

ELIOT NEEL - ARCHITECT

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June 25, 1999

Dear members of the St. Paul's Building Expansion Committee,

I have been asked by the Rector to be a member of an investigative team whose purpose is to assist the parish of St. Paul's in determining their programmatic needs concerning eventual building renovation and expansion. I will be working with other two other volunteers from St. Paul's, Stacey Issinghoff and Bret Park. We have already completed some our investigatory portion of the work and I will review what we have learned thus far.

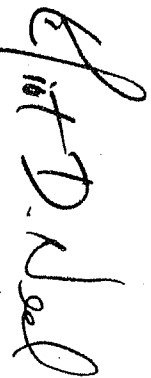
We have reduced our notes taken from the meetings we had with the committees representing various functions of the church. Our goal was to essentially document the many activities of the parish and to hear comments and ideas about how the functions of these activities could affect the design of a particular structure or space, whether existing or new. Although we compiled large amounts of information, it is quite possible that we missed some of the opinions expressed during the interviews. We hope that no one takes offense if it is apparent that there are items which are not included in our summary.

It is important to understand that we assumed our purpose was to simply to assimilate data. Most activities were described with reasonable clarity and seemed to have unanimous approval for their existence and need for inclusion to the building program. However, as we reviewed our information we discovered conflicts and ambiguities began to manifest. Certain building needs could not be identified because the proposed activity was too vague. Although we attempted to hear all opinions without using a biased ear, it was obvious that some requests were more desperate than others. Further exploration of the architectural possibilities related to building expansion cannot take place until these items are examined and resolved. Perhaps some solutions can be worked out within the realm of the building committee meetings. I still feel, however, that there are some programmatic items that require evaluation from the perspective of the church's mission. I believe it is responsibility of the Vestry to sort out these issues.

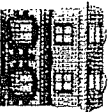
Our group is now prepared to explain how we can use activity relationships to help the expansion committee determine the approximate spatial requirements of the facility. This information can later be forwarded to an architect for a preliminary schematic design and to hopefully obtain budget estimate of construction cost.

Please contact Stacey, Bret or myself should you have any comments or questions.

Sincerely,



Eliot D. Neel, AIA



St. Paul's Episcopal Church
Programming notes for June 8 and June 9, 1999

MUSIC

1. Need a space for storing bells (in boxes)
2. Prefer a practice room with tables
3. Prefer a separate place for bell choir vestments
4. Existing Vestment changing/storage is crowded
5. Children and adults typically do not change at the same time except at special services
6. Desire a larger practice room
7. Need adequate space for music library; more shelf space
8. Existing rehearsal room is 20' x 24' and holds about forty people; not large enough for current needs
9. Acoustics in new rehearsal room should try match conditions in Sanctuary; less brilliant but open
10. New rehearsal room should be less confining than existing
11. St. Mark's (Little Rock) has a good music room layout
12. Bells are kept in sacristy
13. Q. How large will the choir(s) become? A. They will grow but uncertain as to how much
14. Need administrator/work space with copier adjacent to music office and rehearsal space
15. Handbell practice area could be shared with choir rehearsal room provided storage room is properly designed
16. Prefer risers in rehearsal room
17. Prefer an independant thermostat control for HVAC (existing has one unit controlling music & nursery)
18. Organ: change organ pipe chambers such that they face east; relocate them over the existing sacristy area
19. Music program is "maxed-out" in Sanctuary space. The choir has tight seating in the chancel area
20. Q. What about installing a balcony in the back for the choir? A. Maybe...good for adult choir but the parents want to see their children perform at the Rite II service. (author's note: we are working on a short term fix on the inadequately sized chancel area; there are tentative plans to extend the chancel a few feet into the existing Sanctuary space with new overbuild flooring, steps, seating extensions and handrails; all done without significantly affecting the nature of the existing Sanctuary's "ambience")
21. Prefer to have choir's rehearsal room closer to Sanctuary; perhaps using space in existing parish hall

CHRISTIAN EDUCATION: First Grade to Sixth Grade, Catechesis of the Good Shepard

1. The Sunday School staff agrees that there is probably enough room on the entire second floor to handle office, storage, renovated restrooms (near existing location) and classrooms for grades 1 through 6. Must move out all all other grade levels to new locations. Pre-school should be downstairs, close to (but not part of) the nursery. Junior High and Senior High levels definitely need larger space; an area that is seemingly exclusive to their use.
2. Combined uses: Sunday School and Mothers Morning Out (MMO meets twice a week, now)
3. Pre-school Catechesis should be in one area, adjacent to nursery, but to contain totally separate activities
4. Catechesis will use two rooms or one room with two "zones". The activity session begins in one area then migrates to another to complete the activity. The room needs to be free from distractions, visual and audible.
5. Current Catechesis has 30 kids enrolled but there seems to be a core of 12 to 15 that attend regularly. There are four instructors.
6. Long range forecast calls for student population to double

