Future Needs Assessment: An Overview
Facilities Needs Assessment

- Responsibility undertaken and conducted by the Capital Campaign Committee August 04 - present
  - Authority delegated by the Vestry

- Accomplished by using a formal, structured survey
  - Involved 27 respondents representing our Vestry, commissions, ministries and staff
  - Objectivity insured by including impartial members representing cross-section of membership
Goals

- Collection of the information necessary to plan a future facility
  - Size
  - Functionality

- Engage the ‘user’ in the assessment process
Strategic Goal 3. Physical Resources

- Provide well-maintained Facilities sufficient to carry out Pohick’s ministry, with special Sensitivity to Pohick’s unique history.
Assessment Survey
- Develop a master site plan that addresses the imminent and future needs of the congregation
- Establish a baseline of parish needs...
- Expand existing parish facilities to include:
  - A larger common room with improved acoustics
  - A renovated kitchen
  - A gift shop and museum display area
  - Additional class and meeting rooms, including a library/conference room
  - Additional office and storage space
  - Ability to house a preschool during weekdays
Assessment Survey Structure

- Part 1: Introduction
- Part 2: Demographics
  - Worship Space
  - Classroom Space
  - Administrative Space
- Part 3: General
  - Classrooms/Educational Areas
  - Foyer/Bathrooms
  - Kitchen/Fellowship Hall
  - Office: Clergy and Support Staff
  - Volunteer Work Space
  - Storage
  - Parking/Site
  - Music Ministry
  - Other Ministries and Programs
- Additional comments
Classrooms

- In your opinion do we have enough classrooms or divided areas to accommodate our Sunday school classes, Bible Studies and other Christian Ed programs and ministries?
  - No, we have a limited number of classrooms and they are filled to capacity. (n=15)

- Are our classrooms large enough to accommodate a variety of activities?
  - No, all of our classrooms are too small to do the activities that we wish. (n=11)

- Is our Nursery large and updated enough to meet the needs of Pohick?
  - No, the nursery is too small and inadequate for our needs. (n=9)
  - (No response to question) (n=6)
Would our classrooms accommodate future outreach programs that we have plans for?

- No, our current facility has no space for implementation of any additional programs outside of our Sunday and midweek programs such as EFM. (n=17)
Comments on Classrooms

- New dual use classroom space is justified by Church School attendance and possible future Pre-school during the week.
- Like to see all classrooms in one building instead of using trailers.
- Bigger office for Christian Education with library.
- Additional rooms for youth and adult education classes.
- Convenient and adequate supply storage rooms for all classrooms.
- Each classroom could use a large wall area covered with “dry erase” wall paper.
- Renovation to the present building to accommodate all the Sunday school classrooms with perhaps a small chapel set up for children’s worship.
Classroom Comments (cont’d)

- Separate classrooms for Pre-school and K-12.
- Classrooms for 11th and 12th grades could be used for “Teen Room” (dual purpose).
- “To code” bathrooms.
- Elevator.
- Library and conference room.
- Room for pre-school that could serve at indoor gym.
- Adequate storage for all supplies, tables and chairs, rolling book cases.
- Adequate office space for Director of Christian Ed and Pre-school.
- Adequate bulletin boards.
- Discovery/computer room.
Foyers and Bathrooms

- Is the foyer crowded before or after service?
  - No, usually there is plenty of room. It is occasionally crowded during special events or services. (n=6)
  - Yes, the foyer is always overcrowded. (n=11)

- Do we have room for an information desk, comfortable seating and coat storage in our foyer?
  - No, there is absolutely no space in our foyer for additional furniture or coat storage. (n=18)
Foyers and Bathrooms (cont’d)

- Are our restroom facilities large enough to limit or eliminate waiting lines? Is there room for a diaper changing area? Is there a dressing room to accommodate wedding parties? Does our current restroom configuration meet the needs of our Church school program in terms of facilities and configuration?
  - Yes, the restroom facilities currently meet the needs of our Church but will become overcrowded with future church growth. (n=4)
  - No, there is no space for a dressing room facility or it will become insufficient. (n=6)
  - No, the restrooms are currently too small to meet the needs of Pohick. (n=9)
Is our kitchen facility large enough to meet the needs of Pohick? Is there adequate storage space?
- Yes, the kitchen has adequate space to accommodate the needs of our church. (n=4)
- Yes, the kitchen is currently large enough but storage space is limited. (n=3)
- No, the kitchen is small and no longer adequate to meet the needs of Pohick. (n=9)

