



Omega Church Consultants, Inc.

CHURCH DESIGN WORKSHEET

Church Name _____ Date _____
Address _____

SITE DEVELOPMENT CONSIDERATIONS

Topography of Land and Soil Conditions: (please check all that apply)

Clear _____ Wooded _____ Some Trees _____
Flat _____ Sloping _____ Rolling _____ Hilly _____
Building(s) or Structures on site to be removed: _____

Total acreage available for development: _____

Please Circle One Answer to Each Question:

Does present zoning allow for church construction?	NO	YES	NOT SURE
Suspect buried tanks or environmental hazards?	NO	YES	NOT SURE
Suspect subsurface rock or unstable soil on site?	NO	YES	NOT SURE
Suspect land has been filled previously?	NO	YES	NOT SURE
Suspect high water table?	NO	YES	NOT SURE
Suspect wetlands on site?	NO	YES	NOT SURE
Suspect endangered species on site?	NO	YES	NOT SURE
Suspect existing septic system on site?	NO	YES	NOT SURE
Is property in a flood plain or floodway?	NO	YES	NOT SURE
Have any soil tests been performed?	NO	YES	NOT SURE

Parking:

Number of On-Site Parking Spaces _____
Number of Off-Site Parking Spaces _____
Number of On-Street Parking Spaces _____
Number of Light Poles Desired _____
Number of Parking Lot Entrances _____
Trash Dumpster Enclosure Location and Description _____

Perimeter Fencing: (type of fencing)

Recreation Area _____
Parking Lot _____
Perimeter of All Church Property _____

Landscaping:

Landscaping by Others? _____ By Construction Manager? _____
Only Install Minimum Landscaping Required by City? Yes _____ No _____
Landscaping Design to be Provided by: (please check one)
Architect _____ Landscape Designer Hired by Church _____

Location of Utilities (If Known): (size)

Storm Sewer _____
Sanitary Sewer _____
Water Service _____
Gas Service _____
Electric Service _____
Electric Service: Underground _____ Overhead _____

INTERIOR SPACE ALLOCATION AND SPECIFICATIONS

Congregation Seating:

Style: (Check One) Pews _____ Theater Seating _____ Stackable Chairs _____
Number of Seats: Main Floor _____ Balcony _____
Choir _____ Platform _____ Musicians _____
Sloping Main Floor (Y or N) _____ Platform Height _____
Fan-Shaped Seating (Y or N) _____ Center Aisle (Y or N) _____

Music Ministry:

Choir Location: _____
Location of Musicians: _____
Indicate number of each instrument:
Organ _____ Drums _____ Horns/Woodwinds _____

(cont.)

Keyboard _____ Grand Piano _____ Guitars/Strings _____
Other _____

Sound Room:

Location of Sound Room:

- In Main Floor Congregational Seating Area? (Y or N) _____
- At back of Main Floor of Sanctuary? (Y or N) _____
- On front edge of Balcony? (Y or N) _____
- Other (Describe) _____

Sound Room Size _____

Separate Recording/Duplicating Studio? (Y or N) _____ Size? _____

Audio-Visual Systems:

Will the church have an audio tape ministry? _____

Will the church have a video tape ministry? _____

Indicate Desired Number and Location if Known:

Speakers _____

Monitors _____

Microphones _____

Amps _____

Mixers _____

Duplicating Systems _____

Sound Board _____

Lighting Fixtures _____

Lighting Boards _____

Dimming System _____

Video Equipment _____

Projection Equipment _____

Projection Screen(s) _____

Other _____

Acoustical Considerations:

Indicate Desired Materials or Finishes if Known:

Flooring _____

Seating _____

Walls _____

Ceiling _____

Carpport(s):

Indicate Desired Number, Style, and Location if Known: _____

Foyer:

Foyer Location _____
Foyer Capacity _____ Reception Desk Desired? _____
Ceiling Height _____ Air Lock Desired at Main Entry? _____
Coat Storage Location _____
Other (Special Features?) _____

Men's Restroom (Primary):

Stools _____ Urinals _____ Lavatories _____

Ladies Restroom (Primary):

Stools _____ Lavatories _____ Lounge Area? _____

Other Restroom Areas: _____

Sunday School Department:

	Description	No. of Students
Class 1	_____	_____
Class 2	_____	_____
Class 3	_____	_____
Class 4	_____	_____
Class 5	_____	_____
Class 6	_____	_____
Class 7	_____	_____
Class 8	_____	_____
Class 9	_____	_____
Class 10	_____	_____
Class 11	_____	_____
Class 12	_____	_____
Class 13	_____	_____
Class 14	_____	_____
Other Requirements	_____	_____
	_____	_____
	_____	_____

