



Messiah Lutheran Church  
**Building Addition Specifications**

---

Version 1.0  
August 15, 2010

Presented by:  
Building Committee

# Building Addition Specifications

---

## Introduction

Messiah Lutheran Church has experienced growth in a number of areas where the capacity of existing facilities have been exceeded. A Building Committee was formed and assigned to examine the needs of the various Ministries of the Church and recommend additions or changes to the building facilities to support these Ministries.

---

## Process

The Building Committee started with an in-depth **needs analysis** drawing input from a wide range of resources. Primary among these were members of the Church Council in charge of the various Church Ministries. They in turn drew from the members of their Standing Committees, the people who were in many cases doing the actual work. They gave detailed needs including size or usage of facilities, issues of design such as proximity to other facilities, and required supporting facilities such as restrooms. Members of the Building Committee also met with church members involved in previous building projects and obtained all the information on those efforts.

The needs analysis served as the basis for these **Building Addition Specifications**. Included in these Specifications are:

- Design style and aesthetics.
- Quality of construction.
- Designed to meet all applicable building codes.
- Efficiency of design.
- Design that minimizes costs of construction.
- Space design to meet the specific requirements including layout to meet group's needs.
- Layout that best suits the logistics of use, for example having all instruments, robes, music and other supporting materials together in one area for choir use.
- High emphasis on designs that allow flexible use of facilities considering different times of use, similar use needs and such.
- Designs that specifically address issues and concerns expressed by the Church Council and Congregation members.

In addition to serving as a guide for the design of the facilities, these **Building Addition Specifications** next serve as a guide for evaluating alternative designs or options to determine which best fits the needs at the lowest cost.

Finally the **Building Addition Specifications** are the guide for contractors or builders involved in building these facilities. Where any conflicts arise in building designs the builders should be referred back to these Specifications as the guiding documents for the overall building plans.

## General Design

The design shall be of styles and general aesthetics consistent with the design of existing facilities in order to complement or enhance the look of the Church. Materials and type of construction is to be consistent with existing to enhance the look of the overall facilities. Likewise, the quality of construction and grade of materials shall be equal to or better than current construction. Designs shall meet all applicable building codes for this location and facility use including, but not limited to ADA or private school requirements.

A conceptual design with artistic renderings to show the church congregation for fund raising and approval needs to be delivered first. The final design will be completed after final review and acceptance by the congregation. This conceptual design will allow for specific design parameters of space, layout, and fixtures to be specifically designed in later phases.

---

## Space Requirements

Classroom and meeting spaces are needed for general assembly and classroom purposes. The spaces and minimum sizes are:

1. *Sunday School* classrooms as follows, with approximate sizes:
  - a. Three (3) 450 sq. ft. for:
    - i. Pre-K to accommodate 15 students max
    - ii. 1-2<sup>nd</sup> Grades to accommodate 10 students max
    - iii. High School to accommodate 9 students max
  - b. Three (3) 250 sq. ft. for:
    - i. 3-4<sup>th</sup> Grades to accommodate 6 students max
    - ii. 5-6<sup>th</sup> Grades to accommodate 12 students max
    - iii. 7-8<sup>th</sup> Grades to accommodate 10 students max
  - c. One (1) 200 sq. ft. unisex single toilet for children 3 to 7 yrs old located between the pre-K and and 1-2<sup>nd</sup> Grade rooms where the teachers can accompany children.
  - d. One (1) 200 sq. ft. unisex single toilet for older children and family use in an area of general access
  - e. One (1) supporting storage/office nearby of ~150 sq. ft.
  - f. Cry Room or Nursery – this plan anticipates the Cry Room could be converted to a Nursery by using the Pre-K room during the different time slot with no added space.
2. *Choir* Loft and support as follow:
  - a. Rehearsal room ~400 sq. ft.
  - b. Choir Loft extension ~300 sq. ft.
  - c. Space for full size grand piano next to Loft ~100 sq. ft.
  - d. Storage for robes and instruments easily accessible to Rehearsal room
  - e. All located adjacent to or easily accessible to Choir Loft
  - f. Current location of organ gives organist limited view of Pastor or Choir Director
3. *Administrative* offices
  - a. Office for new church worker 200 sq. ft.
  - b. Redesign layout for better logistics and working space. One concern is door between outer office and kitchen that encourages using outer office as a passage way. Secretary needs privacy, the present configuration visitors come in to use phones, supplies, office machines. Confidentiality also issue on phones.
4. *Worship* Sanctuary is adequate to current or anticipated use with current seated capacity of about 240 per service. Growth can be handled in a number of ways without requiring changing the profile of the building.

5. *Fellowship* facility needs are in two areas:
  - a. Kitchen to accommodate serving, but not preparing, food for 200+ groups. Needs include:
    - i. Appliances that accommodate commercial size serving/warming trays
    - ii. Adequate counter space to accommodate crock pots, coffee pots, warming trays
    - iii. Shelving and drawer space to accommodate plates, cups, flatware, linens and decorations that are seasonal for serving special meals.
    - iv. Space for carts for serving and busing tables plus mobile type coffee hour.
    - v. Under counter space for trash bins out of aisle ways.
    - vi. Storage for large pots and pans for serving
    - vii. Minimum two commercial size sinks with adjacent counter space
    - viii. Commercial washing machine to handle regular tableware instead of paper for some events (possibly smaller gatherings).
  - b. Table and seating space to accommodate seated groups ranging from 20 to 200+(currently occurs only about 4 times per year, primarily in better weather periods) by utilizing existing spaces better:
    - i. Coffee hour option in front porticos. Counter and sink in Cry Room.
    - ii. For very large groups, possible use of patio area with tent or glass atrium cover and exterior infra-red heaters for cool periods or fans for hot periods.
    - iii. Possible extension of Fireside Room to east side toward Camino Tassajara to accommodate more seating plus new kitchen.
6. *Storage* currently in buildings generally adequate to needs, except generally needs to be used better. Exceptions:
  - a. Janitor closet currently 3.5' x 5' needs to be increased to 8' x 6'.
  - b. Choir storage as well as Sunday School needs as noted above.
  - c. Better use currently available space.

---

## General Design Issues and Concerns

In gathering information for the Needs Analysis the following issues, thoughts or concerns were identified. They are in no particular order and may relate to multiple areas. To the extent possible these issues should be addressed in the design and construction of these facilities.

1. Current cry room can only accommodate 6 children. Pre-K classroom could also be used as Nursery since times do not conflict.
2. Current janitor closet only 3.5' x 5', needs at least 6' x 8'.
3. Wi-Fi to enable workers with lap tops access to internet
4. Flexible "hoteling space" for ad hoc Church workers desirable
5. Good lighting, preferably windows, for classrooms and other rooms.
- 6.

---

## Infrastructure

Since this plan anticipates continued growth, the planning needs to also address supporting infrastructure issues such as general parking, handicap parking, bathrooms including bathroom for families with children with a diaper changing facility and such.