

Northeast Community Lutheran Church

Permanent Facility Program and Criteria

This draft was prepared by the Facility Planning Team in March, 2007. It is based on brainstorming by the Joint Exploration Team and congregational listening sessions on February 28 and March 7, 2007. This document describes a desired program and criteria. It is neither a minimum requirement nor a "dream" document. Circumstances and opportunities are likely to lead to changes in this program. Square footage estimates are from various sources.

Space and Criteria	Number of People	Square Feet
<p>Entire Building Comfortable heating, air conditioning and ventilation. Emphasis on multiple use of spaces. Reduce total space required and still provide adequate programming without feeling crowded. Clearly identified entrances that are visitor-friendly and community-friendly. Windows and glass in doors so visitors can see in before they enter. Quality, durable materials and finishes with easy maintenance. Sound separation between areas that are likely to be used at the same time, especially children's and music areas. Built in capability for media, communications and networking. Adaptable for future changes. Steeple, bell, and lighted cross. Clear signage. Note: Areas described below total 16,900 square feet. About 25% is added to this for circulation, restrooms, utility spaces, etc.</p>	400	21,000
<p>Sanctuary Typical seating 200-225. Flexible arrangement to feel comfortable with 50 to 200+ people with potential for overflow seating for large events. Adaptable for either traditional or non-traditional forms of worship and adaptable for performances and events during the week. Adequate and flexible space in front for altar, choir, band, plays, performances and other uses. Lighting to accommodate all uses. Adequate storage near front of sanctuary for altar ware, music and sound equipment, etc. May have pews or connectable, upholstered chairs or both. Stained glass. Street-facing stained glass lit from inside at night. Well-placed projection screen and capability for media. Architecturally consistent and inspiring. High quality organ, piano, and sound system. Good acoustics for music, spoken word and congregational singing. Bright lighting than can be focused and dimmed.</p>	200-225	3,800
<p>Lobby/Gathering Space (Narthex) Immediately adjacent to the sanctuary, with glass between the lobby and sanctuary and glass to the street. Quality speakers so parents with crying children can see and hear the service from the lobby.</p>	200	2,500

<p>Possibility for overflow seating for large worship services (Easter, weddings, funerals, etc).</p> <p>Inviting place for coffee and fellowship after worship.</p> <p>Usable for small gatherings during the week.</p> <p>Mix of seating and standing arrangements: upholstered furniture, bistro tables, small tables, and comfortable standing areas.</p> <p>Green plants and decorative water element like a fountain or waterfall.</p> <p>Small kitchen area for preparing coffee with adequate serving counter for coffee and refreshments.</p> <p>Restrooms off of or very close to the lobby.</p>		
<p>Prayer and Meditation Room</p> <p>Beautiful inspiring room for individuals and small groups.</p>	8-10	160
<p>Fellowship Hall/Large Recreation Space and Kitchen</p> <p>Flexible space that can be used for assemblies, dinners, children's activities and gym activities.</p> <p>Well-equipped kitchen that is centrally located to serve other rooms as well as the fellowship hall, with adequate storage.</p>	400 Serve 200	5,000 600
<p>Offices</p> <p>Reception area visible from a main entry to provide a friendly welcome along with good security.</p> <p>Work stations for staff and volunteers.</p> <p>Separate work room for noisy copiers and other machines.</p> <p>Separate offices for pastors and other staff members.</p>	3 4 2 3	160 240 140 550
<p>Education and Other Program Spaces</p> <p>Separate rooms or defined spaces to accommodate 10 children/youth classes (preschool, kindergarten, grades 1, 2, 3, 4, 5, 6, junior high and high school.)</p> <p>Rooms for two adult classes or forums.</p> <p>To the extent possible, these rooms will be designed to provide multiple uses as well as flexibility in their uses. Some will have hard floors for messy crafts. Some may have hardwood floors suitable for dance. Some will have movable dividers to convert two smaller rooms into one larger room. One may have computers. All will have lockable storage cabinets or closets so materials for one use are not disturbed by another use of the same space. One or more rooms should be easily accessed through an outside entry so it can be used by groups during the week without going through the entire building. Some rooms might be used for a child care center or preschool during the week.</p> <p>Heritage Room/Library/Media Resource room used for adult class.</p> <p>Conference Room used for adult class</p> <p>Music room (soundproofed) used for high school class (grades 10-12)</p> <p>Youth room used for middle school class (grades 7-9)</p> <p>6 classrooms for grades 1 through 6—12 students per class</p> <p>Kindergarten classroom</p> <p>Preschool classroom and nursery</p> <p>Possibility of showers in one set of restrooms for overnight stays.</p>	25 15 15 25 72 12 15	300 225 225 375 1,800 300 525

Location

Visible, easily identified location within the target area (Northeast Minneapolis bounded by the River, I-35W-old Highway 8, and Lowry.)
Location responsive to needs and population in the target area, including both areas of economic need and areas with new housing development.

Lawn and Grounds

Grass area for children's play (unless a park is nearby).
Landscaped prayer garden, perhaps with a labyrinth.

Accessibility

Design that provides good access to entire building without stairs.
Thoughtful placement of entry doors to provide the shortest possible pathways to key areas of the building.
Reserved parking and marked drop-off zones.
Seating and rails along key pathways.
Accommodation for hearing-impaired people in the sanctuary.
Elevator easily identified—not in a blind hall.

Parking

Spaces for 75 cars on Sunday morning within reasonable proximity. The 75 spaces can include a church lot, on-street parking and shared parking with permission. Number of spaces are measured by the availability at 8:00 am on a typical Sunday morning. Arrangements for valet parking or a shuttle bus can augment parking or replace a portion of this requirement. The parking requirement can be reduced slightly if the church is located near a bus stop that serves the target area. This requirement is based on the assumption that the church is in a residential area with house/duplex density. Lower residential density will increase the parking requirement and higher density can reduce it. In addition to the 75 spaces there will be drop-off areas at major entries.

75 parking spaces located as follows:

- Handicapped parking near building entry – 3 to 6 spaces
 - Visitor parking visible and close to church – 6 to 8 spaces
 - Within 1 city block without crossing a busy street – 20 to 30
 - With 2 city blocks or across a busy street – 20 to 30
- Remainder of 75 spaces within 2.5 city blocks.*

Green Building

Highest feasible energy efficiency.
Careful attention to impact of water run-off and other environmental impacts.
Features like natural shading, ventilation, etc.
All parts of the building designed to be used throughout the day and throughout the week.
Analysis of nearby buildings for program use so underutilized program spaces aren't duplicated.

Other Considerations

Architectural and site compatibility with community and nearby buildings.
Attention to value in terms of building efficiency, design, materials, energy costs, and maintenance costs.
Responsive to the heritage of the predecessor churches. Use elements from the former buildings such as stained glass, the organ from Emanuel or Holy Triune, the bell from St. Paul's bell, and similar elements.
Attention to security to provide for the safety of occupants and enable community use of the building, consistent with a friendly, welcoming atmosphere.