Nursery: (restrooms are assumed for each nursery room)

Nursery One:

Size _____ Age of Children _____ Changing Table(s) _____

Cribs _____ No. of Rockers/Seats _____

Nursery Two:

Size _____ Age of Children _____ Changing Table(s) _____

Cribs _____ No. of Rockers/Seats _____

Administrative:

Description	Size and Special Requirements
-------------	-------------------------------

Pastor's Office _____

Pastor's Restroom _____

Conference Room Adjoining? _____

Garage Attached? _____

Description	Size and Special Requirements
-------------	-------------------------------

Pastor's Secretary _____

First Ladies Office _____

First Ladies Restroom _____

Sunday School Office _____

Trustees _____

Bookkeeping _____

General Office _____

Reception / Waiting _____

Associate Pastor _____

Youth Pastor _____

Conference Room _____

Workroom/Office Equipment/Supply Room _____

File Room _____

Safe _____

Other _____

Fellowship:

Fellowship Hall Location _____

Fellowship Hall: Chair Seating _____ Banquet Seating _____

Ceiling Height _____ Ceiling Type _____

Wall Finishes _____

Flooring _____

Description of Usage _____

(cont.)

Platform or Stage? _____

Lighting _____

Sound System _____

Men's Restroom _____ Stools _____ Urinals _____ Lavs _____

Ladies Restroom _____ Stools _____ Lavatories _____

Will Existing Sanctuary Be Converted to Fellowship Hall? (Y or N) _____

Kitchen:

Kitchen Location _____

Kitchen Equipment (Check One):

Rough-in Plumbing Only _____

or Complete Commercial Kitchen _____

or Complete Residential-Style Kitchen _____

Gas or Electric Appliances? _____

Describe Desired Appliances if Known:

Oven _____

Range _____

Range Hood _____

Refrigerator(s) _____

Freezer(s) _____

Pantry _____

3 Compartment Sink _____

Work Tables _____

Disposal _____ Hand Sink _____

Dishwasher _____ Microwave _____

Fryer _____

Steam Table _____

Pass-Thru Counter _____

Rolling Steel Fire Shutter _____

Other _____

Baptistery:

Baptistery Location _____

Baptistery Size _____

Walk-Behind Design? _____

Dressing Areas _____

Special Features _____

Prayer Room:

Prayer Room Location _____

Size _____ Other _____

Other Functions, Requirements for Church Operation:

Day Care: (anticipated need)

Age of Children	Number of Children	Staff Required	Space Needed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Dual-Use Rooms for Day Care/Church Functions?

Utilize Sunday School Rooms? _____

Utilize Kitchen? _____

Utilize Fellowship Hall? _____

Other? _____

Day Care Personnel

(cont.)

Day Care Office Areas

Size

_____	_____
_____	_____
_____	_____
_____	_____

Restroom for Boys Ages _____ to _____

Restroom for Boys Ages _____ to _____

Restroom for Girls Ages _____ to _____

Restroom for Girls Ages _____ to _____

Recreation Equipment Needed:

To Be by Others? Yes _____ No _____

Equipment _____

Other Day Care Needs: _____

Church School: (location)

Inside of Church? _____

Attached to Church? _____

Separate from Church? _____

Anticipated Need:

Age of Children Number of Children Staff Required Space Needed

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(cont.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Utilize Sunday School Rooms? _____

Utilize Kitchen? _____

Utilize Fellowship Hall? _____

Administration:

Personnel _____

Other Church School Needs:

School Office Areas

Size

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Restroom for Boys Ages _____ to _____

Restroom for Boys Ages _____ to _____

Restroom for Girls Ages _____ to _____

Restroom for Girls Ages _____ to _____

Recreation Equipment Needed:

To Be by Others? Yes _____ No _____

Equipment _____

Other Gymnasium Requirements: _____

MASTER PLANNING CONSIDERATIONS
Growth Projections / Attendance Goals

	Worship*	Sunday School	Church School	Day Care	Other
Current					
3 Years					
5 Years					
10 Years					

* Number of people in one room during largest meeting of the week

EXTERIOR DESIGN CRITERIA

Exterior Finishes:

Describe Exterior Wall Design and Finishes _____

Describe Roofing Materials _____

Describe Window and Glass Styles _____

Describe Other Special Features of Building Exterior _____

Other Notes:

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