

**Design Team Report to Church of Christ Union
August 20, 2010**

From the Design Team: Robert Boyce (chair), Sally Hindman, Sara Katherine Manning Beavin, Megan Purcell, Jeff From, Greg Lakes, (Marlene Payne and Kent Gilbert ex-officio members); the following is a time line of the DT activities during the summer vacation months:

In May, an Ad Hoc committee selected by Church Council consisting of Betty Hibler (Church Council), Marlene Payne (Moderator), Sally Hindman (Stewardship/Finance), and Bob Boyce (Worship), Jean Boyce (Past Moderator), Wyndee Holbrook and Hazel Morris (Faith Dev), Debra Payne (Youth), Loretta Mountjoy (Woman's Industrial) Bill Stolte (Properties), and Pastor Kent Gilbert began deliberations on perceived needs concerning renovation and construction. The Ad Hoc committee invited two architectural firms to sit and discuss with us the possibility of renovation and new construction to address Church of Christ Union's "building the vision". We spoke with Building God's Way Architects (SLC, Utah) and Pearson and Peters Architects (Lexington); each firm toured the buildings, asked questions and took notes. Members of this committee visited three PPA building-Danville-Presbyterian, Episcopal, and Lexington-Christian. After receiving their reports, the Ad Hoc Committee chose PPA as a local architectural firm whose renovation and new construction was sympathetic to historic structures and would give us quick turn-around designs.

At the Congregational Meeting on **May 16**, and following a report from R Boyce, the Congregation voted to hire Pearson and Peters Architects. At this Congregational Meeting, the Design Team, elected by the congregation (with Marlene Payne (Moderator) and Kent Gilbert, sometimes Bill Stolte or Steve Boyce) was given and accepted a charge from the Church Council (approved on May 3, **Appendix A - CHARGE**, 4-29-10). R Boyce delivered historic Union Church construction plans (from the 1920s, 60s and 80s) and a retainer check to PPA in Lexington on May 20. PPA had an on-site review of the facilities; Steve Boyce and Properties provided an extensive HV/AC report.

May 19 R Boyce sorted through the historic church plans.

June 1 PPA toured Buildings

The Design Team has met on the following Wednesday evenings:

June 16 Organizational meeting:

We discussed our Charge and began planning how the team would go about consultation and design with PPA-they took notes and returned to measure and document; each team member was given a short list of names (groups/programs/persons) who use the building; members then contacted these persons to ask what needs each foresaw for future uses; a data list was compiled (**Appendix B - DATA**) over the next two weeks.

June 23 Discussed needs list with various officers of the church; began compiling data.

July 6 The compiled data lists were sent by R Boyce by e-mail to PPA.

[After each DT session which often took two or more hours, R Boyce provided minutes for the membership and architects, and PPA supplied PDF images for continued discussion. All large scale drawings have been rolled up and stored in Pastor Kent's office.]

July 7 First session with PPA site and building design schemes that were reliant on the historic construction plans: The Team enthusiastically discussed the designs and questioned various spaces. These first concepts did not take into consideration the Team's collected data. Following our session, the drawings were left in Kent's office and PDF files of those drawings were e-mailed to the Team the following day for continued contemplation.

July 21 Third meeting (3-6 pm) with PPA and new rearranged concept drawings:

These concept drawings took into consideration the data lists, our July 7 suggestions and further contemplation of spaces and arrangements. We seek spaces that need not be totally dedicated spaces, spaces that have good flow patterns, are accessible, can be secured and are fire and egress safe, create an enlarged gathering space, enlarged administrative spaces (staffing implications), and all codes be addressed. Following the first concept drawings, lots of spaces were enlarged, shrunk, moved to different locations/floors, or realigned. We have raised the need for stewardship of materials and resources and for full engagement with green technology and LEED guidelines. Josh Ives is a LEED certified architect.

August 11 Fourth meeting with revised design/concept drawings:

We continued discussion of the again modified designs representing the whole project, saw a first proposal for exterior elevations and were given a cost estimate of \$225 per square foot for new construction. For the master plan--the whole project, new construction and renovation---construction costs will vary according to the amount of renovation needed in the various parts of the project: elevator and entrance gathering space, the three floors of the Christian Ed building, the chapel, the fellowship hall and kitchen and the sanctuary and balcony.

