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CHURCH NEEDS ANALYSIS WORKSHEET

Introduction

Before an effective and economical church facility is designed, it is useful to have several members of the church community take the time to put their objectives on paper. This provides the designers with the information they need to begin the design process.

As you go through this worksheet, do not feel that you must answer every question. There is probably no member of the church community who can answer every question well. Indeed, for many questions there is no "right" answer. If you have a strong opinion regarding the topic discussed, this worksheet will provide an avenue for voicing your opinion to the designers and other planning participants.

If you need more space to answer any question, please attach additional sheets as needed. Certain topics may not be required in your church facility so feel free to say "not needed."

As the funds available are always constrained, it would be helpful to identify which requirements are essential (needs) and which requirements would be nice to have (wants). This does not mean that every need will be met, or that none of the wants will be in the final design. But your assistance in identifying the most important requirements will help the building committee and the designers. Please annotate your requirements as W (wants) or N (needs) where appropriate.

Church name: _____

Comments by: _____

Phone: _____ Title: _____

Statement of Overall Objective

What does the church want to achieve with the new building program?

Land

- We are still looking for an appropriate site for the church.
- The facility will be built on land we own adjacent to our current facilities.
- The facility will be built at a new location we have identified purchased.
- The property to be used has _____ total acres and _____ **net buildable** acres in the City County.
- A study has identified all easements and other restrictions on the use of the property.

Explain any special features or problems of the proposed building site.

Congregation

Denomination: _____ Ethnicity: _____

Total church membership: _____

- _____ Adults over age 60
- _____ Adults age 31 through 60
- _____ Adults age 18 through 30
- _____ Children age 13 through 17
- _____ Children age 6 through 12
- _____ Children under age 6

State any additional characteristics of your congregation:

Worship

Describe your format or style of worship:

We have _____ services on Sunday. Times of Services _____

We have _____ services on other days. Times of Services _____

Average Attendance: _____ Maximum Attendance: _____

Worship room seating capacity: _____ seats.

- We prefer fixed pews movable chairs
- We prefer flat sloped floor

Platform height: _____ width _____ depth _____

1. We need to accommodate _____ choir seats.
2. We need a baptistry large enough to accommodate candidate only candidate and Pastor.
 - Changing rooms are are not needed
 - Changing rooms need toilet facilities

Music ministry needs:

- Sound control system; describe briefly: _____
- Recording room; describe briefly: _____
- Platform lighting system; describe briefly: _____
- Rehearsal room; size: _____ or area: _____
- Instrument storage; size: _____ or area: _____

State any additional general features that you need or desire for the worship area and/or platform:

Building Use

1. Are other areas in the building used during worship services (other than sanctuary)? _____
If yes, what areas? _____
2. What other uses are there in the building?
Use _____
Time of use _____
Area of use _____
Number of occupants _____

Nursery

The church will need to support:

Number of Infants in 2 years: _____ 5 years: _____ 10 years: _____

Number of Crawlers in 2 years: _____ 5 years: _____ 10 years: _____

Number of Toddlers in 2 years: _____ 5 years: _____ 10 years: _____

Projected number of rooms: _____ Typical room size: _____

Need bathroom with adult toilet in each area

We desire a cry room that is adjacent to worship room nursery

Describe any special needs for the nursery:

Education

Preschool area (Ages _____ to _____)

Number of children the church will need to support in 2 years: _____ 5 years: _____ 10 years: _____

Projected number of classrooms: _____ Typical classroom size: _____

This area requires direct access to the exterior of the building in addition to interior corridor access

Need bathroom with adult toilet in this area

We will run a preschool/ daycare program during the week at this facility

Describe any special needs for the preschool area.

