

GUIDELINES FOR THE UNIVERSITY DRIVE ALLIANCE CHURCH BUILDING COMMITTEE

The following guidelines may be used by the Building Committee when they meet with the various departments of the church. For each department you will want to determine what facilities must be built into the new building to meet their needs, and what equipment and furniture they will need for their particular department.

I The Sunday School

- A. The following statistical data should be reviewed before determining the space and arrangement of rooms for your department in the Sunday School.
 1. The first stage of the building will be large enough to accommodate 1,600 persons. Two side wings potentially under balcony to be used for other things, e.g. lounge, etc.
 2. At present our average attendance is 500 in Sunday School and our highest attendance has been approximately 650.
 3. For our new facilities an average yearly increase of 35% is expected.
 4. For our size of the Sunday School the following classes are suggested:

Note: It should be noted that any department or individuals can comment on any areas or department needs. We welcome suggestions that the Building Committee can pass on to the architect to consider its incorporation in the total complex and program.

CHILDREN'S DIVISION

<u>Department</u>	<u>Class</u>	<u>Total Attendance Expected</u>	<u>% of Total Involvement</u>	<u>Square Ft. Per Person</u>		<u>Type of Space Suggested</u>
Nursery	Cradle Roll - a home department (no room required for church)					
	Crib			25		A department for each group with separate assembly. Small classrooms not suggested. Teacher-student ratio 1/3.
	Toddlers	144	9%	25	3600	
	2 year olds			25		
	3 year olds			25		
Kindergarten	4 year olds	100	6%	22	3200	2 departments. The department may not need partitions for individual classes. Ratio 1/5.
	5 year olds			22		
Primary:	Grade 1			22		3 departments. Use cluster or "huddle" method with portable partitions. Ratio 1/7.
	Grade 2	180	11%	22	2520	
	Grade 3			22		
Junior:	Grade 4			18		3 departments. Should include assembly room and classrooms. Ratio 1/8.
	Grade 5	180	11%	18	3240	
	Grade 6			18		
				<u>12560</u> Sq. Ft.		

YOUTH DIVISION

Junior Hi:	Grade 7			15		2 departments. Should include assembly room and classrooms. Use large classroom concept & pipe in music at high enough level. Ratio 1/12. Could have portable walls later if needed.
	Grade 8	100	6%	15	1500	
Senior Hi:	Grade 9			13		4 departments - needs assembly area and individual classrooms. Ratio 1/18.
	Grade 10			13	2340	
	Grade 11	180	11%	13		
	Grade 12			13		
College & Career (age 18 - 24)		160	10%	12	1920	Ratio 1/20. Assembly room & classrooms suggested for better learning.

ADULT DIVISION

<u>Department</u>	<u>Total Attendance Expected.</u>	<u>% of Total Involvement</u>	<u>Square Ft. Per Person</u>
Young (25 - 34)	180	11%	12 2160
Intermediate (35 - 55)	288	18%	12 3456
Senior (55 and up)	128	8%	12 <u>1536</u>
			<u>12912</u>

Total Sunday School 24,472 Sq. Ft.

Total Expected: 1620 when facilities are to capacity.

B. Determine the following for your department:

1. Size - total dimension of your area (number of square feet per person includes hall ways, bathrooms, storage areas and classroom space.)

Add 20% for circulation areas. 21,250 square feet in Sanctuary. Balcony will have approximately 9,000 square feet. Square feet of side areas to be used for adult department. $1900 \times 2 = 3800$ square feet.

2. Types of facilities:

- a. assembly (size)
- b. classrooms (sizes)
- c. office space (size)
- d. washrooms (size)
- e. storage areas (size)
- f. access to kitchen areas
- g. cloakroom space.

3. Fixtures:

- a. plumbing
- b. wiring, plug-ins, telephone, P.A. system, intercom
- c. flooring, windows
- d. wash basins
- e. shelves
- f. cloak racks

4. Furniture and equipment needed:

- a. desks (size, type, number required, etc.)
- b. tables (size, type, number required, etc.)
- c. chairs (size, type, number required, etc.)
- d. recreational equipment
- e. kitchenware
- f. audio visual equipment and fixtures
- g. blackboards, bulletin boards, etc.
- h. other

5. Preferred location of your department in relation to offices, sanctuary, gymnasium, etc.

II Statistical Data for other groups:

A. Fellowship needs:

It is suggested that the fellowship area be $1/2$ the capacity of the nave and 10 square feet per person. In this case - $1/2 \times 1600 \times 10 = 8,000$ square feet.