CHRISTIAN EDUCATION: Grades One through Six: Catechesis...Continued

7. Prefer low, wide shelves, some with cabinet doors. They don't use a lot of tables and chairs.
8. Room Ambience: quiet colors, natural finishes, quiet atmosphere in rooms, carpet, clerestory windows
10. Current rooms are a pair of adjoining 16' x 20' areas holding about 16 kids plus 4 adults, total = 640 s.f.
11. The Mothers Morning Out program may expand, later. Confined now due to apparent limits placed on facility by state regulations. Action for expansion of this program needs further commitment from St. Paul's.
12. Renovate existing bathrooms with disabled access toilet rooms with a sink and drinking fountains between rooms
13. Renovate existing stair's handrail. Current is not high enough, it probably does not meet code
14. Prefer pre-school area to have convenient access to kitchen or have small kitchenette within space
15. Outdoor Play Area: Access needs to be improved. Current is not considered safe enough

KITCHEN

1. Don't want general traffic going through kitchen as it occurs now
2. The kitchen volunteers mentioned St. Mark's (Little Rock) as having the best kitchen layout. Central United Methodist in Fayetteville took second place for best layout. There are 12 volunteers right now at St. Paul's
3. A walk-in pantry is preferred. So is a small walk-in freezer, approx. 5' x 5'
4. Need a convenient way to store dishes. Consider using dish dollies
5. Existing kitchen equipment has been used beyond normal life expectancy. It is assumed that new equipment will be purchased by St. Paul's. There will likely be commercial grade equipment along with residential appliances
6. Need more cabinet space and more countertop area. Need more storage for dishes, pans, linens, foodstuffs, etc.
7. Prefer an ice machine
8. Existing sink is inadequate. Need one to hold the large pots and pans
9. Need to tier the demand of the kitchen: Expected minimum size increase = 1.5x existing; maximum = 3.0x depending on community outreach commitment from church. Need to find out how St. Mark's utilizes their kitchen

WORSHIP AREA

1. Q: How big does St. Paul's want to become? A: (A long period of silence, suitable for contemplative prayer, followed) the answer was given indirectly: the Diocese prefers to have a strong existing church rather than a new, struggling, little church. This response actually surfaced when another question was proposed: Do we need to start another church, i.e. a mission?
 2. The three Sunday morning services (during the Sunday School year) will likely remain with the current schedule for some time: 7:30 spoken, 8:45 Rite II, 10:00 Sunday School, 11:00 Rite I
 3. The Rector illustrated three scenarios:
 - A. Build Program and keep worship same size....choir can't grow, more crowding, some folks just won't come
 - B. Expand nave east to existing altar wall. Additional pews for about 125 people. New chancel, organ and altar
 - C. Convert this structure into a parish hall. New Sanctuary elsewhere
 4. St. Paul's appears to be landlocked for major expansion to the south. East expansion possible, but going uphill near existing music room and sacristy. The east portion of the circulation needs to be improved
 5. Circulation between columbarium and garth is really nice but it loses its character and traffic becomes congested
 6. There was some hesitation on fast tracking any Sanctuary expansion plans. Concerns were voiced about the priority of the various needs of the church other than the Sanctuary. The short term fix to expand the chancel seating seemed to have great favor, they thought that would be an easier sell for the time being, better than trying to create big alterations to the structure
 7. Increase the width of the existing masonry opening between the narthex and guild hall. It is a bottleneck
 8. Some discussion occurred concerning the reopening of a long since closed doorway between the Sanctuary and the guild hall. The idea was that circulation through the guild hall after a worship service could be improved. This issue needs to be coordinated with the guild hall committee

