

## ST. MATTHEW'S EPISCOPAL CHURCH

### BUILDING PROGRAM REQUIREMENTS – “WISH LIST”

1. Sanctuary
  - Expand from current 180 seats to between 350 and 400 seats (consider pews vs. chairs)
  - Appropriate space for altar, ministers, choir, piano, other musical instruments, audio/visual equipment
  - Storage nearby for the above
  - Retractable screen and appropriate lighting for greater visual impact of projections
  - Appropriate space between first pew and altar railing to allow for skirts, baptismal font, sermon props, etc.
  - Crying room (separate space linked to Sanctuary for parents with babies and toddlers) (not everyone wants this room)
  - Smaller chapel area to accommodate smaller services, weddings, round-the-clock events such as 24 hr. prayer vigils and the Bible Reading Marathon, as well as to provide healing prayer and/or prayer closet space during regular services (not everyone wants this area)
  
2. Narthex
  - Large reception area
    - Space for a collection area for Angel Tree, LINK food and clothing drives, etc.
    - Space to offer coffee, tea, etc. in the reception area to encourage people to socialize
    - Bulletin boards and table areas for announcements, information, etc.
  - Decide on whether Narthex is separate from Sanctuary or able to open up for expanded seating
  
3. Parish Hall
  - Large enough to seat 300 people
  - Flexible to seat large group and be divisible (e.g., with accordion doors) for seating multiple smaller groups
  - Consider sound absorbing materials
  
4. Class Rooms / High School Youth Group Room
  - Sunday School rooms, one each for grades K-5 (3-6 rooms, depending on dividers, flex space)
  - Pre-school room
  - Middle school room (Grades 6-8)
  - High school room (Grades 9-12)
  - Youth group room (could combine with high school room)
  - Consider one or two Adult Education rooms for WAtCh, Lenten Studies, a possible Adult Sunday School class, etc.
  - Total of 6 to 12 rooms, depending on flex space/dividers
  - Consider space in or near classrooms for sinks, refrigerators, bathrooms, etc.
  - Include space for storage, e.g.,

- Closets, bins, shelves, etc.
  - Space for Vacation Bible School, large props
  - Comment from parishioner: Need to make classrooms that can be opened or combined to use for larger needs and have shelves/storage that can fit among walls out of the way or roll out of the way. Can't afford many one-use rooms; room must be multipurpose.
5. Nursery
- Infant room/area
  - Toddler room/area (could combine with infant room using divider)
  - Separate sink, bathroom, and possibly refrigerator (for formula, medicine, etc.) for these areas
6. Kitchen
- Large enough to feed 300 people for one meal
  - Modern and up to current building code, including:
    - Commercial dishwasher
    - Ice machine
    - Commercial size oven
  - Adequate storage space, to include outside groups (e.g., AA) that currently store things in the kitchen
  - Entrance/exit door directly to outside of building
7. Offices for staff members
- Full-time staff members (4 offices)
  - Rector
  - Assistant Rector
  - Youth/Family Life Minister
  - Office Manager
  - Flex space or bigger area for Secretary/Receptionist and Treasurer (and/or area with multiple seats and tables to spread out papers and sort)
  - Sexton (combined with flex space or maintenance/equipment room)
  - Music Director (combined with choir practice room or flex space above)
8. Choir Practice Room (could combine with flex space)
- Space for 20 to 50 -person choir practice
  - Consider sound-proofing
  - Space for piano/musical instruments
  - Office space/area for Choir Director
  - Storage for hanging choir vestments
  - Book shelves for hymnals
  - Storage for music (file cabinets)
9. Vesting Room
- Storage space for hanging vestments for Lay Eucharistic Ministers, Acolytes
  - Space for adorning vestments

10. Sacristy
  - Space for washing and storing Communion and other service items
  - Location for safe (to store valuable items)
  - Should be close to the altar to provide quick and easy (and quiet) access
11. Restrooms
  - Male, female, and family (?) restrooms
  - Appropriate number of toilets, sinks, and other fixtures
  - Changing tables
  - Connections to emergency alert system (for elderly and handicapped users)
  - Energy efficient / automatic fixtures (e.g., photovoltaic power from fluorescent light)
12. Maintenance area / storage spaces
  - Work space for Sexton, including sink and table
  - Storage for maintenance equipment
  - Closets and cabinets
  - Built-in bins and shelves
  - Flower ministry refrigerator/closet
13. Heating, ventilating, and air conditioning (HVAC) system
  - Energy-efficient HVAC equipment
  - Solar power (or geo-thermal?), if feasible/affordable
  - Solar heating passive/active, if feasible/affordable
  - Sprinkler system, as appropriate per code
14. Electrical, lighting, and communications system
  - Up to date electrical wiring
  - Lighting – energy and cost-efficient fixtures (where we're not replacing monthly)
  - Building set up with fiber/cable/CATV connections or wireless for sound, cable TV, internet access
  - Systems/considerations for hearing and visually impaired persons
  - Audio/visual feeds for services to be shown on TV in Narthex, Parish Hall, Classrooms
15. Other considerations for building
  - Traditional architectural style, Anglican design
  - Green building, as appropriate, feasible and affordable
  - Standing seam roof or green roof, if feasible/affordable
  - Underground elements, if feasible/affordable
  - Compliance with Americans with Disabilities Act (ADA)
  - Memorials within the building (examples: stained glass windows, furniture, pews, photographs, paintings, rooms, etc.)
  - Outdoor lighting for walkways, parking, etc., keeping in mind light pollution reduction
  - Lighting for church sign
16. Parking Lot
  - 88-100 spaces (1 space per 4 seats, per code), including appropriate number of handicapped spaces
  - Consider "Visitor" spaces?

- Appropriate landscaping
  - Include directional or informational signage
  - Prohibit parking in the grass in front of the church
17. Play ground / open space
- Modern recreational equipment/facilities
  - Appropriate fence and gate(s)
  - Allow some area for "field space" for outdoor games, VBS and youth groups, parish picnics, and community events held outdoors
  - Emphasis on safety, including crosswalks across parking lot/driveways
18. Stormwater Management
- Appropriate measures to account for additional impervious area and to bring site up to current standards
  - Examples: upgraded stormwater management pond (with low-maintenance fountain?), rain gardens that collect and treat stormwater, underground detention/treatment of stormwater, etc.
19. Grounds
- Design grounds with "Stewards of Creation" theme
  - Set example for immediate neighbors and greater Sterling community
  - Patios and outdoor meeting space with deliberate link to building (e.g., parish hall that can open up to outdoor space)
  - Landscaping designed to provide link to surrounding land uses, e.g., neighboring homes, Briar Patch Park, school
  - Landscaping designed for each of care and seasons
  - Sidewalks and/or paths with links to pedestrian crossings of Argonne Street and/or E. Frederick Drive
  - Shed(s) for outdoor storage
  - Memorials on the grounds (example: outdoor benches, fountains, gardens, flag pole, statues, etc.)
  - Columbarium or memorial garden for cremated remains
  - Preservation of trees
  - Landscape buffer per zoning regulations
20. Space considered, but not to be programmed:
- Book store
  - Library room (library area could be combined with offices/class rooms)
  - Coffee café
  - Internet café
  - Thrift store (or room for other charity)
  - Pre-School (with door to outside)
  - School (separate from Sunday School class rooms)
  - Gymnasium