The fellowship space could be occupied by Jr. Hi, Sr. Hi, College and Career or Adults.

B. Sanctuary requirements:

1. Types of benches
2. Capacity
 - a) choir
 - b) nave (main seating area)
 - c) chancel (pulpit area and stage)
 - d) northex (place where Pastor meets before going on platform)
3. Areas for
 - a) band or orchestra
 - b) organ
 - c) piano
 - d) baptistry - change rooms included

C. Music Department:

1. Choir capacity and location of choir area
2. Capacity of choir
3. Number of pianos needed
4. Other equipment and facilities needed
5. Choir practice room

D. P.A. System:

1. Basic requirements for the sanctuary
2. P.A. systems for the fellowship areas
3. Inter-office communication
4. Burgler alarm system
5. Telephone line installations for future communication -
e.g. - Radio and T.V. broadcasting
6. Other suggestions

E. Television and radio facilities

1. Studio facilities (location, size, equipment)
2. Recording facilities (video, audio)

F. Kitchen:

1. Areas where we will need kitchens or kitchenettes
2. Facilities:
 - a) size of fellowship areas
 - b) equipment needed, utensils, stoves, dish washers, cutlery, etc.
 - c) size of kitchen
 - d) location of main kitchen
 - e) tables for fellowship area
 - f) food carts
 - g) storage areas
 - h) other

G. Ushers

1. Foyer areas - this will be between main entrance and the nave (main sanctuary) and between educational areas and the nave. Two square feet/person must be allowed for the foyer. (Could foyer also be banquet room).
2. Cloak
 - a) main areas for this
 - b) ushers' room
3. Special facilities for ushers and financial treasurers
 - a) counting room
 - b) ushers' room
 - c) cupboards
 - d) other facilities needed
4. Bulletin boards - their size and location

H. Office areas and Equipment

1. Location of each office for staff members and projected staff members.
 - a) in relation to their department
 - b) size
 - c) shelves and equipment needed
2. Main office: Administration facilities should be based on one staff member for every 120 - 150 persons. Approximately 120 square feet/staff member or 1680 square feet for 14 staff. This is for 1600 people.

- a) number of secretarial desks
- b) equipment needed
- c) space and location in relation to staff offices
- d) printing and mailing and storage facilities (workroom)
- e) record keeping
- f) safe for records and money (walk-in)
- g) reception centre

Note: Should we have fewer rooms with larger area and use for teaching.

I. Janitorial facilities

1. Storage areas
2. Sinks
3. Equipment and supplies
4. Janitor's house
5. Janitor's office

J. Library and Audio-Visual supplies (Resource Centre)

1. size (square feet)
2. shelves and equipment
3. cupboards
4. tables and chairs
5. other
6. location in respect to educational and foyer areas

K. Facilities for clubs (Christian Service Brigades and Pioneer Girls).

1. Recommended areas (the areas used will be part of the educational wing although these areas will have to be adapted also to accommodate clubs.
2. Equipment and facilities needed.
3. Other recommendations for clubs.
4. Storage areas (size)

L. Recreational facilities

1. On church grounds:
 - a) ball diamonds, and other game areas
 - b) picnic and camping areas?
 - c) play area

2. In the building:
 - a) gymnasium - size and location
 - b) equipment needed
 - c) other recommendations
3. Breezeway for special functions outside
4. Propose future of sports section

M. Counselling rooms

Note: Could we also use this for GLC and offices and counselling rooms near Sanctuary.

N. Prayer Room

1. Where located - size
2. Facilities, furniture and equipment

O. Parking Area

1. Size - parking for 1600 people will be 3.7 acres or 3 persons/car or 200 square feet/car.
2. Location - suggest several areas with park or trees and lawn in between.
3. Landscaping of: trees, shrubs
4. Drainage

P. Landscaping

1. Lay-out
2. Flowers, shrubs, etc.
3. Other suggestions
4. Take into consideration future expansion of building

GENERAL BUILDING DIRECTIVE FOR THE UNIVERSITY DRIVE ALLIANCE CHURCH

I Philosophy: General purpose underlying the construction of the new facilities and the program that will be developed by the staff and congregation who will implement the program as formulated in the philosophy.

