



EUBANKS GROUP ARCHITECTS

790 S. CASTELL AVE. NEW BRAUNFELS, TX 78130
(830) 625-2652 / FAX: (830) 625-2654

Christ Our King Anglican Church
Revised Building Program

June 9, 2009

This document organizes the development work on the **Christ Our King Anglican Church** property located at 467 FM 1863 in New Braunfels into five broad categories as follows:

- I. Site Development**
- II. Fellowship Space**
- III. Education Facilities**
- IV. Administrative Space**
- V. Worship Space**

I. Site Development

1. Parking Lots

- Ample visitor parking. At least 5 near the front entrance.
- Ample accessible parking.

2. Drives

- Tasteful entry signage built with permanent materials w/ lighting.
- Additional entrance drives to the church campus.
- Porte-cochere - covered drop-off.

3. Walks

- Covered walk connected main buildings. Arcade.

4. Outdoor Spaces

- See "Outdoor Public Spaces" under Fellowship heading below.

5. Landscaping

- Preserve as many oaks and other hardwood trees as possible.

6. Site Drainage

- Consider danger of existing pond to small children.

7. Proposed Future Development (For long range master plan)

- Dormitory / Retreat House
 - For retreats, visiting tours, visiting youth groups, lock-ins.
 - With small kitchen, toilets, showers, beds. Support areas.
- Counseling Center.
- Outreach / Community Center.
- Center for Faith Development (CFD) conference facilities.
- Nursery / Preschool / Mother's Day Out

- A stand alone building for after-school care.
 - Access to road.
 - Bookstore / Gift Shop
 - Near the office entrance. Would generate some income.
 - Run by volunteers initially, then by paid staff person.
 - Sell books related to sermons or Bible studies, Christian gifts and greeting cards. Also “credit card type” gift cards.
 - Coffee Shop
 - Library – (Public access?) Also see “Administrative Spaces” below.
 - Thrift Store
 - Outdoor Amphitheatre
 - School
- 8. Other Comments About the Project**
- Security
 - Emergency speakers throughout the facility.
 - All classrooms / meeting areas with lockable doors.
 - Security cameras to view hallways and possibly rooms.
 - An emergency security protocol for ushers and staff.
 - Accessibility
 - Make all parts of campus & facilities accessible.
 - Communications / Visitor Areas
 - Built-in bulletin board or TV screens and organized information for visitors to pick up.
 - Located in narthex, front office, and parish hall entry.
 - Fundraising
 - Memorial bricks for a patio area or covered walk.
 - Landscape endowment fund.
 - Construction
 - LEED Certification not needed, but plan to use materials & equipment that utilize resources affectively and with low life cycle costs.
 - Anglican Province
 - Bishop Atwood noted leadership role of COK-NB in new Anglican Province.
 - Importance of COK-NB as teaching center.

II. Fellowship Space

1. Large Meeting Space

- Description:
 - a) Size: Seating for 500 people at tables
 - b) Stage at narrow end of room or best layout.
 - c) A/V requirements:
 - Wired for A/V, intercom, electrical, etc. Plugs in floor (laptops)