Would our kitchen facility be equipped and large enough to accommodate large volume cooking if necessary?
- No, the kitchen would not accommodate any future ministry/program growth. (n=15)
Does the fellowship hall seem too small or crowded to serve the daily needs of Pohick?
- Yes, we have outgrown the fellowship hall for the purposes it was originally designed for. Our need exceeds the design of the current hall. (n=10)

Is our fellowship hall design and size enough to provide adequate accommodations for Special events such as wedding receptions, special dinners, prayer breakfasts, fellowship luncheons, etc.?
- No, the fellowship hall would not accommodate any future ministry growth. (n=8)
- No, the fellowship hall design and current usage precludes/prevents us from expanding usage on regular basis for wedding receptions, formal dinners, etc. (n=9)
Fellowship Hall Comments

- Better acoustics.
- Sound attenuation of Common Room and Annex.
- Common Room with stage and good acoustics.
- A quiet Common Room with chairs to sit during coffee hour.
- A more convenient way to serve coffee with electrical sockets available.
- New Common Room with better acoustics.
- Common Room has adequate room to facilitate the needs of our Church for now, but not for future growth.
Kitchen Comments

- Garbage disposal – eliminate need for grease trap.
- High priority – kitchen renovation.
- Upgrade plumbing so that sink in kitchen consistently drains efficiently.
- A kitchen with all the modern equipment (stove, disposal, etc.).
- Kitchen to accommodate large number food preparation.
- Stainless steel counters for sanitation.
- Kitchen should have an outside entrance (dumping trash, delivery of supplies, etc.).
- Proper storage for supplies.
Office: Clergy & Staff

- Does our office space have the capacity to accommodate future growth in full time staff?
  - No, there is no way to accommodate additional full time personnel with adequate and functional office space. (n=17)

- Do we have separate bathroom facilities for staff personnel?
  - No, the office staff shares the bathroom facilities of the church. (n=13)

- Do we have adequate and functionally configured file and expendable supply storage space?
  - No, the existing files and expendable supply storage is inadequate in terms of space and functionality to meet our current and future needs. (n=16)
Office: Clergy & Staff Comments

- Small room for staff with mini-kitchen.
- Secure space for archived files/records and pledge files that is fireproof and climate controlled.
- Work area for preservation/cataloging of historic papers and artifacts.
- Storage space for active records and files.
- Separate, secure work space for tellers.
- Space for full-size copier for use by volunteers and committee members.
- Adequate storage for office supplies, separated from offices if possible.
- Office specifically for Property and Grounds having filing space.
- Private office space for Youth Minister and Secretary.
Volunteer Work Space

Does our current office space have capacity to accommodate current and future growth in our Volunteer program?

- No, there is no way to accommodate additional volunteer personnel with adequate and functional work space. (n=11)
Storage

Do we have enough storage space to meet the current and future needs of our ministries? Would we be able to store large items?
- Yes, our storage facilities marginally meet our current needs but will not accommodate the storage needs of any future ministries. (n=5)
- No, we have little or no storage space to meet the needs of the diverse ministries and programs at Pohick. (n=13)

Do we have adequate storage for maintenance equipment such as a janitor’s closet or outdoor maintenance barn?
- Tight fit, no room for additional equipment. We find ourselves also using such facilities to accommodate the storage needs of the programs and ministries for which it was not designed. (n=12)
- No, our church has outgrown the maintenance facilities we currently have. (n=4)
Storage Comments

- Storage for all the various Outreach programs i.e., food, school supplies, etc.
- Some permanent closet space.
- A place to hang coats, etc.
- Create storage systems for annual recurring activities – i.e., Crab Feast, Fair, Christmas Mart, etc. – i.e., ‘California closet system.’
- Storage room for large items (chairs, tables, etc.).
- Proper storage closets and /or rooms for each organization in the Church.
- Upgraded outdoor ‘maintenance barn.’
- Janitorial closet.
- Secure storage for electronic inventory.
- Centralized HVAC vice current disparate situation.
Parking & Site

- Does our site have space to expand outdoor activities like an events shelter or outdoor sport facilities?
  - Yes, we have space that we could grow. (n=10)

- Have we outgrown the current parking arrangements?
  - No, parking is adequate for Sunday and midweek service. Special occasions are crowded with parking becoming an issue at that time. (n=5)
  - Yes, we have completely outgrown the parking arrangements we currently have. (n=9)
Parking Comments

- Provision for and paving of additional parking facilities.
- Parking convenient to the buildings.
- Improve lighting on steps leading to the parking lot next to Old Colchester Road.
- A multi-level parking building.
- Additional handicapped parking.
- We need designated parking near the Church and nursery for pregnant mothers and mothers with very young children.
Music Ministry

Is the space used by the music ministry for practice and storage adequate?