A. General Statements re: Design and purposes

1. The building in general must to the passer-by and the casual visitor appear unique in that it would be innovative and would catch the eye of "prairie people".
2. The general outlay, including building, landscaping and other facilities must portray the concept of a "Family Life Centre" whereby we develop a campus that is committed to minister to the whole family.
3. Sphere of outreach: the ministry of this church for the express purpose of evangelism and discipleship will be to the immediate community, the City, the Province, Western Canada, and ultimately to the World.
4. Aesthetics - the complex shall be beautiful, create an atmosphere of quietness and rest, be conducive to friendliness and openness as will be reflected by arrangement, decor, design, large foyers, and versatility in staging facilities.

B. General financial strategy for the Building Program.

1. Resource Services will be employed to evaluate our financial resources and capabilities which will determine the size of the first phase of the structure.
2. At least 2/3 of the money needed to build should be available or assured before building can commence.
- 3.

C. Guidelines for size of the building

1. To accommodate a functional program for 1600 persons a total of 60,800 square feet will be needed, or 38 square feet/person.
 - a) This will include 25 square feet/person for Educational facilities or 40,000 square feet in total for Educational use. It should be noted that a total of 24,472 square feet of detailed calculation is totalled for each Department. See building committee guidelines.

- b) It will include 8 square feet per person or 12,800 square feet for the nave.
- c) The fellowship facilities must be 1/2 the capacity of the nave i.e. 800 persons or 8,000 square feet.
- d) The choir area should have a seating capacity of 75 - 100 persons with approximately 600 square feet.
- e) The foyer area must be 2 square feet per person or a total of 3,200 square feet.

Note: The size of the building will be determined by the financial potential and money raised and pledged by the time the final stages of the Resource Services program are completed, but the unit square footage requirements will remain constant.

It should also be noted that the total square footage requirement is less than the total needed for each department because some areas will have multipurpose use.

II Priorities:

- A. In staffing: The staff shall be determined by the needs and number of people in the active constituency, i.e. 120 - 150 persons/staff member. For 1600 people, office space of 1680 square feet will be required.
- B. Programming: To be determined by the staff. Emphasis shall be three-fold.
 - 1. Evangelism
 - 2. Education (discipleship)
 - 3. Family and Parish Life (Fellowship)
- C. Building priorities to develop program.
 - 1. The Sanctuary, fellowship, and Christian Education facilities must be included in the first stage of development.
 - 2. To be kept in mind in the total development must be:
 - the landscaping
 - parking facilities

III Philosophy of Kitchen

Report to the Building Committee on requirements for a P.A. System and Studio by Al Willems with assistance from Gary Willems, Tara Gish, Al Jackson, Rob Bell, Mary Unruh and Mrs. Lorraine Willems.

This report is to cover two areas which are related: P.A. control center and a recording studio.

The P.A. control center must be located in a position where there is an unobstructed view of the chancel. This should be located on the upper level in a central location (between the stairs) right on the edge of the balcony so that the operator sitting behind the control board can view the entire chancel area. The T.V. Platform should not be in front of the P.A. control center.

The recording studio should be located on the main floor. This is necessary to accommodate large musical instruments (piano, organ) and television equipment as may be required in the future. It should include provision for a television (video) control room and equipment storage room nearby. If television lighting is used, extra electrical capacity and air conditioning will be essential. If the room is to be used for any kind of audio recording (e.g. Turning Point, Living Light), then sound insulation will be needed.

One problem to be considered is the audio control for the studio. One solution would be to provide a separate audio control together with the video control independent of the PA control center. This has the advantage of visual contact between the audio operator and the studio. The disadvantage is that this requires extra audio equipment. An alternative is to perform the audio control for the studio from the PA control center. This has a serious disadvantage of poor contact between the audio operator and persons in the studio.

A) P.A. Control Center Requirements.

1. Unobstructed view of chancel.
2. 20 (twenty) balanced microphone lines to chancel.
3. Four pairs (minimum) of #14 wire to chancel for use with 8 ohm monitor speakers.
4. Extra pairs of wire for intercom and cueing to chancel.
5. Video and RF cables to the studio.
6. Balanced audio lines to the studio.
7. Tie lines to the gym, lecture theatre, lounge, library, foyer, choir rehearsal hall, cassette copy room and general offices.
8. 70 Volt distribution to all the above areas and the nursery. To be controlled by a switch panel so sound may be fed only to a select area.
9. A telephone, direct to outside line.

