

BAY RIDGE CHRISTIAN CHURCH

PROGRAM REQUIREMENTS

OCTOBER 23, 2009

Prepared by:

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GENERAL DESIGN PARAMETERS AND DESIRES

1. The church has completed a “land-swap” with Anne Arundel County, resulting in the church’s ownership of a 6.75-acre rectangular plot of land on Bay Ridge Road. The church’s existing building is to the rear of the site and in a lower elevation. The County has connected this building to a municipal sanitary sewer system.
2. The church also owned a house structure on what is now the County property. It is used for offices and must be vacated by August 2011.
3. The exterior design of the existing church building is extremely utilitarian. It is essentially an 80’ x 100’ pre-engineered building with vertical metal siding and no windows. A small covered canopy was added to the rear of the building, which is the main entrance. A 25’ x 40’ building (again, pre-engineered) was added to the side of the original building; it is currently used for storage.
4. The existing buildings clearly do not reflect the fact that a church resides there, and this has impacted negatively on the church. In addition, it is difficult to even find the building due to its location at the rear of the site. The new facility must correct this by providing an open and inviting appearance. Also, there should be an obvious “main entrance” to the building.
5. The church’s site has a good amount of road frontage along Bay Ridge Road, but the road is a local street and ends a mile past the church (as the Bay). The County has agreed to provide all required improvements to Bay Ridge Road, and to provide a shared driveway to the property so the entry points are already defined.
6. The site has a high spot toward the middle, with the grading sloping down toward the back of the property and the existing building. It may be possible to design a building with a walk-out lower level. This might eliminate the need to provide an elevator between floors.
7. The church has grown from 60 to 200 members in the last few years. Much of the new growth is families with children.
8. The immediate need is twofold. First, more classroom space is needed, as the existing building cannot accommodate growth in the children’s ministry. Second, the existing house must be vacated by August 2011, so provisions for the offices need to be made.
9. The facility will not be used seven days a week.
10. The design should minimize the impact on the environment. It should incorporate reasonable measures to minimize the ecological footprint. (Use LEED principles, but it is not necessary to get LEED certification)
11. Mechanical and electrical spaces will be calculated into the program. Propane can be used for heating fuel.

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NEW BUILDING PROGRAM SPACES

ADMINISTRATION

- A-1 Private office – Pastor
One person with some additional space for bookshelves and a few chairs.
- A-2 Private Office – staff
One person.
- A-3 Private Office – staff
One person.
- A-4 Private Office – staff
One person.
- A-5 Open office area for two secretarial staff
Doubles as reception/waiting area.
- A-6 Meeting space to 6 persons
If nearby, a classroom could be used for this function.
- A-7 Work room
Space for copier.
Counter space with base and wall cabinets for storage.
Small kitchenette with sink, microwave, refrigerator.
Space for server (if required).
- A-8 Single-user rest room
Include if offices are not near main rest rooms.

General Design Notes – Administration

1. The entrance to the offices should be visible and easy to find during the week for visitors, either by a separate, visible entry or by placing it off the main foyer.
2. It would be desirable to place the administration area so the staff can see cars arriving on the property.
3. There should be a safe and secure route from the offices to the staff parking area.

