

Cornerstone United Methodist Church  
Night with the Architect  
July 28, 2016 4:00-8:00pm

**Administration (Pastoral Office Staff)**

1. **Administration Session Attendees:** Jeff Mugg, John Littlefield, Roger Campbell, Donna Campbell, Tom Evans, Mike Gillen, Katie Paul, James Phipps, Mike Potts, Mark Gavan, David Oliver
2. Jeff Mugg and John Littlefield from St Louis Design Alliance architecture firm attended all sessions and are not repeated below.
3. The following Building Committee Members attended all sessions and therefore are not repeated below: Mike Gillen, Katie Paul, James Phipps, Mike Potts, Mark Gavan, David Oliver
4. Jeff Mugg introduction: Objective of these meetings is to gather information in preparation for revisiting and updating the Master Plan which would then roll into the next phase of the building project with a focus on space and special relationships.
5. Administration Building requirements
  - a. Reception area (narthex) – near entrance to the building to greet visitors. Seating near the reception area for 2-3 people.
  - b. Pastors office – limited access to restrict accessibility of members/visitors. Desire for it to be the least accessible room in the building. Conference table with seating for 4. Sound proofing. Bookshelf and storage space. Pastor restroom with shower.
  - c. Workroom for 4 computers, 2 tables, countertop space, storage space, copier, file cabinets.
  - d. Offices (larger open spaces versus a long linear hallway; capacity to hold 10 workers). Cubicle low-dividers versus walls.
  - e. Staff/office conference room (smaller groups, staff meetings, committee/team meetings).
  - f. Staff kitchen
  - g. Unisex staff restroom with shower
  - h. Server Room large enough for telephone system, 2 computers, workbench, ample storage space, integrated heating/cooling system controllers (i.e. to be addressed by Technology Committee). Plenty of electricity. Climate controlled. Centralized technology hub for the building.
  - i. Storage room
  - j. Janitorial closet
  - k. Library
  - l. Collections counting space

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**Education**

6. **Education Sessions Attendees (CTT – Kids Jam, Youth Ministry Team, Adults (Executive Team, TSF, Small Group Leaders))** (not everyone attended every section): Casie Winscher, Jason Winscher, Kelly Hartnett, Rob Hunter, Greg Evans, Terri Mendenhall, Tim Bright, Sara Denother, Julie Maggi, Len Maggi, Mabel Dighton, Bob Dighton, Jim Todd, Jill Hofstetter, Kathryn Stroder, Carolyn Zeiger, Rick Harris, Sue Harris, Todd Michal, Pat Remley, 3 youth: Carina/Bree/Sean.
7. **CTT – Kids Jam Attendees** (Casie Winscher, Jason Winscher, Kelly Hartnett, Rob Hunter)
  - a. Age groups: newborn – age 3, preschool, kindergarten through 2nd grade, 3<sup>rd</sup> grade through 5<sup>th</sup> grade.
  - b. 1 large room for large group worship (combined age groups); potential flexible partition walls for easy resizing. Light bars, music, sound controller, stage with lighting, prepare for high-energy atmosphere. Unique and attractive. Higher ceiling. Sound controlled.
  - c. 8 small rooms for small group worship (separate age groups). Sound controlled.
  - d. Single entrance to the children’s wing/suite for security. Check-in desk (with kiosk) at the entrance to the wing (in addition to the required fire entrance). Nametags provided at check-in. Kiosk could also be used for tracking attendance of adults and for other events or purposes.
  - e. Nursery with sink/restroom (shared between 2 rooms—Jack n Jill concept). Countertop with storage space.
  - f. Quiet room for nursing mothers and a changing station. Video screen to view the Sunday service.
  - g. Multi-media in every room throughout the building
  - h. Storage room
  - i. Office space for children ministry, potentially incorporated into reception area or check-in area.
8. **Youth Ministry Team Attendees** (Greg Evans, 3 youth: Carina/Bree/Sean)
  - a. Group meetings Wednesday nights with 30-40 kids
  - b. Sound controlled to not be disturbed by band practice
  - c. Sound controlled space for music groups to rehearse
  - d. Multi-media in every room throughout the building (ample connectivity)
  - e. Sound controlled space for future expansion to be able to separate middle school from high school
  - f. Optimize flexibility for the youth – ideally having a smaller auditorium space where chairs can be moved around, lighting, sound. Possible to hold future Saturday youth service.
  - g. Screen built into a wall for multi-media presentations
  - h. New sanctuary