- At least one projection screen & projector. Possibly two depending on room size and shape.
 - Room should be fitted with speakers.
 - A/V rolling cart which can be plugged into the wall and connect to all sound, video, lighting for the room.
 - If using an A/V cart, then a lockable closet large enough to house it in the fellowship hall.
 - “Dummy panel” located at the front of the room for people to plug in A/V devices without rolling out the cart. (Place for laptop input, microphones, DVD player).
 - If using an A/V room in the fellowship hall, needs to be elevated a bit and located at the rear (needs to include same specifications as worship space A/V room.
- d) Ceiling fans.
- e) Hospitality Station
- For self-serve in large space. With proximity to kitchen.
 - Counter and cabinets with coffee machine, hot water machine for tea/hot chocolate. Juice pitchers or machine.
- Uses:
 - Temporary worship space if sanctuary is not built first.
 - Parish meetings. Parish dinners.
 - Center for Faith Development classes.
 - Wedding receptions. Funeral receptions. Vacation Bible School.
 - Ministries: Bible study, Divorce Care, Alpha
 - Plays. Concerts.
 - Provide play actors changing room with sink/mirror, etc.
2. **Break-Out Space** – for smaller meetings.
3. **Parlor** (Note: This space counts as one of the Adult Classrooms. See “Education.”)
- For at least 50 people, with nice sofas, close access to kitchen and restrooms.
 - Comfy bench seating / storage around the room. Lamps for softer lighting.
 - For smaller special functions, showers, and Bible studies.
 - Could be used as Bride’s Room.
4. **Storage**
- For chairs & tables, A/V equipment.
 - Coat closet
5. **Toilet Rooms**
- Many toilets. De-centralized toilet room locations. Easy access.
 - Baby-changing stations in all bathrooms.
 - Provide family bathroom.
6. **Mechanical, Electrical, Low Voltage, & Janitor’s Closet**
7. **Kitchen**
- Description:
 - Commercial grade. Large enough to handle 10 people (workers / dishwashers / servers). Delivery at back door.
 - Out of sight of meeting room with adjacency.
 - Feed up to 500 people.

- Uses:
 - Same as Large Meeting Space.
- Needs:
 - Preparation area.
 - 2 ovens. 6-burner stove top. Large griddle. Microwave. Convection oven. Warming oven.
 - Dishwasher – Area separated from kitchen with pass-thru for receiving dirty dishes. (Architect suggests 2 dishwashers.)
 - Office space – Desk, chair, phone, 2 guest chairs. OK not enclosed.
 - Dry storage. Walk-in cooler. Freezer. This area lockable.
 - Triple sink. Ice maker.
 - Speaker / TV to listen / watch what is happening in parish hall or church.
 - Pots / pans rack. Carts.
 - Ceiling fans.
 - Toilets. Janitor Closet. Washer / dryer – For linens.

8. Other Features

- Doors to open to patio or courtyard, columbarium / meditation area, etc.
- Natural light. Views to the beautiful property.
- Pick-up / drop-off area.

9. Outdoor Public Spaces

- Courtyard
 - A courtyard or forecourt may be used to organize the various separate buildings and to form part of the sequence of exterior spaces leading to the narthex.
 - Courtyard may have fountain as well as a brazier to hold the Easter fire and as the starting point for candlelit processions.
 - Landscaped and partially shaded by existing or new trees.
- Covered Pavilion
 - Minimum half size of the interior meeting space.
 - Doors from large meeting room open up to pavilion.
 - Ceiling fans. Near BBQ area. Storage for outdoor furniture.
 - Security system (need clarification).
- BBQ Area
 - Near pavilion / kitchen. Ease of access.
- Covered Porch
 - With tables, chairs, rocking chairs for view and additional gathering area.
- Meditation Garden (or walking area)
- Outdoor Worship Area / Chapel
 - For outdoor weddings, christenings, pageants, sunrise services, etc.
 - With stone altar.
 - Fitted with adequate power resources for mobile A/V equipment to plug in. Ceiling fans. Possible outdoor immersion font.
- Stations of the Cross

- A permanent installation outdoors w/commissioned sculpture/artwork.
- Could be an inspirational attraction for non-parishioners as well.
- Picnic Area
 - Open areas for small reflection meetings.
 - Other picnic table placed about the property.
- Gym – See “Education Facilities”
- Recreation Spaces
 - Volleyball / basketball / horseshoes.
 - Storage for recreation equipment.
- Playground – See “Education Facilities”.
- Columbarium
 - Located near the chapel.
 - Or perhaps in the proximity of the main altar location but outside facing a garden area with outdoor seating.
 - One request for a large outdoor space designated to accommodate a person’s ashes placed in the ground with a tree planted in the hole. Possibly with a small marker with the name, could be part of a prayer trail of garden.
- Bell Tower
 - For bells to be heard in the community and as a strong visual identifying feature.
- Annie Beck House
 - Functions as interim space for Administrative offices.
 - Could become retreat/guest house that is rented out.
 - Could use as additional gathering space.