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EDUCATION

- E-1 Preschool (ages 3-4)
 One room – space for 15 children.
 1/2 room in vinyl tile (near door); 1/2 room in carpet (away from door).
 Bulletin boards, marker boards.
 Cabinets, shelves, cubbies and coat hooks.
 Sink with cabinet (for children's use).
- E-2 Preschool (ages 3-4)
 One room – space for 15 children.
 1/2 room in vinyl tile (near door); 1/2 room in carpet (away from door).
 Bulletin boards, marker boards.
 Cabinets, shelves, cubbies and coat hooks.
 Sink with cabinet (for children's use).
- E-3 Kindergarten-First grade (ages 5-7)
 One room – space for 15 children.
 1/2 room in vinyl tile (near door); 1/2 room in carpet (away from door).
 Bulletin boards, marker boards.
 Cabinets, shelves, cubbies and coat hooks.
 Sink with cabinet (for children's use).
- E-4 Kindergarten-First grade (ages 5-7)
 One room – space for 15 children.
 1/2 room in vinyl tile (near door); 1/2 room in carpet (away from door).
 Bulletin boards, marker boards.
 Cabinets, shelves, cubbies and coat hooks.
 Sink with cabinet (for children's use).
- E-5 Second & Third Grade (ages 7-9)
 One room – space for 15 children.
 Carpeted floor.
 Bulletin boards, marker boards.
 Cabinets, shelves and coat hooks.
- E-6 Second & Third Grade (ages 7-9)
 One room – space for 15 children.
 Carpeted floor.
 Bulletin boards, marker boards.
 Cabinets, shelves and coat hooks.
- E-7 Fourth & Fifth Grade Classroom (ages 9-11)
 One room – space for 15 children.
 Carpeted floor.
 Bulletin boards, marker boards.
 Cabinets, shelves and coat hooks.
- E-8 Fourth & Fifth Grade Classroom (ages 9-11)
 One room – space for 15 children.
 Carpeted floor.
 Bulletin boards, marker boards.
 Cabinets, shelves and coat hooks.

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EDUCATION (continued)

- E-9 Sixth thru Eighth Grade Classroom (ages 11-14)
One room – space for 15 children.
Carpeted floor.
Bulletin boards, marker boards.
Cabinets, shelves and coat hooks.
“Second Base” program.
This room (combined with E-10) could double as a youth weeknight space.
- E-10 Sixth thru Eighth Grade Classroom (ages 11-14)
One room – space for 15 children.
Carpeted floor.
Bulletin boards, marker boards.
Cabinets, shelves and coat hooks.
“Second Base” program.
This room (combined with E9) could double as a youth weeknight space.
- E-11 Computer Classroom
One room to accommodate 20 persons (adults or older children).
Provide infrastructure to allow use of laptops.
- E-12 Library
Built-in shelving.
Table and chairs.
A few reading chairs.
Internet access.
Approximately same size as existing library.
- E-13 Resource Room
Space for copier.
Counter space with base and wall cabinets for storage.

General Design Notes – Education

1. Current attendance is approximately 50. Projected capacity = 150 children.
2. Classroom grade “assignments” can change from year to year, depending on enrollment. Rooms should be flexible in design. Consider operable partitions to combine rooms.
3. Children attend the beginning of the meeting with their parents and are dismissed from the service about halfway through to the classrooms.
4. The route from the worship center to the classrooms should be safe and simple.
5. Youth (high school age) attend the entire meeting on Sunday. They have home-based programs during the week.
6. Separate classrooms for adults are not needed; adults hold home-based classes and Bible studies during the week.

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FELLOWSHIP

F-1 Foyer

Identifiable as the “main entrance” from the exterior.
Access to other spaces (Worship Center, offices, classrooms, rest rooms) should be easily identifiable.
Generously-sized to accommodate fellowship before and after the service.
Small welcome desk area.
Covered canopy drop-off.

F-2 Coffee area

“Part” of Foyer, but away from main circulation.
Seating for small group conversation/fellowship.
Self-serve coffee station (warming, preparation, storage).

F-3 Rest Rooms

Accommodate 450 persons (exceed code minimum number of fixtures).
One set near Foyer, another near classrooms.
Provide family rest room near Foyer.

General Design Notes – Fellowship

1. Main fellowship events (dinners, etc.) will occur in the existing building.
2. Materials should be durable for high traffic.

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NURSERY

- N-1 Reception/drop-off area.
Easily identifiable from Foyer.
Drop off should be out of high circulation areas.
Provide check-in desk.
Provide diaper changing area for parents.
Consider a paging system and storage for paging equipment.
- N-2 Nursery space Babies (smaller room)
Size for 10 plus 3 staff.
Cabinets, shelves, cubbies and coat hooks as needed.
Toy storage closet.
Diaper changing area.
Combinable (doors/glass between rooms) with N-3.
- N-3 Nursery space Crawlers (larger room)
Size for 10 plus 3 staff.
Cabinets, shelves, cubbies and coat hooks as needed.
Toy storage closet.
Combinable (doors/glass between rooms) with N-2.
- N-4 Nursing Room
Quiet space, adjacent to nursery.
Provide soft lighting and comfortable seating.
Provide privacy screens.
- N-5 Staff Support Area
Sink, counters and refrigerator for snack preparation.
Diaper changing area for staff.