ADMINISTRATIVE AREA

1. Need a public entry area with receptionist's counter or desk with telephone. This space will be adjacent to but not in the office area. No major office activities will take place here. It will likely be staffed by volunteers.
2. Need offices for the following: Assume three clergy offices and treasurer's office. The treasurer needed an office about twice the size of the existing one. One of the staff clergy now has an office at St. Martin's at the U of A but it was considered that an extra staff office be designed into the program. Also need a general staff office for two people. These staff members could share the same room. May need to consider designing this room to hold three. The general staff office should have some basic access control (a door will do) from the public areas. The staff prefers that it not be left open all the time. Also, this space may serve as make shift semi-private areas for various specific activities: counting cash collections, conversation with consultants, and other situations where some sort of privacy is required. They will not be used for counseling. The staff wants windows
3. Office Work Area: No such space exists, now. The staff needs a common work area to contain various activities including paper copying, newsletter and program assembly, general filing and sorting. The room will contain at least one paper copier, a large (3' x 10'?, maybe bigger) central work table with storage underneath, peripheral countertop area with lower and upper cabinets or shelves. This room should be accessible from the public area. It should also be convenient to the general staff and clergy staff offices. There are people who will want to use the copier but they should not have to go through another office to access it. There will be paper assembly teams utilizing this space; it will likely become noisy.
4. The treasurer needs a secure space for record storage, including financial documents, personal letters, and archival documents. The location of this room is not critical but all secure information will be consolidated here. A lateral filing cabinet is preferred. The room could probably be 50 to 75 s. f. Consider fire-proofing this room.
5. Need a general storage room. Specific contents and size undetermined.
6. Prefer to have an A/V equipment storage room with a station to operate a tape duplicating recorder.
7. Future needs include storage space to handle an accessible videotape library. Coordinate with library committee.
8. The administrative staff uses the existing library for their staff meetings. They like the "homey" atmosphere of that room.
9. General office for Lay Minister Coordinator and Parish Nurse. Could room be the extra office mentioned in item number two, above?

Youth Group Needs

The space requirements of the youth group and associated activities are based around the four major categories described below:

-Office and Administrative space

1. This space is for the youth group director and possibly one assistant and the equipment necessary for this office.
2. The requirement is for one large workstation with lockable files, computer, and bookshelves.
3. There is a possible need for an assistant's work space with a desk.
4. There is also need for a large lockable closet.
5. In addition to the work spaces, this room may be used for small informal meetings - possibly counseling - with two or three people. A sofa and chair would serve this need adequately.

-Classroom space

6. This requirement includes three classrooms each large enough to accommodate 40 individuals.
7. These classrooms should be adjacent to the large group space.

-Large group space

8. This requirement includes a large assembly / general purpose room adequate to accommodate 125 individuals.
9. This room should work for informal, unstructured gathering with loosely arranged comfortable furniture, and it should be convertible to dining tables and chairs for more structured occasions.
10. This large space would require an adjacent kitchen space suitable for serving but not necessarily preparing meals for the groups meeting at this space.
11. Specific suggestions for this kitchen space include an ice machine, popcorn machine, soda dispenser, and a self-serve buffet counter.
12. A note on the requirements for this space is that it is not necessary for this kitchen to be a commercial-quality food prep area.
13. Breakfasts, hamburgers, spaghetti dinners, may be served occasionally, but primarily this is a light-use kitchen.
14. This space should be accessible to showers for youth groups visiting from other towns.

15. Special Note: The members of the youth group committee commented that they had seen a "gathering pit" at Subiaco Academy that would serve as the informal gathering area. This space could be described as a 360° indoor amphitheater. Each step within the amphitheater serves as seating for group discussions. The impression

is that the floor of the "pit" is generally not occupied. Rather, individuals converse across the concentric layers of the space. This idea was very popular within the discussion committee, however, it was acknowledged that accessibility and expense would be challenges with such a space.

-Storage:

16. Adjacent to these functions there is a requirement for a large storage room and possibly an off-site storage site for camping equipment.

Contact:

Bret Park

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Bookstore Needs

The bookstore at St. Paul's is both a service to both the parishioners of this church and the community of Fayetteville. However, it has the needs and potential to function as a retail business although its goal is not to achieve a high level of profitability. The needs of the bookstore are as follows:

-Bookstore:

1. This space serves as the public, retail function of the store.
2. It should be in a high-traffic, public location near a church entry - preferably adjacent to the administrative offices.
3. It should have some natural light as well as adequate artificial lighting for reading.
4. This room should be configured to accommodate shelving along walls and rows of double-loaded shelves within the space.
5. It is desirable to have a small sitting area with two comfortable chairs and a coffee table.
6. A children's book department and small reading nook should be considered in designing this room.

-Office:

7. An office space is a necessary component of the bookstore. It can be within the retail space or in a very small room accessible from the space. It should have file cabinets, a desk and computer with internet access.

-Storage:

8. A walk-in storage closet for off-season merchandise and files would be very popular with the people who work in the bookstore.

-Reading Room:

9. The members of the bookstore committee suggested that a reading room could be shared with the library.

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Outreach Needs:

The outreach ministry is involved with many community programs. It also has programs which are specific to this church. To accommodate the management of these programs the outreach committee suggests the following:

-Outreach Resource Office:

1. This is an office for the volunteers of the outreach ministry.
2. It should have a workspace for one volunteer with desk, file cabinets, and computer.
3. It should have a discreet entrance from the outside - possibly in the back of the church.