III. Education Facilities

1. Child Care

- Notes:
 - Facility to include special needs children.
 - Provide direct access to playground.
- Three child care rooms (total). Serving +/- 20 children. Approximately 400 square feet per room. A sink in each room.
 - a) **Infant Room** (birth – 6 months)
 - No large closet needed – just cabinets and drawers along one wall.
 - Needs adult bathroom - Jack and Jill type is fine. (Need clarification on bathrooms.)
 - Cubbies below diaper changing station.
 - Small microwave, small fridge, (for bottles) and sink (large enough to wash hands and toys).
 - Nursing Area (for mom’s to visit their children if nursing).
 - Closed circuit TV for nursing mothers to see/hear the worship service.
 - b) **Toddler Room** (6 months – age 4)

- Bathrooms with small toilets connected to room (through age 3 +).
- Sink with drawers and cabinets.
- Best to have ½ carpet and ½ linoleum floor.
- At least one room with cubbies and fold-down changing station – after that, hooks on wall are best.
- Small microwave and small fridge would be nice, but not essential.
- Adult bathroom closest to youngest classroom.
- “Family Bathroom”
 - One bathroom with a lock. Central location.

c) Napping Room - For napping children.

- An adult/staff restroom.
- Lockable cabinet or closet in each room.
- Hooks and shelves for bags and jackets.
- Storage for staff and supplies.
- A staff area with sinks, refrigerator, and microwave.
- Check-in/check-out counter. Dutch door.
- Check-in station is best – with children/nursery securely behind this point. This way the children’s are (and nursery) can be completely secure. Best to have space for computers on the side that parent can check their children in and print a nametag and “claim check”.
- Provide a way for parents to peek-in on their kids.
- Provide connecting doors between areas as needed.
- Allow for staff size to meet legal requirements.
- Location close to the worship area and central to the education area.
- Enough distance or doorways to eliminate noise in the worship space.
- Parent notification system.
- No metal blinds in these rooms – faux would work better.
- Line hallways with nice bulletin boards and a water fountain.

2. Children (Age 4 years - 5th grade)

- Notes:
 - Facility to include special needs children.
 - Provide direct access to playground.
- Five classrooms total. Approximately 500 square feet per classroom.
 - a) Classroom 1 - Arts & Crafts**
 - With deep sink, countertops, and VCT flooring.
 - b) Classroom 2 – Theater Room**
 - With projector and an area for puppets or other activities.
 - c) Classroom 3 – Story Room**
 - With pillows and bean bags.
 - d) Classroom 4 – Cooking Activity Room**
 - With kitchen area connected to this room.
 - e) Classroom 5 – Standard Classroom**
 - With tables and chairs.
- Storage closet in each classroom.

- Child size restrooms separate from Adult/Staff restrooms.
- Children's Chapel for 50 children
 - Prefer "blank slate" room for flexibility in style of service.

3. Youth (6th grade – 12th grade)

- Four classrooms total.
- Approximately 400 square feet per classroom with closet in each room.
- Large meeting space, 1,000 square feet with lots of natural light (living room connected to kitchen).
- Small residential-grade kitchen with an island countertop, double sink, stove, dishwasher, refrigerator, and microwave.
- Assistant Youth leader office – lockable.
- Gym space – basketball, multi-purpose room (like Kid's Club) with male and female restrooms, two showers in each bathroom, large storage room, and A/V closet.
- Youth area and entrance separate from other education areas and furthest away from the worship space.
- Large walk-in storage closet with shelves.
- A large playing field.