August 17 DT met over supper to discuss strategies: Discussion centered on what our design and project options would be following the presentation of the Master Plan on August 11. The DT would like to have further discussion

with PPA to: cut the Master Plan into smaller more doable pieces; determine the priorities as we sort through suggestions from other Boards; and stabilize the renovated and newly constructed foot print in a responsible stewardship of resources and program.

August 18 R Boyce invited church and Capital Campaign leadership to lunch (Hibler, Gilbert, Boyce, J & R Culp) to discuss the DT decisions and ask for assistance as we plan our recommendation to the congregation. R Boyce and members of the DT will go to Lexington to have a discussion concerning priorities and pieces of the Master Plan. The DT feels the Staffing Team and Properties Board must communicate with us and that more information be communicated to the full congregation. Consequently, announcements will be made in the Sunday bulletin and information sessions for those who want will be held after church and on Wednesday evenings up until Sept. 8.

Week of August 23 Members of the DT will go to Lexington to have conversation about the project.

September 8 Wednesday Night Live, 5:45 pm supper, Town Hall Meeting at 7 pm: Informational session concerning staffing and renovation and construction.

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Appendix A Charge:

**Building the Vision
Church of Christ, Union - 2010**

After several years of thoughtful and prayerful discernment, the congregation of Union Church adopted a mission statement titled *Living the Vision* on September 20, 2009. This statement commits the people of Union Church as one in body with Christ to:

- Unbounded Hospitality to Build a Beloved Community of Christ
 - Thoughtful, Inspirational and Intentional Faith Development
 - Passionate Worship
 - Risk-taking Mission and Service
 - Extravagant Generosity and Care in Our Stewardship

This vision not only clearly defines the spiritual commitments of the church, but also sets priorities for the use of our capital and financial resources to enable their achievement. Based on these priorities, Union Church proposes to undertake building renovations and to add staff positions financed by a capital campaign to create the space and the support to carry out our vision through the following goals and purposes:

- Offer an inviting and hospitable facility to serve our growing congregation and the wider community for the next twenty years and beyond by creating a welcoming church entrance and fellowship space, and by making all areas of the building accessible to persons of all abilities.
- Address long-deferred maintenance projects that have resulted in serious structural deficiencies, improve the safety and energy efficiency of the building, and replenish the balance of the Hutchins' Capital Improvement Fund.
- Reconfigure rooms within the building to better serve the faith development of children, youth and adults, and ensure that these spaces are family-friendly; plan for new and on-going mission and service needs in our community; and design office and meeting spaces for a growing congregation.
- Enhance the sanctuary in keeping with its notable history to provide a safe and inspiring space in which to worship.
- Relieve the burden our current full and part-time professional staff carries by creating at least one additional full-time position and by considering what combination of current and /or additional part-time positions will best serve our congregation as we reach out to new constituencies and deepen our work of pastoral care, mission, and justice in our community and beyond.

Approved by Church Council, May 3, 2010

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Appendix B Data:

**Union Church Space/Room Use Data
Collected by Design Team**

Pastor/Administrative Office Spaces

1. **Need a reception-working space for greeting/hospitality, deliveries; help eliminate the traffic jams; main entry to the office and used as receptionist/secretary space....desk, chair, computer, white board and bulletin board, filing cabinets at arm's distance, work table, shelving; A Space for copier, paper, supply source, fire**

rated safe, cabinets and shelves; computer ports and electrical outlets.....*improved traffic flow because lots of people will use this space*; A Conference room for a few persons (though this could be a close-by classroom); a work pace for audio/visual editing.

2. Pastor's own space: 1 person; desk, chair, filing cabinets at arm's length, numerous book shelves, a small lounge/counseling sitting area with comfortable seating/couch, end tables

3. Assistant Pastor space: 1 person; desk, chair, computer, filing cabinets at arm's length, book shelves, extra chair

4. Faith Development person: 1 maybe 2 persons; desk, chair, computer, selves, filing cabinets at arm's length, book shelves, work table and extra chair; *if two persons (youth director) use this space this would need to be doubled!*

5. Kitchenette.....out of sight from the public; sink, refrigerator, "dishwasher", cupboards...top and bottom, a fair sized counter

6. Custodian: 1 person; *a separate space in the building* where desk, cleaning supplies, brooms, vacuum; where a "wood shop" would be located; need not be in the administrative space.

