

CHURCH MINISTRY AND BUILDING USE SURVEY

St. Matthew's Episcopal Church

Sterling, VA

I. General Mission and Purpose

1. For each of the ministry areas listed below, describe its greatest strength and greatest weakness as practiced at St. Matthew's Episcopal Church.
 - Worship
 - Music
 - Christian Discipleship
 - Parish Life and Ministry: Fellowship Activities
 - Administration
 - Other Ministries
2. What is the single greatest current need for St. Matthew's Episcopal Church?
3. As a long-range goal, what new or expanded ministries should be considered for St. Matthew's Episcopal Church?
4. What is the single greatest accomplishment that a completely successful building program would provide?
5. Why do you attend and actively participate in the life of St. Matthew's Episcopal Church?

II. Worship

1. What are the greatest strengths of the St. Matthew's Episcopal Church worship experience?
2. Describe the various weekly worship opportunities currently offered by the church. Include meeting times, type of service, type of music, typical and peak attendance figures, and if other than the sanctuary, the space used.
3. What are the greatest limitations placed on worship because of the current space(s) used for worship?
4. In conjunction with the current worship space, what other spaces are currently used to support worship? Include usher, communion preparation, instrument and pulpit storage, audio-visual and wedding and funeral support spaces.
5. Are these support spaces adequate for your current usage? If not, explain what specifically you would like to change.
6. Is there adequate space for gathering before and after worship? Describe any problems with congestion and movement into and out of the sanctuary.
7. Are the acoustics appropriate for the type and style of worship practiced? If not, explain their deficiency.
8. How do you see worship space needs changing in the next 5 years? In the next 10-15 years?

III. Music

1. List the various choirs, ensembles and other activities represented by the music program.
2. List the current church's rooms and spaces that are used by the music program, the times of their use, and the number of persons occupying the space at those times.
3. What do you like about the spaces you currently use?
4. Are these spaces adequate for your current usage? If not, what specifically would you like to change?
5. With what other ministries or programs are these spaces shared? Describe any challenges or difficulties that shared space usage creates:
6. What are your storage, office and resource space needs? Describe any required adjacency to other church program spaces for each of these needs.
7. How do you envision your ministry or activity growing or otherwise changing in the next 5 years? The next 10-15 years?
8. In your opinion, what single item should be addressed as a critical need for your specific ministry in the church's next building campaign?

V. Parish Life and Ministry: Fellowship-Related Activities

1. List the ministry, program or activity you represent.

2. List the current church's rooms and spaces, both interior and exterior, that are used by your program or activity.

3. How many people currently use these spaces? What is the maximum size of church fellowship function accommodated in the Parish Hall for dinners and other types of fellowship functions?

4. What do you like about the current Parish Hall and/or other space(s) you currently use?

5. What would you like to change about the space(s) you currently use?

6. What are your church's recreational needs? Which spaces currently accommodate recreational activities? What challenges or difficulties does this recreational use of the space create?

7. What are your kitchen facility needs? Should there be full commercial kitchen requirements for cooking, serving, and dish wash, with all the accompanying Health Department requirements? Should there be "cafeteria-style" serving capability, either within the kitchen space itself or within the parish hall space?

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8. Are there programs which require a stage or platform? Should that platform or stage be large enough to accommodate full-scale church drama presentations? What type of audio-visual and lighting support would be provided for church-wide educational or dramatic presentations? Should the stage include support spaces such as dressing rooms and prop storage rooms?

9. What are your storage needs? What types of tables and chairs will be used, and how will they be transported and stored?

10. How do you envision your ministry or activity growing or otherwise changing in the next 5 years? The next 10-15 years?

11. In your opinion, what single items should be addressed as a critical need for overall church fellowship and for your specific area of ministry in the church's next building campaign?

VI. Administration

1. List current church staff positions, and note the current church building office or workspace used by each position. Include office or workspace used by volunteer workers and lay staff (as necessary, diagram staff hierarchy on the back of this sheet).
2. How is current office and administrative space inadequate for your current usage?
3. Does the current church office have visual contact with the main entrance? Is it clear to visitors where the office is? How many waiting visitors should be accommodated within a main office greeting and reception area?
4. Which staff positions require immediate access to the main office and the public and which offices or work areas are better suited adjacent to other program areas (Choir Director near Choir room, for example).
5. Which staff positions require private offices with full height walls, and which staff positions might work as well in an open office "cubicle" or shared work space?
6. Which ministry staff will provide counseling within their private offices? Is a separate conference / counseling area desirable? How large should such a conference space be, and which groups would use it?

7. What are the church office workspace needs? How many people will be working in the space at one time? Will the church office workspace be used by lay volunteers and program leaders as well as by administrative and ministerial staff? What printing activities and equipment will be accommodated in the church office work area? How much countertop workspace is required? Should there be a sink in the workspace? What type of storage space is required for supplies: base and wall kitchen-type cabinets and/or a walk-in shelved storage closet?

8. Does staff have convenient access to a sink and microwave for coffee and refreshments? Is a dedicated staff toilet within the office area needed? Does the Senior Pastor's office require its own toilet facility?

9. Where do program leaders, committee chairpersons, and other lay staff receive their inter-office mail and minutes? Is there a need for a church "post office"?

10. How do you envision the church staff needs and positions changing over the next 5 years? Over the next 10 years?

11. In your opinion, what single item should be addressed as a critical church office and administration space need in the church's next building campaign?

