



ADAMS ARCHITECTURAL ASSOCIATES EXISTING FACILITY WORKSHEET

Please fill out this worksheet (circle answers) and fax or email to our office to receive a free telephone evaluation. Fax: (636) 537-1267 | E-mail: susan@adamschurches.com

Church / Organization Name: _____
Person to Contact: _____
Phone: _____ E-mail: _____
Best Method of Contact: _____ Best Time to Contact: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Main Phone Number: _____ Website: _____

To use the scoring system, circle the number beside your answer. Total the numbers circled and compare scoring results at the end of each section. Please return to our office for our review.

Sanctuary / Worship Space

A. Does your worship space seem crowded at 80% capacity or higher?

1. No, we have ample room for growth.
2. No, it seems about right for most Sundays but tight on special occasions.
3. Yes, most Sundays are full.

B. Is it hard to see and/or hear from the last row of seats even after rearranging seating or upgrading / adding equipment?

1. No, there is no impairment to sound or vision.
2. At times this can be an issue.
3. Yes, this is a problem.

C. Do you have adequate lighting in the worship space and can it be adjusted for different functions?

1. Yes, we have adequate lighting that can be adjusted to dim or spot.
2. Yes, lighting is adequate for our worship space but does not have the ability to be adjusted.
3. No, our lighting is not sufficient for the needs of our church.

D. Will your existing worship space accommodate special events such as concerts, plays, weddings, conferences, baptisms, funerals, etc?

1. Yes, with minimal to no crowding.
2. Yes, sometimes we have to add chairs or people have to stand.
3. No, we have inadequate space/facilities.

E. Does your platform or stage seem crowded?

1. No, we have plenty of room for growth with our choir and/or worship team and it is large enough to serve other functions.
2. No, it is only crowded if we add more people than normal or additional instruments; and there is limited space for other functions.
3. Yes, the stage area is too small and has extreme functional limitations.

F. Do you have a cry room available for nursing mothers?

1. Yes, it is close to the worship center and equipped with sound and vision by some means, such as a TV monitor.
2. Yes, it is located away from the worship center and it is not accessible to vision or sound.
3. No, nursing mothers presently use the restroom facilities for this purpose.

SCORE: Sanctuary / Worship Space

SCORE: ____ (Add Circled numbers to get your Sanctuary-Worship score.)

Evaluating your score: After adding circled numbers above, compare the total score to the numbers below.

A score of 6 suggests that it may not be a priority at this time to expand or build your existing sanctuary.

A score of 7 through 12 score suggests that your church should begin looking into expanding or adding on to your existing sanctuary facility.

A score of 12 through 18 suggests that your church is ready or overdue to add on or build a new worship facility for your growing congregation.

Classrooms / Educational Areas

G. Are your classrooms large enough to accommodate many activities?

1. Yes, we have ample space for a variety of activities.
2. Yes, we have access to the gym or fellowship hall when our classrooms are too small for certain activities.
3. No, all of our classrooms are too small to do the activities that we wish.

H. Do you have enough classrooms or divided areas to accommodate your Sunday school classes or Bible Studies?

1. Yes, we have more than enough classrooms to meet our present needs with many class rooms left unused.
2. Yes, all our classrooms are presently being used but we have flexibility to change age group distribution to handle future growth.
3. No, we have a limited number of classrooms and they are filled to capacity.

I. Is your Nursery large and updated enough to meet the needs of your congregation?

1. Yes, we have enough space to add more cribs and changing tables to meet the growing needs of our church.
2. It would meet the needs of our church if minor improvements were made.
3. No, the nursery is too small and inadequate for our needs.
4. No, our current facility has no space for implementation of any additional programs outside of our Sunday and midweek service.

J. Would your classrooms accommodate future outreach programs that the church has plans for?

1. Yes, we have enough space to implement other programs within our building.
2. No, it is not a priority since we have no plans for any new programs in the future.
3. No, our current facility has no space for implementation of any additional programs outside of our Sunday and midweek service.

SCORE: Classroom / Education Facility

SCORE: _____ (add circled numbers to get your Sanctuary-Worship score.)