Parlor Space:

4. This should be a small, quiet room with comfortable furniture and a table.
5. This space will be a place for an outreach volunteer to meet with and discuss outreach programs with two or three people who need assistance.

General Thoughts:

6. It is important to the outreach committee that the outreach resource office have access to the kitchen, showers and a laundry facility.
7. A chapel space was cited as a potentially important component of the outreach ministry. It would be a quiet place of refuge and contemplation.

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Thoughts On Landscaping:

The landscape committee, unlike groups with more specific agendas, listed general ideas and objectives about the landscaping of the church.

General landscaping ideas:

1. There should be a general purpose outdoor space for picnics etc.
2. The grassy area on the corner of Dickson and East should be maintained.
3. There is a need for a meditative garden area - possibly a labyrinth.
4. The paving and sidewalks of the entire church should be improved and made more attractive.
5. The nursery and children's play area should be adequate to obtain a day care license.
6. The play area should have handsome, safe equipment for several age groups.
7. The play area should be thoughtfully designed and located.
8. The building entrances should be expressed and coordinated with the landscape design.
9. Landscaping should be generally low-maintenance in design.
10. Hose bibs should be installed on the south side of the sanctuary.
11. **Very Important:** All circulation paths, all connections with the buildings, all public and private spaces within the existing church and the new addition should have clear way finding and signage where necessary. It is commonly held that the circulation in the current church campus is unclear and confusing. This is a major concern and should be addressed at all levels.
12. There should be a clearly resolved parking strategy for the entire church site.
13. A discreet manifestation of the church from Dickson Street (perhaps an entry) has been a recurring issue among members of this committee. It is generally considered a good idea.
14. It was suggested that the landscape elements of the campus and the architecture be an integrated design approach. This includes considering the entire site in order to express the church in a unified, thoughtful way.

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NURSERY

1. The current nursery is used for Mothers Morning Out and during church services, Sunday school and other events.
2. The group said as many as 15 or 20 children are in the nursery during the 8:45 service. The point was made that if the facility is improved, more parents will use it.
3. It is the opinion of members of the group, that fulfilling the needs of young families will strengthen and increase the parish membership. 'If you build it, they will come.'
4. New nursery to meet state standards. Until it meets state standards, it can only be used up to 10 hours/week.
5. Adjacency to parking, church, classrooms, play ground. Convenience to parking is important. The existing distance from the church is a timing problem for parents who wish to bring their children up to the altar rail for communion.
6. Bathrooms on the same level. Infants and toddlers on the same level. On ground level for access to the play ground.
7. There needs to be a physical separation of age groups, whether by rooms or low-rail dividers. Separate area for babies.
8. Sound issues. Noise from nursery cannot disrupt other spaces in use at the same time i.e. church & offices.
9. Existing back room is rarely used for napping. Used primarily for diaper-changing. Not liked due to poor visibility.
10. A receiving area for parents to drop off/pick up their children without other children 'escaping.'
11. A kitchenette for Mothers Morning Out lunches.
12. Sink area for projects.
13. Locking system for security. Avoid children getting out/strangers getting in.

ADULT EDUCATION

1. There are five Sunday school classes that meet concurrently at 10:00 on Sunday mornings:
 - Parish Hall 1 -30 to 40 people
 - Parish Hall 2 -20 to 30 people
 - Parish Hall 3 -approx. 10 people
 - Dungeon -approx. 10 people
 - Library -approx. 30 people
2. Other St. Paul's classes that meet at other times are:
 - Science & Religion, Wednesday night, Yoga, EFM, Contemplative Prayer
3. Community groups that also use these classrooms:
 - AA, Theatre groups, Le Leche League, Caged Bird Society, Friends of Jung