4. Adult Education

- Five classrooms total.
- Two classrooms with space for approximately 100 adults in each room.
- Three classrooms with space for 50 adults in each room. (Note: The Parlor in the Fellowship area counts as one of these.)
- Classrooms should have space for tables and chairs and other A/V equipment.
- Coffee bar in each classroom
- Central storage for tables, chairs, and A/V equipment.
- Kitchen should be accessible to the adult classrooms.
- Kitchen should not be a distraction to the adult classrooms.
- A parishioner suggested a teaching auditorium for adult Sunday school.

5. Support Spaces, etc.

- Resource Room– all could share (Adult, Youth, Children, VBS, Wednesday program, special events, etc.)
 - With lots of cabinets and counter space.
 - This room is distinct from the workroom in the administration area.
- Washer/Dryer.
- Coffee Station.
- Easy access from parking lot to education area.

6. Mechanical, Electrical, Low Voltage, & Janitor's Closets

7. A/V Requirements

- All classrooms should be wired to meet all technology and A/V needs.
- All education spaces should be fitted with LAN connections, LCD projection capability, projection screens, and sound. Lots of electrical outlets.

- Consider “Smart Board” system in one or more classrooms.

8. Playgrounds

- One for toddlers up to age 3. Spongy play surface is best. (Bark chips are messy and itchy.)
- One for age 3 – 5th grade. Small rocks work well for play surface.
- Playgrounds visible from church entrance. (Perception that families are welcome.)

IV. Administrative Space

1. Reception

- Access to admin space without opening entire church.
- Front desk area with seating.

2. Offices

- Rector
 - With private restroom.
 - With glazing on interior walls.
- Parish Administrator
 - Adjacent to Rector with door access to Rector’s office.
- Executive Assistant
- Children’s Ministries
- Youth Pastor / Worship Leader
 - Need ample storage closet space along with built-in cabinets.
- Choir Director
 - Need ample storage closet space along with built-in cabinets.
- Sr. Pastor for Pastoral Care
- Counseling Office
- Financial Office
 - Open office with work station for Treasurer and Bookkeeper.
 - File room with safe.
- Sexton office – near the main janitor’s closet.
- Future Clergy Office
- Future Staff Office
- Plan enough office spaces to allow for staff growth.
- Locate offices close together. Each office should have at least one window and one built-in bookshelf.

3. Conference Room

- Adjacent to Reception area.
- Proximity to kitchen/break room.
- Large enough to seat 14 at large conference table. With additional guest seating in room.
- Credenza with storage cabinets below.
- Complete A/V capabilities.

4. Workroom

- Middle work-island.
 - Counters with base cabinets and upper cabinets around the room.
- 5. Restrooms**
- One single-occupancy men's & one single-occupancy women's room.
 - Centrally located.
- 6. Mechanical, Electrical, Low Voltage, & Janitor's Closets**
- 7. Break Room**
- With window & table to seat 6-10 at a time. Can be used for business lunches.
 - Counter space with cabinets, fridge, microwave, sink, and dishwasher.
 - Prefer open to a patio.
- 8. Storage**
- Hall closets wherever possible for storage of large posters, banners, and larger items.
- 9. Grounds-Keeping Equipment Storage**
- Exterior storage closet for equipment / supplies.
- 10. Library**
- With access for parishioners.
 - Ample book/media storage w/Internet access.
 - Comfortable chairs for reading and tables for research.
 - Workroom and storage

V. Worship Space

1. General Comments

- "Our committee desires a traditional and simple church, perhaps rustic or regional influences."
- "I prefer a sanctuary that you can tell is a Church, one that is set apart and traditional."
- "It is important to me that the sanctuary be a traditional worship space. Pews, the native makeup of the land, limestone and a comfortable area that we are able to meditate and worship the Lord."
- "I do hope it will be 'Hill Country stone' and some stained glass would be great."
- Design the "space to honor the holiness of our Savior and provide a sacred environment for prayer and praise."
- Want a wall of windows looking out onto the property and God's creation. No windows looking towards other buildings/parking lot. If glare is an issue, possible pergola/trellis to shade window. Consider heat gain too.
- "Lots of natural light in the sanctuary!"
- "Beauty. Color. Light"
- Stained glass, possibly a round window, or one like the "Rose Window" at the Mission San Jose in San Antonio could be high above the altar, but not competing with the cross.

