

***St Matthew United Methodist Church
Facilities Visioning & Needs Task Force
Proposal for Renovation
Presented to the Administrative Council
June, 2011***

As our church facility has aged, many needs for repair, replacement, refurbishing and remodeling have surfaced. Early in 2010, the Trustees, in response to a growing number of competing facility needs and a smaller resource base, came to the Administrative Council for guidance. In the United Methodist Church, the Trustees are responsible for the church facility and the surrounding grounds. In our church, they are also the Board of Directors for our church corporation and are the legal representatives of our church.

The Administrative Council responded by forming a “Facility Needs and Visioning Task Force”. They were challenged with this statement of purpose:

“To recognize, celebrate, and build upon the great fifty year legacy that we have been given by boldly visioning and carefully crafting a plan to maintain, re-equip, refurbish, and remodel our church facility in a way that allows our twenty first century congregation to accomplish its mission of ‘Making Disciples of Jesus Christ’.”

This Task Force was asked to create a plan, a vision, a roadmap for the Trustees and others in the church to use in the task of refurbishing, repurposing, and remodeling our facility. The extent of realization of this will be based on the immediacy of need and the availability of funds. Some of the projects can be handled by the general giving of the congregation. Some others, because of the size, will require a capital funds drive. Some will be completed when funds become available through gifts and bequests. Other projects, by their nature, can be broken into segments and completed over a period of time. How our facility changes in the future will depend upon our worshiping congregation embracing it through its giving.

The Facility Visioning and Needs Task Force consisted of the following persons:

Rita McIntosh	Randy Ridgway	Pastor Jake Fisher
Mary Ellen Brown	Joe Carter	Jean Catron
Jerry Lesley	Ruth Lock	Cindy Neal
Carol Price	Doug Rhoda	Gene Robbins
Nancy Harshbarger	Alan Schoonveld	Jim Siegfried

All have worked hard for the last nine months to generate this report. As time passed, some found it necessary to leave the group. They have been missed going forward.

A survey was sent to every worshipping family in our congregation this past fall. The questions were specific and were meant to determine areas of need and specific suggestions to meet these needs. The response was good but not as overwhelming as was hoped for. Groups outside of our worshipping congregation, such as the Boy Scouts, YMCA, and local funeral directors, with whom we have a relationship, were contacted about their use of our church. Standing committees, such as Worship, Drama, Trustees, Kitchen, Church Wide Fellowship, and Children's and Youth Ministry, were interviewed. When the information gathering phase was completed, essentially everyone in the church had an opportunity for contributing to this report.

During this phase of the process, many interesting things about our community and congregation came to light. Our community has not grown in the last ten years and neither has our congregation. The number of worshipers is approximately the same as it was ten years ago. Our congregation mirrors another trend of fewer small businesses, professionals, and farmers in Clinton County. There has been a decline in the attendance at the traditional service while the contemporary worship service has gained. Our congregation is "graying" and, on the average, is older than it was ten years ago. Even though this does not appear to be optimistic, there are areas for growth potential. Our Pre-School group is promising. Here we can see potential in attracting members and while we are not always successful, an effort is continually being made. There is also potential in the "baby boomer" generation. This is a group that has had early religious training but may not have been attending church lately and is seeking to renew their faith and find a new church home.

After weeks of analysis and quantifying information, the following possibilities exist:

CUMULATIVE FUNDS

As was noted earlier, the Trustees have become aware of many needs in an aging building that will require major expenditures for which we do not have adequate funding in the yearly budget. Due to budgetary restrictions over the past three years, cumulative accounts were bypassed in favor of funding more immediate needs. A few examples of upcoming expenses would be church and parsonage roofing, heating upgrades, and parking lot maintenance. Estimates have been gathered for these projects and with the addition of unanticipated problems to be considered, a total of approximately \$300,000.00 might be needed. Upon reviewing our current funding and investments, the Trustees request approximately \$200,000.00 to cover projected expenses.

NARTHEX, SANCTUARY, CHANCEL AREA

The narthex and sanctuary/chancel area are usually the first elements of the building experienced by the public. These areas should be open, inviting, welcoming, and filled with beautiful, natural lighting to enhance the feeling of being embraced by God's love. We hope that all who enter our building will be encompassed by warmth and friendliness.

Ideas proffered for the narthex include:

- a) Freshened with the removal of wallpaper, adding new paint with colors chosen from a warm color palate, and the addition of new flooring.
- b) A redesigning of the area might include removal of the coat room/vestibule walls and inner doors to create a feeling of spaciousness.
- c) Replacing the outer doors with glass doors to allow natural sunlight to enter.

