

**Property Development Steering Committee  
Scope Document**



I have reviewed the following document and agree that they are a fair representation of the requirements of the ministries of the Rostrevor Baptist Church on the church property.

**Staff**

| <b>Name</b>     | <b>Signature</b> | <b>Date</b> |
|-----------------|------------------|-------------|
| Ian Elliss      |                  |             |
| Geoff Warner    |                  |             |
| Deborah Elliot  |                  |             |
| Kay Turner      |                  |             |
| Sandy Bartel    |                  |             |
| Rick Brockbank  |                  |             |
| Elise Brockbank |                  |             |
| Peter Beck      |                  |             |

**Elder's Council**

| <b>Name</b>  | <b>Signature</b> | <b>Date</b> |
|--------------|------------------|-------------|
| Paul Drury   |                  |             |
| Pete Bartel  |                  |             |
| Tania Leiman |                  |             |
| Peter Fong   |                  |             |
| Jocelyn Yim  |                  |             |

## **Ministry Requirements for Church Property**

This document describes the requirements that ministry of Rostrevor Baptist Church has for their property and buildings. These requirements attempt to describe the way each ministry uses the property and not the way that the property needs to be designed.

### **1. Children Ministry**

- 1.1. Controlled entry/exit with facilities for check in/out, configurable to allow fast entry/exit as required (e.g. special events)
- 1.2. Single point of access
- 1.3. Toilets inside controlled area
- 1.4. Toilets appropriate for children
- 1.5. Storage
  - 1.5.1. Storage required in every room
  - 1.5.2. Space for roll out trolleys for things like TVs
  - 1.5.3. Large storage space for playgroup toys and materials
- 1.6. Hall for events
  - 1.6.1. Stage
  - 1.6.2. Lighting
  - 1.6.3. Audio/visual
- 1.7. Room big enough for combined worship time, configurable into a series of smaller spaces for breakout groups
- 1.8. Minimum three rooms for individual classes which hold up to 30 students
- 1.9. Communication between Lighthouse and parents in service

### **2. Youth**

- 2.1. Youth lounge (the shed)
- 2.2. Sports facilities
  - 2.2.1. Lighting for night activities
  - 2.2.2. Basketball
  - 2.2.3. Football
  - 2.2.4. Tennis
- 2.3. Auditorium for worship of about 150 people
- 2.4. Spaces for 10-12 small groups
- 2.5. Kitchen/canteen

### **3. Administration/office**

- 3.1. Work desks for volunteers including space for preparing music for worship team
- 3.2. Filing cabinets
- 3.3. Dedicated book case and cupboard for staff as well as shared
- 3.4. Soundproof breakout room(s)
- 3.5. Cordless phones to allow private conversations to be moved
- 3.6. Counseling room(s) not inside office space
- 3.7. Tea/coffee/water/microwave facilities

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- 3.8. Office for Senior Pastor
  
- 4. Auditorium
  - 4.1. More seats (750)
  - 4.2. Ability to reconfigure seating at the front of the auditorium as seating or open space
  - 4.3. Cry room that maintains a feel of being included in the service
    - 4.3.1. Microwave for food (inc. bottle) preparation
    - 4.3.2. Baby change facilities
    - 4.3.3. Ability to create a small private space inside the cry room for breast feeding
  - 4.4. Backstage storage
  - 4.5. Backstage change rooms
  - 4.6. Proper stage "wings"
  - 4.7. Stage lighting that can be modified to event specifications and controlled from the audio/video control desk area
  - 4.8. Ability to control presentations from the stage
  - 4.9. House lights that can be easily maintained and controlled (including dimming)
  - 4.10. Video screens at the front and back
  - 4.11. Stage configured so that music equipment doesn't look 'cluttered' or obscure screens
  - 4.12. Modern look and feel
  - 4.13. Entrances
    - 4.13.1. Primary entrance in the middle of the back of the auditorium
    - 4.13.2. Entrance from an appropriately sized foyer
    - 4.13.3. Entrance to the foyer from the primary external building door
    - 4.13.4. Appropriate entrances for use for weddings and funerals
  - 4.14. Good acoustics
  - 4.15. Ability to black out the Auditorium
  - 4.16. Aisles wide enough for wheelchairs, prams and coffins
  - 4.17. Dedicated pram and wheelchair seating areas
  - 4.18. Floor surface on stage appropriate for all activities including dance
  
- 5. Seniors
  - 5.1. Must retain appropriate space for Seniors lunch
  - 5.2. Access to all areas
  - 5.3. Hearing aid loop in all rooms that have amplified sound systems
  - 5.4. Undercover pickup/drop-off area
  