- Generally decorative, non-didactic stained glass where used (except Chapel).
- Would like to have the chi rho and crown displayed perhaps on glass above doors leading out into the narthex or in stained glass on an outside window.

2. Narthex

- A large narthex with at least two doors into the sanctuary and at least two doors to the outside. Compare to size of NB Presbyterian narthex. Ample space for movement.
- Quiet-closing doors to sanctuary. Also consider control of noise travel from narthex to nave.
- Entry via covered entrance. Covered, accessible connection to porte-cochere.
- Entry into small chapel. See chapel notes below.
- Central control space for electrical/lights and HVAC in/near narthex for ushers to control.
- Designated area for greeters to welcome visitors. It should be an information center (counter or kiosk) appropriately signed for any guest to easily recognize that houses all the church brochures, diocese information and outreach ministry information. With place for greeter to stand/sit to man the booth and hand out gifts.
- Ushers need their own area that is distinct from the greeter's area.
- Restrooms located within the building with easy access. Water fountain.
- Storage closets for ushers supplies, medical kit, and assisted listening devices.
- Refreshments / coffee bar.

3. Nave

- High vaulted ceiling.
- Seating:
 - Initial seating for 350 people + buffer of 75 seats.
 - Include planning strategy to increase total number of seats to 500.
 - Level floor, no sloping "theatre" floor.
 - High Priority: Prefer pews with padded kneelers rather than chairs (which tend to slip back and forth). Pews lend themselves to worship. Provide shortened pews as needed for wheelchair to sit adjacent.
 - "Pews with kneelers!" Bible/prayer book storage in back of pews.
 - Consider pews arranged wider rather than longer in a manner that fans out around the chancel area. Central aisle (minimum 6' wide), with two more interior aisles (minimum 5' wide) each side.
 - Center aisle for processions, weddings, etc.
 - Enough space between first row and altar rail for a casket.
- In addition to doors to the narthex, provide at least one other door leading to the outside or to a hallway. Easy access to restrooms.
- Multiple exits from the church to avoid bottleneck.
- Stations of the Cross along one wall.
- Hard surface floor in seating area. Consider carpet in aisles.
- Acoustics to be designed by Acoustical Engineer to meet reverberation requirements for the worship space. Music Committee suggested allowing for

flexibility, but that at most times a mid-point between dead and live should be maintained.

4. Chancel

- The altar area should be elevated. One step up to the musician's area and another 2 steps up to the altar area.
- Large timber Cross similar to St. John's above the altar. Should be a focal point and not blend into the background. With adequate lighting. If possible, some method of accessing Cross to shroud it during Lent.
- Lectern and pulpit.
- Seating for eight. (Bishop, priest, two lay ministers, four acolytes)
- Kneeler for prayers of the people and weddings.
- Must have communion/altar rails with padded kneelers – would like this in a U-shape.
- Must have a sanctuary candle, not electric, possibly gas – people feel it needs to flicker.
- Altar.
- Credence table – 6-8 ft. long so it is accessible to the priest and acolytes.
- Re Shelf above the credence table. Needs to be deep enough to hold candles and flower arrangements (deeper than the one at St. John's).
- Aumbry to store the blessed sacraments. See comments on location under Sacred Vessels Sacristy below.
- Carpet in chancel/altar area.
- A/V considerations:
 - The old plan has an angled wall on each side. Would like to see the space on the top half of the wall used as a screen for the projector. Do not want a hanging screen, but a screen incorporated into the wall. This space could be trimmed out so that it is not just a blank wall, but aesthetically pleasing as well. (The Music A/V committee suggests at least two projection surfaces incorporated into wall surfaces).
 - Seamless technology - Wherever possible, conceal speakers within walls or other structures.
 - An elevated area for someone to sign in the worship gathering for the hearing impaired. Also provide assisted listening devices for the hearing impaired.
 - Provision for parishioners with impaired vision – ability to read words on the screens.