Bell Choir Room 303/Judy Drake and Molly Levey Room: 12-15 persons; accessibility, bell table must be set up in a semi-circle, accessible lockable cabinet in which to store bell cases, filing cabinet for music, lockable cupboard for storage, white board, good lighting.

Vocal Choir Room 303: 20-30 people; accessibility, filing cabinets, piano, seating, white board, closets for choir robes, storage, good lighting.

Kitchen:

1. Sound-proof, security, pull-down lockable sturdy door to separate from fellowship hall,
2. six-eye continuous-grate gas stove with griddle and vented hood;
3. self-cleaning convection wall ovens,
4. industrial high watt microwave,
5. Built in compost, recycle trash center,
6. vents,
7. dumb waiter to upper floor,
8. clocks,
9. sound system,
10. cabinets,
11. counters,
12. cupboards,
13. improved lighting,
14. large refrigerator,
15. laundry room
16. better flow patterns;

We need to pull together both rooms...one used by Woman's Industrial and that used by the congregation; get rid of the non-functional equipment!

Fellowship Hall: 100-200 persons;

Improve or supply storage for Woman's Industrial materials; improve lighting, windows, raise ceiling, white board, bulletin board, audio visual built-in, improve HV/AC; *This has to be a community room not a storage site; Get rid of all the "things" that are being stored in the space!*

This space has been used by: community groups, SARA Care, Campus musical groups, Woman's Industrial, Home School Co-op...need a bigger stage, dressing rooms for theater (*perhaps that space behind the stage*); various groups have been served meals as money-making projects; Lenten Lunches;

Woman's Industrial:

our team needs more information about their needs

Faith Development/Sunday School spaces

Our Faith Development is engaged in: Sunday School, children's Church (*often starts in Cowan Chapel*), Bible study, service projects, field trips, acolytes (2nd to 8th), adult book discussions, Thursday Noon Bible Study, Tuesday Memory Keepers, Monday AA, Wednesday Night Live Study Group, Wednesday Night Live College Group, Church Council.

Rest rooms must be accessible (*the primary school restroom has been removed on the ground floor; the restrooms on the third floor are set between room 301 and 302*).

All the classrooms need sink, counter top, cupboards and cabinets that can be locked; white boards, bulletin boards, chairs and tables that are age specific; hard surfaces that can be cleaned/washed; scatter rugs in some spaces but not carpeted; natural lighting; computer ports and electrical outlets; each teacher needs to have a place to store/lock the materials used by and for that class---ownership of room!

A **central reception area/multi-purpose space/chapel** is needed in the Sunday School area or as part of this unit of children's classrooms ---perhaps 50 youngsters, (*presently, each Sunday morning, the young people meet in the Cowan Chapel before they go to their individual classrooms*).

1. **Pre-School room/Nursery room/room 101** : 10 children, close to playground
2. **Primary/room 103: 10 children, close to the playground**
3. **Upper Elementary age/room 301: 10 youngsters**
4. **Youth/Senior High/room 302: 10 teenagers, they need to feel ownership; comfortable lounges, sofas,**

All the following groups will need designated storage:

Brownies 10-15 girls: have used the Primary space/room 101/103/204 for arts and crafts meet weekly; need dedicated storage

Girl Scouts 15 girls: have used the Upper Elementary Age space/room 204; once a week after school; *they have used room 204 and the kitchen*

Boy Scouts: have left Union, but may come back with a designated space (?)

Thursday Mothers' Forum, numbers vary: (this number has been growing) has used the primary space/101 or 103 and the playground on Thursdays; they need dedicated storage.