- 6. Hospitality
  - 6.1. Kitchen, serveries etc that cater for all existing events:
    - 6.1.1. Tuesday lunches
    - 6.1.2. Sunday Morning Tea (vision that includes tables and chairs, extended food offerings, extended payment for certain items, etc)
    - 6.1.3. Shed dinner
    - 6.1.4. Youth supper
    - 6.1.5. New person lunches/suppers

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- 6.1.6. Cooking on a budget
  - 6.1.7. Weddings/funerals afternoon teas/dinners
  - 6.1.8. Church community events (like Chinese New Year)
  - 6.1.9. Ministry team morning/afternoon teas
  - 6.1.10. Alpha dinner
  - 6.1.11. Men's supper
  - 6.2. Oven
  - 6.3. Commercial dishwasher
  - 6.4. Fridge/freezer(s)
  - 6.5. Coffee machine
  - 6.6. Counter work space
  - 6.7. Servery(s) with counter top level access
  - 6.8. Café to be used for:
    - 6.8.1. Sunday morning tea
    - 6.8.2. Café facilities for people at the premises for other ministries (e.g. playgroup, youth group, etc)
    - 6.8.3. Playground incorporated into café
    - 6.8.4. Café to include indoor and covered, outdoor sections
  - 6.9. Kitchen must be appropriate to cater for meals for large functions (up to 100)
  - 6.10. Kitchen conforms to all applicable regulations
7. Community Services
- 7.1. Rooms for things like homework club, English classes, bible studies etc
    - 7.1.1. Small rooms with single table (6-8 people)
    - 7.1.2. Larger room with chairs in a circle (15-20 people)
    - 7.1.3. Larger room with chairs facing a podium (up to 50 people)
  - 7.2. Kitchen must be appropriate layout for cooking classes
  - 7.3. Counseling room
    - 7.3.1. Discrete access
    - 7.3.2. Soundproof
    - 7.3.3. Panic alarms
    - 7.3.4. Can't be alone with someone and not be seen
    - 7.3.5. Multiple door with appropriate locks/security to provide safety to the counselor in an emergency
  - 7.4. Audio/visual and network facilities in meeting/seminar rooms appropriate for each room's size and proposed use
8. Connect
- 8.1. Welcome lounge
9. Evangelism
- 9.1. Alpha
    - 9.1.1. Preparation and serving a sit down dinner for up to 80 people
    - 9.1.2. Main presentation for everyone while at dinner tables

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## 9.1.3. Small discussion group area

- 9.1.3.1. Up to 4 different groups (10 people)
- 9.1.3.2. Each requires a separate space with DVD and sound facilities

## 10. Prayer

- 10.1. Prayer room
  - 10.1.1. Wheelchair access
  - 10.1.2. Soundproof
  - 10.1.3. Cater for up to 50 people
  - 10.1.4. Space for devotional resources for prayers to use
  - 10.1.5. Appropriate ambience

## 11. General

- 11.1. Entrance invites the community into the church
- 11.2. Retain a hall
- 11.3. Several meeting rooms
  - 11.3.1. Small rooms with single table (6-8 people)
  - 11.3.2. Larger room with chairs in a circle (15-20 people)
  - 11.3.3. Larger room with chairs facing a podium (up to 50 people)
- 11.4. Sound proofing to allow multiple events at the same time
- 11.5. Enough car parking for proposed auditorium size
- 11.6. Increased foyer size
- 11.7. Permanent "expo" area in foyer for advertising and managing events, ministries etc
- 11.8. Spaces are multi-purpose and can be shared by multiple ministries throughout the week
- 11.9. Disabled access toilet
- 11.10. Baby change facility in unisex area
- 11.11. Showers
- 11.12. Storage!!!
- 11.13. Network throughout the property for computer network with internet connection and audio/video infrastructure
- 11.14. CCTV monitoring and recording of property including meeting rooms

## **Addendum 1 – Requirements That Are Not Essential**

The following requirements have been identified as “nice to have” but are not essential. It would be good if as many of these requirements as possible can be included in the property design if they can be included without significant impact on essential requirements or major cost.

1. Our church should face the road
2. Only one entrance to the building
3. Baby change facilities inside the children’s controlled area
4. Hand washing basins in all individual Children’s Church rooms
5. Covered gymnasium
6. Open space office layout
7. Separate room for photocopiers/printer/servers etc and storage near office
8. Reception close to main entrance and with a view of all entrances
9. Staff lunch room
10. Hand washing sink and toilet inside cry room
11. Sound, lighting and video control in one space
12. 24 hour access to prayer room
13. Chapel for people needing a space for quiet meditation and for use for small weddings/funerals
14. Community computer and Internet access