5. Choir Space

- Main goal of choir is to help lead the congregation in singing praise to God.
- Choir is loosely organized now, but would like to plan for more coordination and a staff position to train, lead, and coordinate the choir.
- Sing traditional songs, performance pieces, gospel, hand bells, children's choir.
- Like the design in the old plan with orchestra/choir on the left. Allow space for growth of choir. Choir desires flexibility on location.

- Singing from the front and at an angle is preferred in order to maintain contact with the service and effectively lead the congregation.
- Prefer not to sing from back or balcony because of disconnect from the congregation. However, it might be appropriate to sing from the rear and elevated at certain times of the year. (But not in a choir loft.)
- Must have line of sight with the organist and the choir director.
- Best if elevated a bit and with room to spread out. Choir can use risers if needed.
- The choir feels it is important to maintain a sense of unity within its own membership as well as with the congregation.
- Note on hand bells: Need location at front with plenty of space to spread out.
- Note: One parishioner said “it would be nice to have the organ, choir and/or praise band located behind the congregation. This would eliminate the perception of a ‘performance’, rather than a worship experience. Plus it would be a little easier on the ears. Good sound equipment, properly balanced is a must!”

6. Praise Band Space

- Worship Committee says similar to the design in the old plan with praise band on the right.
- The praise band says it is best located somewhere at the front facing the congregation to best pursue its ministry of enabling the praise of the congregation.
- Need central panel which houses all plug-in needs with easy access by the praise band.
- 20+ channel plug-ins in one location.
- A LAN plug-in in the praise band location (LAN/Internet access).
- Eliminate visible cabling as much as possible.
- Use built-in stage monitors to further avoid clutter.
- Use a quality sound shield if using acoustical drums.
- Sound Booth – Part of A/V Control Room. See below.

7. Organ / Piano

- High quality custom built electronic organ with related speaker system
- Organist needs line of sight with the choir director.
- Need space for grand piano.

8. Baptismal Font

- Stone font in chancel.
- Provision for access to Holy Water at back of church

9. Sacristy – One space with the following features:

a) Sacred Vessels Sacristy (Communion Preparation)

- Used for preparing, cleaning, and storing the vessels and elements used in the Eucharist.
- Must have a door to the sanctuary, as well as a door to the outside/hallway.
- Lockable and secure storage with 2 ft square cubicles for the vessels used in the Eucharist.
- Storage space for glasses, cups, bowls, and plates used in communion. Storage for wine.
- Counter space, at least 5 ft. long
- A two-compartment sink and piscina to wash the vessels that are used.
- Approximately 8 ft x 10 ft space.
- All lockable and keyed alike.
- Aumbry or tabernacle to store the Blessed Sacrament.
- If the Sacred Vessels Sacristy is located behind the chancel area, then Janis Hamer suggested a 2-sided aumbry for the Blessed Sacrament that is accessible from the sacristy and the altar area (behind the altar and above the credence table).

b) Work Sacristy

- Used for storage and preparation of the flower arrangements, seasonal décor, and linens that decorate the church.
- Large closet to accommodate several frontal hangings and fair linen rolls with a pole having 8 bars extending from it.
- Storage for proper storage of banners & funeral palls.
- Drawers for linens that cannot be hung - five drawers with the top drawer divided for small linens. Cabinets above the drawers.
- Cupboards for flower vases. Storage for candles. Cabinets for cleaning supplies.
- Closet with shelves to store the Christmas tree, Advent wreath, Paschal candle, and other large items
- A large two-compartment sink.
- A work counter.
- Approximately 8 ft x 10 ft space
- All lockable and keyed alike.