- d) Raising the ceiling, perhaps with a “trey” effect.
- e) Replacing lighting fixtures.
- f) The creation of a “welcoming” area and information center, including a coffee bar.
- g) Removing the doors/entryways from each adjoining hallway/breezeway to enhance spaciousness.
- h) Remove the display cases and relocate to allow better traffic flow/use.
- i) Refurbish, replace, or remove existing furniture.
- j) Addition of 2 flat screen monitors above the doors leading to the hallways.
- k) Electrical updates, including outlets.

Ideas suggested for the sanctuary:

- a) Freshened with new paint with the color chosen from a warm color palate, new flooring.
- b) Reupholster the pew seats.
- c) Reconfiguring a small area of seating which would allow wheelchair bound visitors to sit with family/friends.
- d) Windows upgraded with non-glare or tinted glass to reduce sun exposure and allow the elimination of window coverings that block the natural sunlight.
- e) Technology updates including:
 - 1) Additional flat screen monitors over the rear sanctuary door, forward sanctuary doors leading to the south hallway/Fellowship Hall.
 - 2) New projection equipment.
 - 3) New desktop computer with dual monitors for sound booth.
 - 4) Wireless/WIFI capability.
 - 5) Closed circuit television capabilities.
- l) Electrical updates, including outlets.

Ideas offered for the chancel area:

- a) Redesign the area to extend and enlarge, perhaps removing the railings, to open up the area allowing flexibility for different types of worship.
- b) Employ portable furnishings such as the pulpit and lectern to gain space.
- c) Use smaller, lighter chairs for the choir and angle this seating area to the side for more focus on the cross and altar.
- d) Necessary technical updates compatible with sanctuary, narthex updates.
- e) Electrical updates, including outlets.

KITCHEN

The kitchen is antiquated and does not meet the current health codes and standards. While church kitchens usually do not require licensing, we still wish the facility to ensure that foods are prepared and served safely and efficiently. An equal amount of on-site preparation and convenience products are employed in our church. Our activities include approximately 6 large all-congregation meals, 6-8 funeral dinners, 4-6 receptions/teas, 2-4 wedding rehearsal dinners, meal prep to be transported to church camps, etc. There might be as few as one or two persons working and up to seven or eight working in the space at any given function. Currently, we use both disposable and permanent plate ware but would prefer china to plastic. Most food service occurs in Fellowship Hall. We are in need of advice concerning how we determine the direction we take, i.e. what role will food play in a church in the future, what “measuring stick” do we use to decide what size kitchen should be installed, how many activities warrant a “state of the art” kitchen to validate the expenditure. Hopefully, professional consultants can aid us.

Even with these questions in mind, basic observation conveys the need of a complete update with the following suggestions:

- a) New appliances including:
 - 1) Oven, perhaps convection.
 - 2) Burners/cook top (spaced for multiple large kettle use), perhaps induction.
 - 3) Under-the-counter commercial grade, high speed dishwasher.
 - 4) Microwave oven, large with full wattage.
 - 5) Icemaker.
 - 6) Separate under counter refrigeration unit to supply cool holding place for floral arrangements.
- b) New cabinetry with secured or locked storage.
- c) Separate counter area for floral arranging.
- d) Three compartment sanitizing sink.
- e) Rolling dish storage caddys.
- f) Sturdy rolling service carts.
- g) Portable steam tables holding six ½ pans/3 full pans (preferably 2).
- h) Adequate ventilation.
- i) Air conditioning.
- j) More electrical outlets.
- k) Electrical/plumbing updates.

ENTRANCES

The entrances are seen as uninviting. While architecturally fitting with the style of building, they lack functionality. Ideas for enhancing might be:

- a) Wooden doors replaced with more modern glass doors.
- b) Add handicapped accessible, automatic door(s).
- c) Add hand railings, especially at handicapped accessible doors.
- d) Add a canopy/portico to one entrance.
- e) Make one of the three front entrances more accessible for funeral usage.
- f) Add better lighting.
- g) Add more signage outside of doors to provide guidance as to what is accessible at a particular entrance.
- h) Add signage inside of doors with a “You are here” aspect.
- i) Improve surrounding landscaping.

FELLOWSHIP HALL

Fellowship Hall is a multipurpose room that should be welcoming and appealing. It serves as a dining room, drama/performance area, meeting room, and social center. To maintain its multitasking flexibility, suggestions for improvement might include:

- a) Freshening with new paint/wall covering from a warm color palate, new flooring.
- b) New window treatments including blackout shades for performances/presentations.
- c) Replace the permanent stage with a portable stage.
- d) New overhead lighting for stage area.
- e) Up to date sound equipment with sound and light board.
- f) Ability to control lighting in both the sanctuary and Fellowship Hall from one location.
- g) Updated technology with drop down screen, projector, and wireless capability.
- h) New lightweight tables and chairs.
- i) More storage.
- j) Electrical updates including more electrical outlets.

