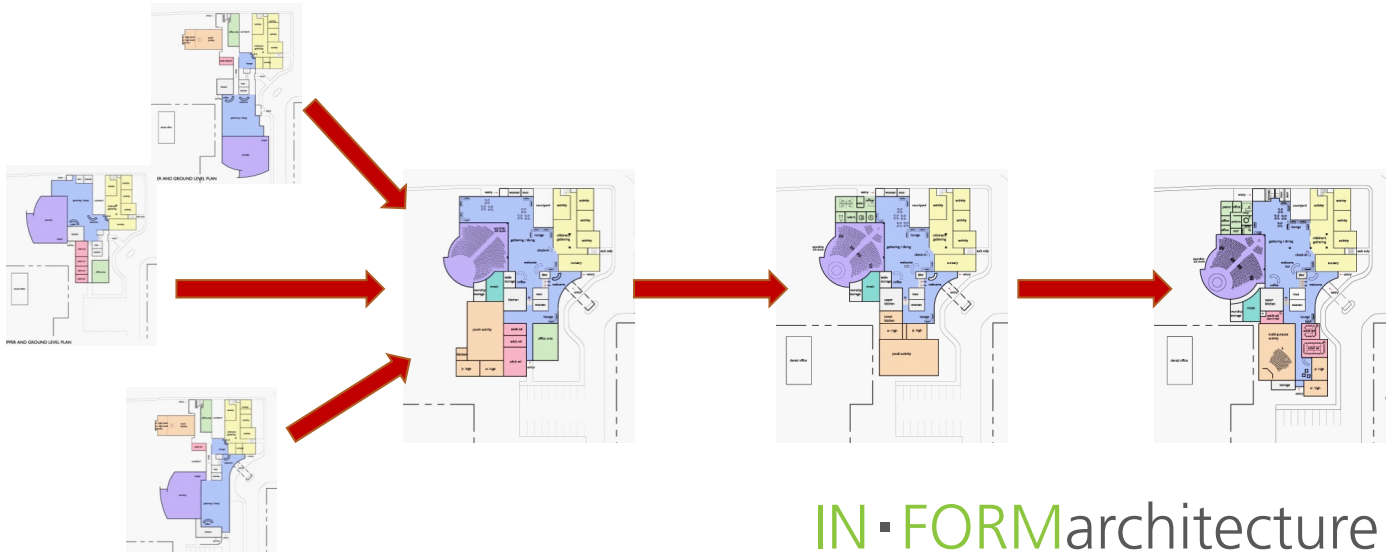
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- **Conceptual design is ready to share**
- Preliminary concept plans & exterior and/or interior sketches
- Preliminary concept aligns with project goals
- Preliminary concept aligns with financial capacity and budget
- Phasing strategies in place
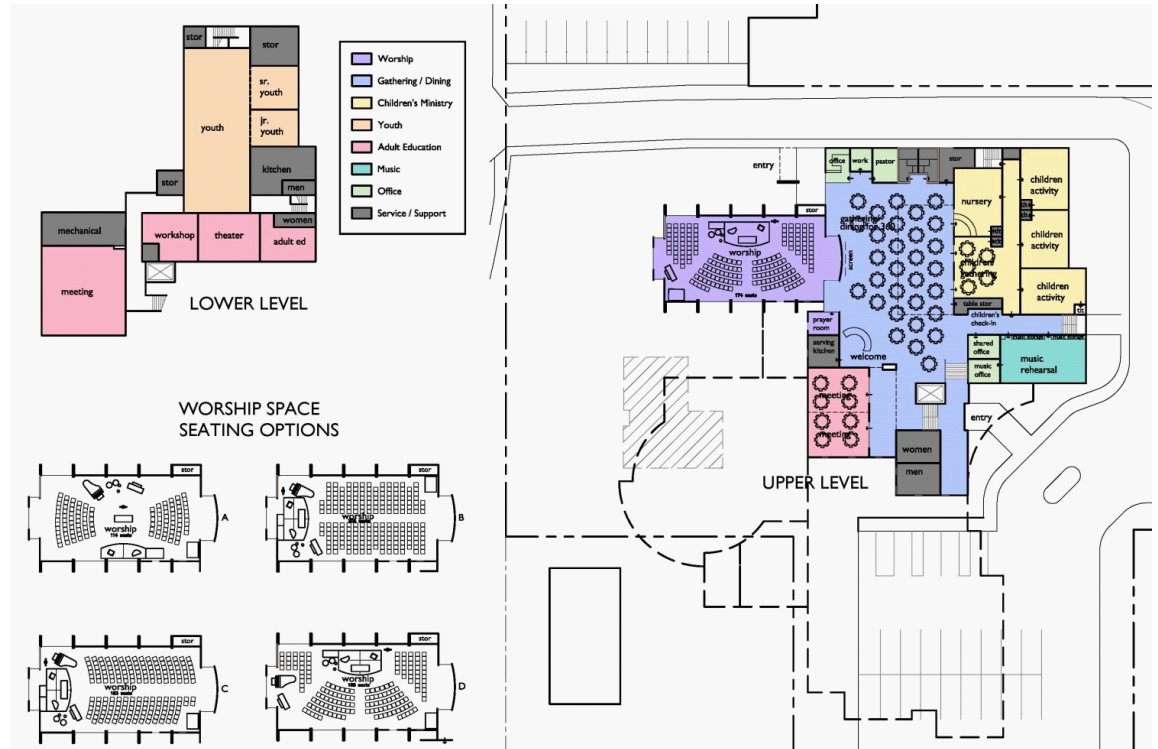
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Conduct Town Hall Meeting
- Review data gathered to date
- Present project goals
- Review conceptual layouts and preliminary budget
- Receive input

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9 Meet with Building Committee
- Discuss congregational input and how to incorporate into study
- Finalize plans and sketches

10 Finalize Study and Prepare Report

Report to include:
- Introduction and narrative about the process
- Documentation from the visioning session
- Word Clouds
- Information from tours of similar facilities
- Conceptual Plan(s)
- Sketches
- Budget information