

MANNS WOODWARD STUDIOS - FREQUENTLY ASKED QUESTIONS

What is a master plan?

A master plan is a set of documents and graphics that provides long term fundamental goals and strategies that are relevant to the site and future vision of the congregation. It is achieved by first examining the existing physical characteristics of a site to determine what areas are suitable to satisfy the needs and wants of a congregation. Typically, the site issues that fall under this preliminary examination are:

Topographic Issues: Understanding the lay of the land is paramount. Excessive site development costs can stop a project dead in its tracks.

Site Access: Understanding where potential site access is permitted. It's important for a master plan to consider future traffic and parking implications.

Environmental: Understanding where wetlands, woodlands and historical portions of the site are located. Many laws are enforced that prevent the development of a property from encroaching on these areas. It is also important to understand the micro climate of a site so that any future development can take advantage of natural site features and reduce operational costs.

Utilities: Understanding the location of existing utilities and the potential availability of new services. To complete a successful master plan it is important to understand where the power will come from, how water will be supplied, where waste will go and how storm water can be controlled.

Soil Testing: Understanding the types of soil that are within the site. It is important to understand the soils ability to bear weight and percolate or "digest" water run off. Unsuitable soils can mean costly building foundation systems or expensive water management features.

Zoning: Understanding the restrictions set forth by the local jurisdiction. Most jurisdictions restrict the amount of site coverage, building types allowed, property line set backs, parking requirements, landscape requirements and maximum heights. It's important to know what the ground rules are before starting the programming and design process.

MANNS WOODWARD STUDIOS - FREQUENTLY ASKED QUESTIONS

How do we make sure we think of everything?

Once the conditions of the site have been fully defined the master programming study will begin. Throughout the entire study meetings will take place in which a list of primary needs and wants are developed that will make up the basic components of the overall master plan. These needs and wants are determined by a thorough investigative and dialogue driven process in which committees and members of the congregation are consistently involved. Typical primary components that are considered during the preliminary programming exercises are:

- | | |
|---------------------------------|---------------------------|
| Worship Spaces | Fellowship Hall / Kitchen |
| Educational Spaces (K-12) | Administration Spaces |
| Child Care Spaces (3mo – 5 yrs) | Performing Arts Spaces |
| Sunday School Spaces | Recreation Spaces |
| Youth Spaces | Housing (Mission Based) |
| Athletic Facilities | Memorial Spaces |

After defining the primary components to be considered in the master plan a more thorough analysis of each major space will be performed. During this analysis, square footage, building program and placement/relationship requirements will be evaluated and if necessary primary components will be combined and or reevaluated. During this time a determination will be made as to whether the required program aligns with a budget which is to be concurrently developed. This determination may ultimately dictate phasing requirements and schedules. Building program requirements typically include the evaluation of spaces that constitute the overall function of the building. For example, an educational building and a fellowship hall may consider the following spaces which can later be combined to create cost savings:

Education

- Administration Offices
- Classroom Spaces
- Special Education
- Storage Requirements
- Toilet Rooms
- Staff Prep
- Library Space
- Science Labs
- Cafeteria / Kitchen
- Athletic Facilities
- Stage

Fellowship

- Assembly Space
- Stage
- Activity Rooms
- Storage
- Toilet Rooms
- Kitchen
- Sound/AV

MANNS WOODWARD STUDIOS - FREQUENTLY ASKED QUESTIONS

How do we determine a budget?

By relying on experience, construction knowledge and historical data, a budget will be developed in tandem with the building programming exercise. A well thoughtout budget enables the team of designers and members of the congregation to create a master plan that fits within the churches budget, needs and desired time frame.

From the start of the project, a budget should be evaluated hand-in-hand with the program to achieve the realistic square footage for new construction and renovation. It is important to first understand all of the potential cost components that often make up the total project budget so that a building budget can be determined. Typically, the main categories of construction related costs for a project include:

Building	(Estimated By Architect & Cost Consultants)
Site Development	(Estimated By Civil Engineer & Cost Consultants)
Furnishing & Equipment	(Estimated By Owner & Suppliers)
Total Cost	(Combined Estimates)

At the beginning of the design process, with the committees and congregations input, a figure is determined for how much of the established budget may be used for actual building construction. The result of the construction budget will determine the amount of square feet that can be designed into the plan or phase of the plan giving insight regarding which master planning concepts can be considered. In coordination with the committees and congregation of the church a tentative phasing approach and budget contingencies can be developed allowing for alternate phasing approaches, if needed, due to possible future budget variations, population fluctuations, technological developments, economic conditions, etc.

How can we promote fund raising?

Throughout the entire design process promotional material such as rendered plans, elevations, perspectives, video walk thrus, 3D computer models, and physical models can be developed to propel fund raising efforts and invite people to experience the future of the church before construction even begins.