- Yes, we have ample room for the current program and future growth. (n=3)
- Yes, it seems about right for most Sundays or other program days, but tight on special occasions. There is no room for future growth. (n=2)
- No, we have outgrown our current space for our practices, storage and dressing. There is no room for future growth without expanding into common use areas. (n=5)
- (No response to question) (n=5)
Music Ministry Comments

- Larger room definitely needed, preferably with bathroom and/or changing area (into choir robes, etc.).
- Choir room needs more storage.
- Private office for director of Music.
- Individual, lockable storage for choir belongings.
Other Ministries & Programs

Is the space used adequate to meet your needs?

- Yes, we have ample room for the current program and future growth.
  - Foyers
- Yes, it seems about right for most Sundays or other program days, but tight on special occasions. There is no room for future growth.
  - Greeters, EYC/Youth Ministry and Newcomers
- No, we have outgrown our current space for our practices, storage and dressing. There is no room for future growth without expanding into common use areas.
  - Greeters, Historic Foundation, EYC/Youth Ministry, Martha Guild and Outreach/Tutoring
Other Ministries & Programs

Does your ministry/program have enough storage space to meet the current and future needs? Would we be able to store large items?

- Yes, we have more than enough storage space to meet current and future needs.
  - Greeters and Foyers
- Yes, our current storage needs are being adequately met, but will not accommodate the storage needs of any future ministries.
  - Newcomers
- Yes, our current storage needs are being marginally met, but will not accommodate the storage needs of any future ministries.
  - Outreach and Tutoring
- No, we have little or no storage space to meet the needs of our ministry/program.
  - Martha Guild
EYC Comments

- More storage space needed badly.
- Own room for meetings, a place to hang-out, etc.
- Couches, A/V hookups, etc, projector screen for meetings.
- Office space for the Youth Minister adjacent to the “Youth Room.”
- A large, high-ceilinged multi-purpose room (or gym) that EYC could use for activities and meetings.
- Youth Ministry library.
LEM & Acolyte Comments

- Separate robe dressing / storage room for LEMs and acolytes.
- Need a separate LEM area—to robe, practice, prepare, etc.
Parish Nurse Comments

- Private space for use when checking parishioners’ blood pressure.
- Small office with phone access in close proximity to the Parish Hall.
- A First Aid room with cot and appropriate medical supplies.
Flower Guild Comments

- Need storage with convenient access to the Church.
- Need a sink, cabinets for storage and wall and floor space for storage.
- At this time we store some items in members’ homes.
Historic Pohick Comments

- Exhibition hall for artifacts.
- Spatial, physical and security to exhibit, store and study the collection.
- Conduct of registration, curatorial and research services relating to the collection.
- Approximate 20X25 foot facility.
Other Rooms Comments

- Provide climate controlled room for artifact collection.
- Mail room separate from Parish office space.
- Media room / copiers, etc.
- Gift/book shop of approx 400 sq ft next to museum and co-located with Parish hall.
- Library / Conference room with comfortable furniture.
- Meeting rooms with improved acoustics and wire for computer cable connections throughout.
- A bride’s dressing room.
- A “media room” with TV, VCR, DVD, etc and furniture.
- A meditation room.
- Separate walk-in mailroom with cubbies for commissions and ministries.
Conclusion

The Responses to the Assessment Survey validate the vision, goals and objectives of the Vestry and congregation as stated and adopted within the Pohick Church Strategic Plan calling for the expansion of our existing facilities.
The Task Ahead

- Working with the architect, the Vestry and Building Committee will assess the cost of the various space requirements.

- After presenting these to the congregation, a feasibility study will be undertaken by a Capital Campaign Consultant, who will conduct interviews and surveys with the congregation.

- From this study, the Vestry will prioritize the items on the building “wish-list,” probably deferring some to a future phase.

- The Capital Campaign will proceed based on a solid conceptual plan of the renovated Parish House.

- All this will be done prayerfully and intentionally.