ADULT EDUCATION continued

4. Accommodating the Sunday morning groups seems to be biggest challenge. The group agreed that holding classes concurrently at only one time on Sunday mornings is an important binding element for the congregation, since the classes link the people who attend the two main services. The group agreed that if the classrooms were more accommodating, more people would attend Sunday school. Using the parish hall as a meeting place for classes sometimes poses problems when an event supersedes use of the hall.
5. There have been requests for the creation of new Sunday school programs, but due to space limitations these requests are not pursued.
6. Minimum classroom requirements proposed at this meeting:
One large multi-functional room for 80 people (multi-purpose, parish hall?)
Two rooms that accommodate 50 people
Three rooms that accommodate 20 people
7. One of these classrooms for 50 people could be a convertible chapel with a roll-out altar, stained glass, skylights, a labyrinth in the floor.
8. Access to the outside for some of the classrooms is important for community use
9. Ability to seal off most of the facility from the outdoor-accessible rooms is desirable for the groups that meet in the evening.
10. Adjacency to a kitchen / coffee bars
11. Acoustic isolation between the groups and the kitchen
12. Location not too far from the church or the nursery
13. Unoccupied wall space for the yoga groups
14. Proposed technology for adult education
A-V equipment in one small room and the large room
Speaker system / mic for the large room
Blackboards / pin-up space on the walls
Large screen in the large room
Possibility for a down link satellite receiver to the large screen for interactive programs from the Trinity Institute
15. Nicer chairs / tables. Like the narrow tables / round tables.
16. Built-in cabinets within the classrooms for each group's storage.
17. Better circulation - wider hallways, perhaps more than one route to the church from classes. An outdoor, covered walkway?
18. Easy-to clean flooring, perhaps commercial-grade carpet in areas.

PARISH HALL

1. Double existing size?
2. Approx. 20 dinners/gatherings each year. Currently full capacity @ 200 people (±).
i.e. Shrove Tuesday Pancakes, Easter Vigil, Bishop visits, teen shows (2/year), fund
raisers/bazaars, pageants, etc.
3. The group expressed a desire for the parish hall to be a large, flexible, uncluttered, multi-purpose
space useful to the congregation as a group but also for other events. Would like to use it for more
large dinners, nice wedding receptions, funeral receptions, etc.
4. Not institutional. Warm & well-appointed, but not fancy.
5. Materials. Durable flooring. No carpet. 'Portable' rug for nice events such as wedding receptions.
Wood wainscoting? Dramatic lighting.
6. Spatial volume. More square in plan than rectilinear. Some members of the group felt a square
space is more flexible. ±14'-0" ceilings, not necessarily flat, perhaps trusses like those in the
church.
7. Its own exterior entrance. Useful for other community group use in keeping the rest of the facility
locked.
8. Close to delivery / pick-up area.
9. Concern about space dividers within the parish hall. Sound isolation is an issue. If there are
dividers, they must be recessed into the wall and invisible when not in use.
10. Adjacent to kitchen, bathrooms, coat storage, janitor closet, parlor (bride's dressing room)
11. Storage for chairs & tables, lecture items, A-V equipment, table cloths, stage platform.
12. Stage. The group felt that a permanent stage is not a good idea - over-shooting needs. Used only 2
or 3 times a year / concern for space. There is a need for a platform occasionally; perhaps a portable
stage, and adjacent storage for it.
13. Sound system zoned like a hotel banquet space.
14. The group agreed that the parish hall should no longer be a 'thruway' as it is now.

FACILITIES Discussion of bathrooms, hallways, storage, & other ancillary spaces.

1. Existing bathroom conditions:
Downstairs men's - one urinal, one toilet, one lav
Downstairs women's - two toilets, one lav
Upstairs men's - one urinal, one toilet, one lav
Upstairs women's - two toilets, one lav
Nursery - one toilet & lav
Upper hallway unisex - two toilets, one lav
2. More bathrooms needed on church level for Sunday services. At the 10:00 service, as many as 300 to
350 attend. Bathrooms are busy between church service and Sunday school.

FACILITIES continued

3. New bathroom ideas: HC accessible; all tile walls & floors - low, low maintenance; changing table for babies; no hot air hand dryers; showers not desired; bride's dressing area adjacent to one women's bathroom.
4. Bathrooms close to the church, close to the new parish hall, close to the offices.
5. Would like to see upstairs bathrooms reconfigured with central area for cleaning.
6. Washer & dryer for church linens, private use for the church only
7. Sexton - full-time building & grounds maintenance. Room for supplies, tools, equipment. Locked. (Existing - only one closet.)
8. Dry storage - bulk, i.e. toilet paper, paper towel, cleaning supplies.
9. Grounds maintenance equipment - lawn mower, weed eater. Currently stored in a portable building.
10. Hallways - WIDER, no hooks, no furniture. Coat closet?
11. Good clear circulation, easy for visitors to find their way around. No more pathways through spaces, such as what exists in the parish hall now.
12. Archive storage - file storage for financial items that have to be kept for a period of years.
13. Improvements to the Sacristy. Hot water needed. More work space for the Altar Guild would also allow area for flower arranging. Drain problems with the existing piscina. Better storage for vestments.
14. Drop safe for Sunday collections. (Located in Sacristy?)
15. Mechanical - quiet, no return air grilles where people are.
16. Electrical - upgrade into one electrical panel. No more fuses.

Questions / comments

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