PARLOR

The parlor has been the scene of receptions, meetings, and Sunday school classes. It is seen as shabby and not in a chic way! The kitchenette is seen as inefficient and would need to be updated or perhaps repurposed with shelving to provide a storage area/closet for the Altar Guild.

Suggestions for improvement might be:

- a) Freshening with new paint/wall covering from a warm color palate, new flooring.
- b) Removal of current furnishings.
- c) Addition of a large conference table with seating for ten.
- d) Some additional comfortable chairs, perhaps compatible with the table chairs, preferably not typical “living room” furnishings.
- e) Update technology to accommodate conferences with drop down or flat screen, projector, and wireless capability.
- f) Electrical updates including more electrical outlets.

TECHNOLOGY

While this is addressed in individual areas of concern, the church is in need of a 21st century update with state-of-the-art technology throughout the building. Our office equipment is aging and will soon need to be replaced. New computer systems and wireless capability/WIFI would help efficiency. It would be useful to have some areas such as the nursery and office to be equipped with monitors/sound systems that allowed for the broadcasting of services and activities to those who have volunteered to staff these areas. A closed circuit television system with proper equipment would be very useful in this endeavor as well as in the recording of various services, rehearsals, programs, and performances.

RESTROOMS/WATER FOUNTAINS/HALLWAYS

The restrooms need total renovation with new stall dividers, new toilets, new sinks and fixtures, soap dispensers and paper towel holders, etc. The heavy doors are difficult for handicapped parishioners to open. New water fountains are needed. Hallways might be repainted and flooring replaced.

LANDSCAPING

Our basic landscaping dates to the church’s opening. While two lovely smaller areas at the front entrance were recently added, an overall new plan with fresh plantings is needed. This plan should include as maintenance free materials as possible while still providing a beautiful accompaniment to our building. Biblical plantings in the courtyards could be included.

OFFICE AREA

A restructuring of the office area might provide better use of space. Reconfigured cabinetry should allow for more efficient use and storage. Refurbishing with fresh paint, flooring, and furniture would be welcomed. Technology updates are necessary.

CLASSROOMS, INCLUDING PRE-SCHOOL

Classrooms could be updated with fresh paint with the color chosen from a warm palate, new flooring, new window coverings, and new furniture. More storage, cabinetry, and shelving in the rooms would be helpful. The addition of wipe-off boards within the rooms and corkboards in the hallways would be welcomed.

PARKING/LIGHTING/SIDEWALKS

Additional parking areas in the front of the building could be added or the current lots extended to better accommodate worshipers and increase the welcoming factor. Currently, there are only sidewalks from the parking lots to the entrances and some are in poor condition. Repair or replacement is recommended. A sidewalk surrounding the church might be added to provide a safer situation for parishioners since they now have to traverse moving traffic when parking and walking in some areas. Perhaps a redirection of traffic patterns with additional directional signage would be helpful.

MAPLE DRIVE PARSONAGE

The Maple Drive parsonage is a lovely home built in the mid 1970's and remains in the 1970's. Remodeling the interior with the removal of some walls to allow a more open, usable living space is recommended. The kitchen should be remodeled to flow with the changing floor plan and include the addition of new cabinetry and appliances. Bathrooms should also be renovated and updated. Refurbishing with new flooring and interior paint after the removal of dated wallpaper is necessary.

POSSIBLE FUTURE CONSIDERATIONS:

Courtyards: Covering of the east courtyard to be used as a chapel/atrium that is accessible from the sanctuary. It has been suggested that we keep one open courtyard to allow us to commune with the beauty of the nature God has created.

Expansion: Expanding the building to the south to increase the space in Fellowship Hall, the kitchen, and provide additional classrooms and space for the pre-school to grow.

New construction: Building a new activity center housing a recreation center and modified kitchen, including additional storage to accommodate our youth and Boy Scouts.

Building a new stand-alone pre-school building.

ADMINISTRATIVE COUNCIL ACTION STEPS

Again, we emphasize that this is a plan or roadmap for the Trustees and other groups in the church to use in guiding us into the 21st century. There is work left to do. For these suggestions to be useful, cost estimates and feasibility studies need to be completed. We recommend the following plan of action for the Administrative Council to move forward:

- A. Establish a Feasibility & Cost committee to:
 - 1. Authorize the expenditure of not more than \$5,000.00 to hire consultants.
 - 2. Interview and hire consultants.
 - 3. Select which projects need professional help.
 - 4. Work with the Task Force to reconcile any differences in visioning.
- B. Receive report of the Feasibility & Cost committee and determine the next steps to be taken.