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- i. Game space (e.g. pool tables, ping pong)
  - j. Kitchenette
  - k. Youth band space for Wednesday evenings and their delivered dinner prepared offsite. Adult band rehearses after the youth band (need for sound control)
  - l. Outdoor screened-in auditorium with fire pit and external heaters
9. **Adults – Executive Team, TSF, Small Group Leaders Attendees** (Carolyn Zeiger, Terri Mendenhall, Tim Bright, Sara Denother, Julie Maggi, Len Maggi, Mabel Dighton, Jim Todd, Jill Hofstetter, Kathryn Stroder, Todd Michal, Pat Remley)
- a. Space for multiple small groups – daytime and evenings including Friday mornings and evenings
  - b. Sound controlled due to band/choir practice in the evenings
  - c. Quilting group transports supplies without having storage space onsite
  - d. Storage space
  - e. Food pantry – space for sorting food drive food collections. Space for weekly food distribution to families on Wednesdays. Expand food pantry space to be able to relocate Room A freezer into the pantry. More storage space. Secure with lock and key.
  - f. Seminar room for periodic bible studies with up to 120 attendees (across 2 sessions)
  - g. Storage for medical supplies, commodes, crutches, wheelchair
  - h. Flexible walls that open/close
  - i. Restroom in the rear of building
  - j. Trustee expenditures
    - i. Parking lot repairs
    - ii. Heating/cooling system with controls
    - iii. Roof
    - iv. Sound system
    - v. Security / camera system / fire detection
    - vi. Flooring and carpeting (or carpeting squares)

Cornerstone United Methodist Church  
Night with the Architect  
July 28, 2016 4:00-8:00pm

**Fellowship Session Attendees (Kitchen Committee;** Kathryn Stroder, Rick Harris, Sue Harris, Mabel Dighton, Sara Denother)

10. Meals between 100-400 guests served buffet-style via 2 lines
11. Two steam tables and roasters for the hot foods. Tables used for cold items.
12. Feasible currently to create 100-150 person meals weekly
13. Inconvenient flow during food preparations within the kitchen

**Music and Worship, Media Booth Volunteers Session Attendees** (Kerry Hartsoe, Rick Harris, Sue Harris, Kathryn Stroder, Joan Oliver, Brian Cole, Dawn Cole, Mabel Dighton, Bob Dighton, Gene Zeiger)

14. Two existing services – “traditional” (with grand piano and 20 choir chairs) and “contemporary” requiring removal of chairs and adding band instruments
15. Music during prayer requests and offering
16. Monthly communion served on the floor at the altar, off-stage
17. Both services are projected on the 2 front screens and 1 rear screen
18. Storage space for instruments, hand bells
19. Consider a revolving stage or a moveable wing(s)
20. Sanctuary can only be used by 1 group at a time (sound control)
21. No means to communicate between the stage and media booth
22. Sanctuary set for 308 attendees
23. A second smaller worship space to eliminate building and tear-down of stage setup. Could be used for weddings and funerals. Double-doors so that larger items can fit through the external doors into the sanctuary.
24. Handicap accessible stage design
25. Choir room equipped with sound system and multi-media

Cornerstone United Methodist Church  
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**Open Meeting**

26. Jeff Mugg presented a brief overview of the earlier sessions and named a few of the larger improvements that were discussed. The budget was not discussed in any session today.
27. Dedicated youth space is required (in a controlled environment) both inside and outside where it is welcoming and appealing to the youth – youth is a large part of our church's future. Space where the youth can be energetic while also being safe.
28. The youth ministry could be a 5-7 day weekly ministry with the 2 nearby schools.
29. Improvements around the existing fire pit (e.g. pavilion, seating) would greatly benefit the youth.
30. Additional restrooms are required.
31. Additional space for Thanksgiving dinners is required.
32. Leverage the sanctuary and Rooms A, B, C, as multi-purpose space.
33. If the parking lot extends further into the back of the building then the rear entrance would become the main/primary entrance. Not necessarily a positive change.
34. Starbucks or coffee area constructed within the building.
35. An evaluation of the current Master Plan will occur and it will then be updated. We are not starting-over from scratch.
36. Typically takes 3 months to develop a Master Plan (by an architect and church). Study existing plan and identified requirements, review of the Plan by Building Committee, budget development, rollout of plan to congregation.
37. There may not necessarily be a new Sanctuary built. The current Master Plan is high-level and requires additional study. Budget will need to be considered before funds can be allocated. Requires the church Superintendent and the congregation to review/approve the plan. We are currently leaning towards development of additional youth space as a priority.
38. Bob Dighton recommended that we payoff our existing debt before borrowing additional. We are in a unique position knowing we have a multi-generational congregation, and a congregation that got us to this financial point approaching potential debt payoff.
39. Front door and entryway with canopy could be enhanced. Eliminate the need for mopping during storms.
40. Open the driveway entrance to the parking lot to improve curb appeal and also visibility. Potentially add another entrance from the TR Hughes property as a shared second entrance.
41. Electric building signage is needed.

**Action Items**

42. Mark Gavan - Forward the Planning Committee document and also these minutes to Jeff and John