



# Omega Church Consultants, Inc.

## Church Designers and Builders



### Master Plan Design Worksheet

Church \_\_\_\_\_ Date \_\_\_\_\_  
 Location \_\_\_\_\_

The following form is offered to assist the church in identifying what the needs of the church are now and in the near future. You may not be able to answer all the questions here, but anything that you can provide will assist us in preparing a Master Plan of construction on your church site which will meet expected needs for years to come. A proper Master Plan will help insure that the church uses its limited resources wisely. These resources include time, money, land, and existing facilities.

#### About Your Church

	2007	2008	2009	YTD	
1. Church Financial Condition:					
Annual Church Operating Income	_____	_____	_____	_____	
Annual Expenses	_____	_____	_____	_____	
Annual Surplus to apply to construction loan	_____	_____	_____	_____	
2. If <b>Selling Present Church</b> facilities, what is expected net from sale: \$ _____					
3. Total of other <b>Church Assets</b> which can be used to finance Phase One: \$ _____					
4. If church must finance some of the design and build costs, what is the maximum <b>Monthly Payment</b> the church could be expected to make: \$ _____					
5. Total anticipated <b>Construction Budget</b> for Phase One: \$ _____					
6. <b>Total Congregation</b> (Average Weekly):					
	2006	2007	2008	2009	2010
a. In Sanctuary during largest service of the week	_____	_____	_____	_____	_____
b. Number of "Family Units" or "Giving Units"	_____	_____	_____	_____	_____
c. Total Ave. Attendance in Building at One Time	_____	_____	_____	_____	_____
7. <b>Anticipated Style of Building Construction of New Facility</b> (check all that apply):					
One story _____	Two Story _____	Basement _____			
Exterior Walls: Block _____	Wood Frame _____	Steel Frame _____			
Laminated Wood Arches _____		Other _____			
Exterior Veneer: Brick _____	Stone _____	Dryvit _____	Wood Siding _____		
Vinyl Siding _____		Metal Panels _____	Other _____		
Roofing: Fiberglass or Asphalt Shingles _____		Metal Panels _____			

Flat Roof \_\_\_\_\_ Other \_\_\_\_\_

8. Does the church have **architectural plans** of existing facilities on the site? \_\_\_\_\_

9. **Describe Existing Facilities** (if church is planning an Addition to the present bldg.):  
(s.f. = square feet of floor area)

Sanctuary Seats on Main Floor \_\_\_\_\_ Foyer (Narthex) Size \_\_\_\_\_ (s.f.)  
Choir Seats \_\_\_\_\_ Platform Seats \_\_\_\_\_ Balcony Seats \_\_\_\_\_  
Total Acreage \_\_\_\_\_ Parking \_\_\_\_\_ (spaces)  
Ladies Rooms (# of Stools \_\_\_\_\_) (# of Sinks \_\_\_\_\_)  
Men's Rooms (# of Stools \_\_\_\_\_) (# of Urinals \_\_\_\_\_) (# of Sinks \_\_\_\_\_)  
Fellowship Hall \_\_\_\_\_(seats) \_\_\_\_\_ (s.f.) Kitchen \_\_\_\_\_ (s.f.)  
Other \_\_\_\_\_

**Site Information:**

- 1. Legal Description Available? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Survey Available? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3. Location of Utilities Shown on Survey? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4. Topographic Survey Available? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. Existing Improvements Shown on Survey? Yes \_\_\_\_\_ No \_\_\_\_\_
- 6. Present Zoning is \_\_\_\_\_
- 7. Is a Zoning Variance or Re-Zoning Required? Yes \_\_\_\_\_ No \_\_\_\_\_

**Master Plan of All Anticipated Phases of Construction:**

Provide brief description of Phases of Development on the Site:

Phase One \_\_\_\_\_

Phase Two \_\_\_\_\_

Phase Three \_\_\_\_\_

**Master Plan - Phase One:**

1. Provide detailed overview of Phase One: (i.e. Sanctuary Addition, Fellowship Hall Addition, New Sanctuary on New Site, etc.) \_\_\_\_\_

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2. Demolition Required? If so, describe: \_\_\_\_\_

3. Describe land in area of construction, parking and other proposed improvements:

Clear \_\_\_\_\_ Wooded \_\_\_\_\_ Some Trees \_\_\_\_\_  
Sloping \_\_\_\_\_ Rolling \_\_\_\_\_ Hilly \_\_\_\_\_ Flat \_\_\_\_\_  
Existing Asphalt Pavement \_\_\_\_\_ Other \_\_\_\_\_

4. Total acreage: \_\_\_\_\_ Buildable acreage: \_\_\_\_\_

5. Any Reason to Suspect subsurface rock or unstable soil? \_\_\_\_\_

6. Any Reason to Suspect buried tanks or environmental hazards? \_\_\_\_\_

7. Suspect land has been filled in past? \_\_\_\_\_

8. Are there any local ordinances restricting the use of the site? (i.e. Wetlands, public drain, historic building on site, etc.) \_\_\_\_\_

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9. Is the land in a flood plain? \_\_\_\_\_

10. Other: \_\_\_\_\_

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**Phase One - Proposed Building Construction and Improvements:**

1. Areas Required:	Size in s.f (square feet)	Capacity
_____ Sanctuary	_____	_____ seats
_____ Fellowship Hall	_____	_____ people
_____ School	_____	_____ students
_____ Administrative	_____	_____ staff
_____ Parking	_____	_____ cars
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Generally Describe Areas to be Constructed:

\_\_\_\_\_ Sanctuary \_\_\_\_\_

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_

\_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_ Administrative \_\_\_\_\_

\_\_\_\_\_ Parking \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

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3. If new construction is an addition, describe attachment to existing structure(s):

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4. New construction will be:

Sanctuary:	_____	One Level	_____	Two-Levels	_____	On Basement
Fellowship Hall	_____	One Level	_____	Two-Levels	_____	On Basement
Education	_____	One Level	_____	Two-Levels	_____	On Basement
Administration	_____	One Level	_____	Two-Levels	_____	On Basement
_____	_____	One Level	_____	Two-Levels	_____	On Basement
_____	_____	One Level	_____	Two-Levels	_____	On Basement

**Master Plan - Phase Two:**

1. Provide overview of Phase Two: (i.e. Sanctuary Addition, Fellowship Hall Addition, New Sanctuary on New Site, etc.) \_\_\_\_\_

\_\_\_\_\_

2. Demolition Required? If so, describe: \_\_\_\_\_

3. Describe land in area of construction, parking and other proposed improvements:

Clear \_\_\_\_\_ Wooded \_\_\_\_\_ Some Trees \_\_\_\_\_  
 Sloping \_\_\_\_\_ Rolling \_\_\_\_\_ Hilly \_\_\_\_\_ Flat \_\_\_\_\_  
 Existing Asphalt Pavement \_\_\_\_\_ Other \_\_\_\_\_

4. Total acreage: \_\_\_\_\_ Buildable acreage: \_\_\_\_\_

5. Suspect subsurface rock or unstable soil? \_\_\_\_\_

6. Suspect buried tanks or environmental hazards? \_\_\_\_\_

7. Suspect land has been filled in past? \_\_\_\_\_

8. Are there any local ordinances restricting the use of the site? (i.e. Wetlands, public drain, historic building on site, etc.) \_\_\_\_\_

\_\_\_\_\_

9. Is the land in a flood plain? \_\_\_\_\_

10. Other: \_\_\_\_\_

\_\_\_\_\_

**Phase Two - Proposed Building Construction and Improvements:**

1. Areas Required:	Size in s.f (square feet)	Capacity
_____ Sanctuary	_____	_____ seats
_____ Fellowship Hall	_____	_____ people
_____ School	_____	_____ students
_____ Administrative	_____	_____ staff
_____ Parking	_____	_____ cars
_____	_____	_____
_____	_____	_____