Youth Sunday School area (Ages _____ to _____)

Number of youth the church will need to support in 2 years: _____ 5 years: _____ 10 years: _____

Projected number of classrooms: _____ Typical classroom size: _____

This area requires direct access to the exterior of the building in addition to any interior corridor access

Need assembly space for Children's Church; size: _____

Describe any special needs for the youth area:

Teen Sunday School area:

Number of teens the church will need to support in 2 years: _____ 5 years: _____ 10 years: _____

Projected number of classrooms: _____ Typical classroom size: _____

This area requires direct access to the exterior of the building in addition to any interior corridor access

Need assembly space for Youth activities; size: _____

Describe any special needs for the teen area:

Adult Sunday School area:

Number of adults the church will need to support in 2 years: _____ 5 years: _____ 10 years: _____

Projected number of classrooms: _____ Typical classroom size: _____

This area requires direct access to the exterior of the building in addition to any interior corridor access

Describe any special needs for the adult education area:

Library:

Number of books in current library: _____

Number of books expected to be stored in the new library: _____

Number of people expected to use the library at one time: _____

Librarian's office required

Materials check-out counter required

Computer stations in the library: _____

Audio/visual room required (TV/VCR, satellite, etc.)

Identify any special requirements for the library:

Fellowship

Dining Room:

We require a dining room to seat _____ people.

We desire that the dining function be accommodated in a multi-purpose room dedicated dining room

The dining room could be dividable into classrooms

Kitchen:

We need a residential-style warm-up kitchen a restaurant-style commercial kitchen.

- Sinks - how many? _____
- Ovens - how many? _____
- Surface units - how many? _____
- Grill - size of cooking area in square feet: _____ or number of burners _____
- Microwave ovens - how many? _____
- Food preparation surface area in square feet: _____
- Refrigerators - volume in cubic feet: _____
- Freezers - volume in cubic feet: _____
- Automatic dishwasher and dishwashing sink
- Pantry - size in square feet: _____
- Vending machines (for beverages, snacks, etc.)

Identify any special requirements for the kitchen and related food service areas:

Recreation

Gymnasium: The church wants needs its own gymnasium

Anticipated uses of the gymnasium:

- Basketball: pro court high school court junior hi court; full size half size
- Volleyball
- Dining
- Worship service
- Youth room
- Concerts
- Other: _____

The gym needs changing areas Yes No

Lockers are needed in the changing area Yes No

Showers are needed in the changing area Yes No

The gym needs spectator seats for viewing activities Yes No How many? _____

Will you want to prevent access to the rest of the church when the gym is in use? Yes No

Identify any special requirements for the gymnasium uses noted:

- Playground:** The church wants a playground structure on the site
 The playground structure needs to accommodate _____ children

Administration

Identify the private offices in the administration area of the building:

- Pastor
 - Pastor study/library
- Staff: need _____ offices total
- Secretaries:
 - _____ Separate offices for one secretary each
 - _____ Secretarial desks or workstations in shared rooms or reception areas
- Receptionist
 - Counter for visitors
 - Workstation in secretarial area
- Volunteer work area - administrative support
- Other: _____
- Other: _____

List the additional rooms required in the administrative area:

- Large conference room: table with how many chairs? _____
- Small conference room: table with how many chairs? _____
- Office equipment room
 - Copy machine
 - Fax machine
 - Networked computer printers - how many? _____
 - Work tables for paper cutter, sorting/stapling, etc. - how many? _____
 - Other: _____
- Supply room - approximate size: _____

Appliances needed in this area:

- Microwave
- Refrigerator with freezer compartment
- Drinking fountain

- Other: _____
- Other: _____
- Other: _____

For each position or other room identified above, show special space requirements, furniture required in each, special equipment needs, and any non-obvious responsibilities or functions.

Restrooms

Separate restroom facilities are required in the following areas:

- Administrative area
- Fellowship area

State any additional or unusual requirements the restrooms need to meet:

Utility, Storage, and Maintenance

The church will need the following utility areas:

- Gym support storage (volleyball standards, wrestling mats, etc. - describe below)
- Music room storage (piano, tubas, music stands, gowns, etc. - describe below)
- Performance storage (drama background sets, seasonal props, etc. - describe below)
- Administrative supply storage (describe below)
- Classroom support storage (describe below) – also in classrooms
- Pantry for cafeteria, kitchen, vending machines
- Janitorial closets with sink and limited storage for paper towels, etc. - how many? _____
- Equipment maintenance shed or workshop
- Groundskeeper shed (specify mowing equipment, snowblowers, etc. - describe below)
- Garage (specify vehicles below)
- Worship space storage for pew chairs, keyboards, etc.