10. Vesting Sacristy

- For priest & bishop.
- A private room with access to sanctuary and outside/hallway.
- Hanging wardrobes & large drawers for vestment storage.
- A large table for laying out vestments.
- Lockable drawers for the priests' personal effects. Bookshelf.
- A hand sink, or adjacent bathroom.
- Space for several priests to robe.
- Approximately 10 ft x 20 ft.

11. Vesting Room

- For Eucharistic ministers and acolytes.

- Access to sanctuary and outside/hallway.
- Similar to the Vesting Sacristy, but used by the Eucharistic ministers and acolytes to put on their vestments.
- Storage closet for robes.
- Full-length mirror.
- Storage for Crucifixes and Cinctures.
- Coat storage.
- Place for candle lighters and snuffers.
- Room for at least 6 people comfortably. Approximately 10ft x 20ft.

12. Storage / Janitorial

- “Broom Closet” – mop sink, cleaning supplies.
- Provide space for bulk purchases of supplies.

13. Cry Room

- In back of worship space with a large view window into the sanctuary, a speaker, rocking chairs, chairs or pews.
- Privacy for nursing mothers. Easy access to restroom with changing table.
- Lighting on dimmers. Limit visual distraction as seen from nave side.

14. Bride’s Room / Bereavement Room

- Access to the narthex. Possibly have door to the women’s restroom.
- Like a parlor with comfortable seating for bride and bridesmaids before a wedding or for family before a funeral.
- Closet for bride and bridesmaids’ clothing. Full length mirror.
- Counter space with electrical outlets and mirror for make-up or to set snacks/drinks.
- All mirrors framed.
- Could also be used for Bible study. Include round table.

15. Choir Rehearsal Room / Groom’s Room

- With access into the worship space.
- Similar to the old design (15’ x 20’). Adjacent to choir storage room.
- Acoustically designed. Also soundproof.
- Piano.

16. Choir Storage Room

- With direct access from the choir rehearsal room.

17. Prayer Rooms

- Two separate prayer “alcoves” for prayer teams. Not completely enclosed.

18. Audio / Visual Control Room

- Large enough for at least 4 people to occupy at a time.
- Needs to be able to communicate with the Praise Band and possibly the choir director/organist.
- “Nerve center” controlling all sanctuary lighting (including special effects lighting), sound, video, recording, etc.
- Need line of sight with principle Celebrant, Praise Band, and Choir.
- Need capability to record, edit, and copy/publish audio visual.
- Include a video camera to live record and/or project on screen.

- Consider sound-proofing of A/V room. Also need ability to check live sound level in worship space, so need operable “window”.
- Consider placement and light level in the control room so as not to distract the congregation during worship.
- Note: All rooms on the campus (excluding offices) should be fitted for sound and connected with a central PA/Sound console. (This includes the outdoor areas as well, e.g. courtyard, etc.)

19. Mechanical / Electrical / Low Voltage Equipment Rooms

- HVAC equipment. Electrical panels. Phone & other low-voltage panels.

20. Restrooms

- Additional fixtures in women’s restroom. Ample space and pleasant décor.
- Provide family restroom as well as men’s and women’s rooms.
- Baby changing area in all restrooms.
- Exhaust fans / fresh air changes. Sound separation.
- Water fountains nearby.
- Accessible.

21. Chapel

- Small chapel for daily prayer that seats 15-20 people.
- Use also for intimate wedding, etc.
- Pews with kneelers. Consider stained glass depicting Biblical figures / stories.
- Altar in-scale with the space.
- A place to read the lessons and preach.
- Perhaps entered through the narthex
- Access to the sacristy is helpful.

22. Columbarium See “Outdoor Public Spaces” section under “Fellowship”

End of Memo