General design notes – Nursery

1. Children are dropped off at Nursery before the meeting starts.
2. Floors should be carpeted, or consider vinyl tile with rugs.
3. Use Dutch or half-doors for visibility between rooms while maintaining security.

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WORSHIP

W-1 Worship Center

Provide space for 450 seats. Moveable seating is OK.
Space off to side of platform where congregants can come up to pray at cross (similar to what is in current space.)
Windows are OK if they do not distract from focus on platform. Provide shading at windows – preserve the ability to “black out” the space.
Provide two screens – rear projection if possible. No “IMAG” is necessary.

W-2 AVL Control Area

Provide on main floor or on a raised area in the back of the Worship Center.
Location should be cognizant of the distraction, especially from behind the controls.

W-3 Platform

Large, flat, flexible space.
The entire platform needs to be visible from all seating locations.
Size platform for Praise Team of 10 and a pulpit area for pastor.
Center screen is not necessary – two side screens are adequate.
No altar rail separating platform and seating area.
Provide steps on side of platform (similar to existing building)
Provide ramp access to platform.

W-4 Backstage storage

Space to roll piano and drum platforms off stage.
Space for sound equipment, musical instruments, and some stage props.
Cabinets for future second congregational use.

W-5 Baptistry

Traditional full-immersion baptistry behind platform; on raised area raised so it can be seen above the praise band.
Provide a scrim/curtain that drops down over the baptistry when not in use; this provides a backdrop to the platform.

W-6 Baptistry rest room

Single-user room.
Near platform so it can also be used by choir, band, preside.

W-7 Changing rooms / Communion Preparation Area

Provide separate changing areas – one each for men, women.
Provide additional area with counter space and cabinets for communion preparation and storage of communion utensils.

General Design Notes – Worship

1. The church currently holds one service on Sunday. A single service is an important part of the church's philosophy for gathering the entire congregation together, both for worship and for fellowship before and after the service.
2. Children and adults attend the first part of the service together. During the meeting, the children are dismissed to Sunday School, reducing the number of people in the worship Center by about 1/3.

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WORSHIP (continued)

3. Youth (grade 9 and higher) attend the entire service – there is no separate “youth worship” program.
4. The service is a contemporary in nature, with music led by a praise band. Acoustics should accommodate this music style.
5. The service is not overly artistic/theatrical. Some directional lighting is needed on the platform, but a theatrical lighting system is not necessary.
6. Consider the possibility of a second congregation using the space Sunday afternoons.

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EXTERIOR

- X-1 Green Space
 Retain as much as possible.
 Portions of the site will be “reforested”.
 Some open space just outside the main entrance would be desirable for outside fellowship.
 No active play fields are necessary (County fields are next door.)
- X-2 Parking
 Provide adequate parking for 450 attendees; 180 parking spaces based on 1:2.5 x 450.
 County regulations are 1 space per 3 seats (150 spaces) or 1 space per 100 SF for moveable seats.
 Parking lot lighting will be dark-sky compatible.
- X-3 Playground
 Provide a playground space adjacent to the classroom portion of the new building.
 Location should be safe and visible and allow children to get to it without crossing any traffic lanes or parking areas.

EXISTING BUILDING

The existing 80' x 100' pre-engineered building consists of:

- Entry area with exterior covered drop-off.
- Seating area (fits 200 chairs)
- Platform
- Storage room (off platform)
- Ramp access
- Rest rooms
- Library
- Kitchen and storage
- Utility, mechanical and electrical rooms
- Nursery
- Open classroom space over kitchen, library, and rest rooms. Access is via two stairways and one exterior fire exit.
- Classroom space over nursery. Access is via a single stairway to the seating area.
- Storage room (separate 25' x 40' building with connecting link)

After the new building is finished, the existing building will be used for fellowship and overflow classroom space. The upstairs classroom space, library, nursery, and space above the nursery could be used for multi-use / classrooms. At some point, the building could be renovated with interior upgrades. However, no major improvements are planned for the initial construction phase, except perhaps to add a hood to the kitchen range and consider a second exit from the room over the nursery.