10. A telephone intercom for communication with the general offices, or if the church has a switch board, a local number.
11. Telephone lines for broadcasting and lease lines.
12. Alternate control of sanctuary lighting.
13. (?Conduit space to allow future changes.

B. Sanctuary

1. The Altec 946B speakers should be hung as high as practical, taking into account the "shadow" which may occur under the balcony. The speakers should be as close to the centre (directly above the pulpit) as possible so that the sound comes from the same direction as the worshipper is viewing.
2. Microphones should be suspended above the choir.

C. Studio (Audio and/or TV)

1. Acoustically deadened.
2. Large enough to record full choir.
3. Located on main floor
4. Could double as a rehearsal hall if all equipment can be locked away in a separate room.
5. Separate room with possibly a viewing window should be provided as a control room.
6. Audio, video and power connections should be provided to outside wall of church (as close as possible to keep cables short) so that a TV station van can plug in for taping, etc.
7. Quiet, extra airconditioning should be planned.
8. Electrical service adequate for studio lighting.
9. A smooth floor is required for TV cameras.
10. A local telephone.
11. A high ceiling to accomodate lights and sets.
12. Tie lines to PA control centre.
13. Dressing rooms with washroom facilities, mirrors and water fountain required nearby.

D. Cassette Ministry

1. Cassette duplicating center should be provided on the main floor.
2. It should have an area that can be used for the sale of cassettes immediately after the service.
3. It should be close to the library.
4. It should have sufficient room for storage of masters, a large supply of blank cassettes, the copy equipment and a cupboard for envelopes and supplies.
5. A table with typewriter and counter space.
6. A wall of the room on the hallway (or library) can contain a display case of cassettes. (So people passing by the copy room or through the library can see the display).
7. A local telephone.

E. Portable PA System

1. Storage required on main floor (locked)

F. Gymnasium (with stage, sound and lighting)

1. Include a stage at one end of the gym.
2. Provide a stage door behind the curtain which leads to the hallway.
3. Make provision for stage lighting (to include spot fixtures hung from ceiling in front of stage which can be dimmed from a remote control panel) - see below.
4. Wiring for a PA system should be included for use as a self contained system and with tie lines to the church's main PA center.
 1. Initially the portable system could be used on a per occasion basis using built in wiring (eliminates cords across the floors).
 2. Eventually a permanent amplifier and speakers could be installed using same wiring.
 3. A tie line with the main audio center would permit the gym to be used as overflow from the sanctuary. Include video and/or RF cables for same purpose.
5. A place to control sound and stage lighting would ideally be a small room halfway to the back of the gym on one side with a window to view the stage.

6. Provide shower facilities adjacent to the gym.
7. Provide storage for sports equipment - a must.
8. Waterheater size - large enough to run showers and baptismal tank.
9. Minimum size to be able to accomodate at elast 2 volleyball courts (the width of a regulation court x 2 plus extra space for free area).
10. Shower room: have some shower heads at a lower level for children.
11. Ceiling at least 18 feet high - standard 20 - 22 feet.

G. Lounge (with alternatelocation for stage)

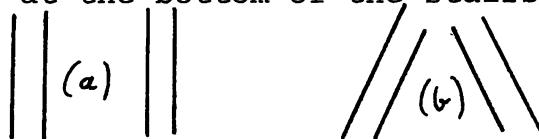
1. A low stage in one corner or end.
2. Stage hidden by curtains floor of lounge to ceiling.
3. Installed wiring for PA system in lounge
- to permit use of portable PA system with a minimum of wires on the floor.(similar to proposal for gym (F4)
4. Consider a real fire place.

. Focus room

1. For planning and laying out the paper.
2. For storage of materials for publication.
3. For photography work.
4. Require a local telephone.
5. Room for cupboard and shelf space - for books.
6. Room for filing cabinet.

I Miscellaneous

1. The Main Stairs from the Upper level to the Lobby-Foyer: a suggestion has been made that there might be too much congestion at the bottom of the stairs. However if the



stairs were fanned out as diagramed in (b) it would improve visibility of the back pews to the chancel and spread out the congestion.

2. Workroom in general office should include a conduit large enough to pull through several different power requirements i.e. 220 volt 30 amp, 110 volt 30 amp
(Xerox copier)
3. Ventilation in all rooms.
4. Natural lighting in Sanctuary - skylights?
5. Solar heating?
6. A outside area off the nursery (fenced)
(for use in summer during daytime meetings)