Evaluating your score: After adding circled numbers above, compare the total score to the numbers below. A score of 4 suggests that it may not be a priority at this time to expand or build your existing classroom / education space.

A score of 5 through 8 suggests that your church should begin looking into expanding or adding on to your existing education facility.

A score of 9 through 12 suggests that your church is ready or overdue to add on or build a new education facility for your growing congregation.

Foyer / Restroom Facility

K. Is the foyer crowded before or after service?

1. No, the foyer is large enough to accommodate all our needs.
2. No, usually there is plenty of room. It is occasionally crowded during special events or services.
3. Yes, the foyer is always overcrowded.

L. Do you have room for an information desk, comfortable seating and coat storage in your foyer?

1. Yes, there is plenty of space in our foyer.
2. Yes, but it becomes crowded on occasion when many people visit the information desk, or during colder months when the coat storage is being used.
3. No, there is absolutely no space in our foyer for additional furniture or coat storage.

M. Are your restroom facilities large enough to limit or eliminate waiting lines? Is there room for a diaper changing area? Is there a dressing room to accommodate wedding parties?

1. Yes, each restroom facility includes several stalls and a diaper changing area. We also have a dressing room facility.
2. Yes, the restroom facilities currently meet the needs of our church but will overcrowded with future church growth. There is no space for a dressing room facility or it will become insufficient.
3. No, the restrooms are currently too small to meet the needs of our church.

SCORE: Foyer / Restroom Facility

SCORE: _____ (Add circled numbers to get your Foyer/Restroom score.)

Evaluating your score: After adding circled numbers above, compare the total score to the numbers below.

A score of 3 suggests that it may not be a priority at this time to expand or build your existing Foyer/Restroom

A score of 4 through 6 suggests that your church should begin looking into expanding or adding on to your existing Foyer/Restroom facility.

A score of 7 through 9 suggests that your church is ready or overdue to add on or build a new Foyer/Restroom facility for your growing congregation.

Kitchen / Fellowship Hall

N. Is your kitchen facility large enough to meet the needs of your church? Is there adequate storage space?

1. Yes, the kitchen has adequate space to accommodate the needs of our church.
2. Yes, the kitchen is currently large enough but storage space is limited.
3. No, the kitchen is small and no longer adequate to meet the needs of our church or we have no kitchen.

O. Is your kitchen facility equipped and large enough for large volume cooking if necessary?

1. Yes, the kitchen was designed with future growth in mind.
2. Yes, there is adequate floor space for additional equipment but would need some remodeling to add electrical outlets and storage space.
3. No, the kitchen would not accommodate any future ministry growth or we have no kitchen.

P. Does your fellowship hall seem too small or crowded to serve the daily needs of your church?

1. No, our fellowship hall has adequate room to facilitate the needs of our church.
2. We have no fellowship hall.
3. Yes, our church has outgrown using the fellowship hall for the purposes it was originally designed for.

Q. Is your fellowship hall large enough to provide adequate accommodations for special events such as wedding receptions, special dinners, prayer breakfasts, fellowship luncheons, etc.?

1. Yes, our fellowship hall is currently being used in this capacity with room for expansion.
2. Yes, there is adequate floor space for additional equipment but would need some remodeling to add electrical outlets and storage space.
3. No, the fellowship hall would not accommodate any future ministry growth.

SCORE: Kitchen / Fellowship Hall

SCORE: _____ (add circled numbers to get your Fellowship Hall-Kitchen score.)

Evaluating your score: After adding circled numbers above, compare the total score to the numbers below.

A score of 4 suggests that it may not be a priority at this time to expand or build your existing Fellowship Hall – Kitchen space.

A score of 5 through 8 suggests that your church should begin looking into expanding or adding on to your existing Fellowship Hall – Kitchen space.

A score of 9 through 12 suggests that your church is ready or overdue to add on or build a new Fellowship Hall Kitchen facility for your growing congregation

Thank you for completing this worksheet. Please fax or e-mail this document (all pages) back to us and we will contact you by phone or e-mail to arrange a free telephone evaluation of your project. Fax: (636) 537-1267 | E-mail: Susan@AdamsChurches.com