

P.O. Box 421
 Prince Frederick, MD 20678



Phone: 410-257-9298
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**EVALUATING NEEDS
 FOR CHURCH FACILITIES**

Note: Each question should be evaluated in regard to immediate needs, needs in five (5) years and needs in ten (10) years.

		Immediate	5 Years	10 Years
Required Sanctuary Size				
A.	Multiple Services			
B.	Other uses in addition to Sunday Services (<i>i.e.: speakers, presentations, music</i>)			
Support for Sanctuary				
A.	Baptismal			
	1. Dressing/Changing Rooms			
	2. Pastor Changing Area			
B.	Music			
	1. Practice/Warm-up Room			
	2. Storage music/instruments			
C.	Pastor Prep Room			
	1. Restroom			
	2. Storage			

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		Immediate	5 Years	10 Years
Storage				
Audio/Visual Requirements				
Style – Modern, Contemporary, Traditional—What ambiance should a worship space possess?				
Narthex/Entry				
1.	Use for Fellowship			
2.	Meet and Greet			
3.	Ministry sign-up			
Restrooms				
Required Meeting Space – <i>Attempt to quantify answers with number of persons per class/meeting and number of classes/meetings at any one time</i>				
What ministries do we want to support?				
1.	Sunday School			
2.	Nursery			
3.	Bible Study			
4.	Day Care			
5.	Youth Ministry			

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		Immediate	5 Years	10 Years
6.	Boy/Girl Scouts			
7.	Missions			
	a. Local			
	b. Regional			
	c. Global			
8.	Housing for Homeless			
9.	Food Pantry			
10.	Alcoholics/Narcotics Anonymous			
11.	Pastoral Counseling			
12.	Other Ministries			
Need of a Church Hall (size?)				
1.	Weddings/Receptions			
2.	Church Dinners			
3.	Presentations			
4.	Church Meetings			

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		Immediate	5 Years	10 Years
5.	Youth Activities—Sports?			
6.	Theater/Stage			
7.	Kitchen			
8.	Storage			
Other Needs				
1.	Parking			
2.	Maintenance			
a.	Garage			
b.	Shed			
3.	Outdoor Areas			
a.	Sports			
b.	Picnic			
c.	Youth Activities			
d.	Playground			
Administrative Space				
A.	Offices			
1.	Pastor			
2.	Assistant Pastor or Pastors			
3.	Administrative Assistants			
4.	Copy/File/Storage			
5.	Conference Area			

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		Immediate	5 Years	10 Years
6.	Restrooms			
How does church operate?				
1.	People Flow			
2.	Multiple activities at the same time			
3.	Fellowship			
4.	Child Care			
5.	Music			
6.	Homily—Witnessing			

NOTES: _____