Nursery:

Must be on the same level as the sanctuary; changing table, cribs, tables, chairs, natural light, sink with hot water, a cry room, mother/child nursing capacity-privacy, closed circuit audio visual, rest room with child size toilet; *presently use the Durham room off Fellowship Hall which is moldy and damp.*

Adult Education Spaces:

Perhaps 3 rooms, one must be large enough for Church council (20+ persons); perhaps a large room that can be subdivided with sound proof wall/screen; Natural lighting would be best; These adult spaces need: couches, occasional chairs, end tables, shelves, white boards, bulletin boards, good lighting, sinks, cupboards/cabinets that can be locked and become designated use for each group, a counter for coffee maker; computer ports. *Whatever configuration, we need to be able to rearrange the spaces as needs arise; individual classes will have to have ownership!*

1. Two different groups meet for Sunday classes with 10-20 persons per; use Dialogue Room and room 204
2. on Mondays a class meets in a room with 5-8 persons; Dialogue and 204
3. on Tuesday nights one group has 8-10, another also has 8-10; Dialogue and 204
4. on Wednesday night a group meets with 12-15 persons; room 204
5. and a group meets on Thursday with 15+ persons; room 204

These adult spaces may be used by:

AA (10+ persons have used the Dialogue Room),

the **String Ensemble** (4-6 persons have used the Conference room and room 204)

Church Council (30 persons); presently are using conference room that is VERY tight

College Student study group

These spaces might be separate from the whole church or in an area that can be locked away from the rest of the spaces.

Out of State mission groups using the facilities to sleep over:

They need:

1. rooms with carpets on which to place sleeping bags;
2. access to the kitchen for cooking meals/breakfast;
3. access to a laundry room;
4. showers for both men and women;
5. and a Union Church contact person.

Union Church will need spaces for these groups that can be separate and lockable for these groups so that they do not have access to the whole facility. (*They have generally used rooms in the Educational Wing/ rooms 204 and 302.*)

Sanctuary:

Presently we have about 150 persons who attend the Sunday Worship Service; however, we often fill the church during December College concerts (c. 700); during this year (2009-2010) we have had a few services (Easter, Christmas) where a bit over 200 have attended the service.

We need to address the following issues:

1. Tighten double pane windows
2. HV/AC
3. Audio/visual booth...perhaps a screen for projection
4. More, improved Electrical outlets
5. Light switches
6. Rework the stairs to the podium and choir;
7. Perhaps the organ consol, piano and choir can come down closer to the main floor
8. Make the front of the sanctuary more flexible but more WORD centered

Sanctuary: data collected in mid July (Gilbert/Bolster)

The floors seem to be fir; would they refinish and be durable?

Would cork be a better choice for the aisles, rather than carpet?

Expand the gathering/entry floor space at the back of the sanctuary, below the balcony

The dais should be lowered; new platform would be 18 inches with a single step; widened to the side entries; Dais ought to curve at the front of the platform/apron to repeat the curve, in reverse, of choir loft

Platform will have a tripartite arrangement, lectern, communion table, baptismal font

AV controls must be at minister's fingertips

Need a pulley system for banners

Lighting needs to take into consideration the three part arrangement

Side entries to the sanctuary need to be enlarged

Create a central aisle

Side pews can be removed to create a more open floor (chairs could be arranged if needed)

Angle/fan pews for sight lines to dais

Balcony--expand the floor area in front of the organ consol

Organ platform is too narrow, safety of organist is in question

Organ consol cannot be moved because this is a tracker organ

Improve the choir loft lighting

Need better entry from top floor to balcony

Tighten stairs so that they do no creak

Railings installed to protect persons

Thomas Room: complete this room so that it can be used as a Bride's Room, Conference, Green Room, family Funeral Room,

Wayside Room:

Cowan Chapel:

Make the space a bit more flexible; perhaps open the narthex to gain more floor space; use part of the narthex area for storage; need a restroom close by; audio visual system and screen. *This space needs to be used more frequently.* Presently it is used by the Sunday School classes for opening convocation, by the Canterbury Club (Thursdays), for small family funerals/memorial services, Weddings, Maunday Thursday Services, Christmas mid-night service, and. The space seats about 60 persons. Perhaps the chapel could be linked to the Sanctuary side entrance by way of a covered glassed-in walk way. Because the space is separate from the main body of the church facility, it has been hard to get to.