2. Generally Describe Areas to be Constructed:

\_\_\_\_\_ Sanctuary \_\_\_\_\_

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_

\_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_ Administrative \_\_\_\_\_

\_\_\_\_\_ Parking \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

3. If new construction is an addition, describe attachment to existing structure(s):

\_\_\_\_\_

\_\_\_\_\_

4. New construction will be:

Sanctuary:	_____	One Level	_____	Two-Levels	_____	On Basement
Fellowship Hall	_____	One Level	_____	Two-Levels	_____	On Basement
Education	_____	One Level	_____	Two-Levels	_____	On Basement
Administration	_____	One Level	_____	Two-Levels	_____	On Basement
_____	_____	One Level	_____	Two-Levels	_____	On Basement
_____	_____	One Level	_____	Two-Levels	_____	On Basement

**Master Plan - Phase Three:**

1. Provide overview of Phase Three: (i.e. Sanctuary Addition, Fellowship Hall Addition, New Sanctuary on New Site, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Demolition Required? If so, describe: \_\_\_\_\_

\_\_\_\_\_

3. Describe land in area of construction, parking and other proposed improvements:

Clear \_\_\_\_\_ Wooded \_\_\_\_\_ Some Trees \_\_\_\_\_

Sloping \_\_\_\_\_ Rolling \_\_\_\_\_ Hilly \_\_\_\_\_ Flat \_\_\_\_\_

Existing Asphalt Pavement \_\_\_\_\_ Other \_\_\_\_\_

4. Total acreage: \_\_\_\_\_ Buildable acreage: \_\_\_\_\_

5. Suspect subsurface rock or unstable soil? \_\_\_\_\_

6. Suspect buried tanks or environmental hazards? \_\_\_\_\_

7. Suspect land has been filled in past? \_\_\_\_\_

8. Are there any local ordinances restricting the use of the site? (i.e. Wetlands, public drain, historic building on site, etc.) \_\_\_\_\_

\_\_\_\_\_

9. Is the land in a flood plain? \_\_\_\_\_

10. Other: \_\_\_\_\_

**Phase Three - Proposed Building Construction and Improvements:**

1. Areas Required:	Size in s.f (square feet)	Capacity
_____ Sanctuary	_____	_____ seats
_____ Fellowship Hall	_____	_____ people
_____ School	_____	_____ students
_____ Administrative	_____	_____ staff

_____	Parking	_____	_____	cars
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. Generally Describe Areas to be Constructed:

\_\_\_\_\_ Sanctuary \_\_\_\_\_

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_

\_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_ Administrative \_\_\_\_\_

\_\_\_\_\_ Parking \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

3. If new construction is an addition, describe attachment to existing structure(s):

\_\_\_\_\_

\_\_\_\_\_

4. New construction will be:

Sanctuary:	_____	One Level	_____	Two-Levels	_____	On Basement
Fellowship Hall	_____	One Level	_____	Two-Levels	_____	On Basement
Education	_____	One Level	_____	Two-Levels	_____	On Basement
Administration	_____	One Level	_____	Two-Levels	_____	On Basement
_____	_____	One Level	_____	Two-Levels	_____	On Basement
_____	_____	One Level	_____	Two-Levels	_____	On Basement

5. Other Notes: \_\_\_\_\_

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**Provide a Plan or Sketch of Your Concept of All Anticipated Improvements**

If possible, provide a sketch of your site with the location of planned and existing buildings and parking areas noted. Plan does not need to be to scale. This will help us to understand how you envision the relationship of buildings and parking areas to one another. Label improvements by name and the Phase in which they are to be constructed. If you have any, provide any building plans, sketches, or photos or other information which might help us to understand your vision for the new facilities.