



The following pages contain worksheets to assist in evaluating the space in your church. The questions are designed to help you consider the *Quantity* of space for each type of space, the *Quality* of each type of space, and the *Functionality* of each type of space as tools for ministry. Our buildings *are*, in fact, tools. Just as we would consider the size of a wrench for the task at hand, just as we would choose a type of hammer for a specific task in finish carpentry, so, we consider our buildings as tools for the work of ministry.

To make sure their concerns and needs are heard, you may want to bring in church members who work in each area. There may be other stakeholders to whom you need to listen. So, form various workgroups to collaborate with members from your team to evaluate your various types of space. Then, seek input from others with expertise in the various types of ministry – someone from the State Office, a ministerial staff member from another strongly ministry-minded church in the association, etc. Tour newer facilities of a couple of strong churches within driving distance; see what they've done. You will get ideas for concepts to copy and maybe even some mistakes to avoid. Share with the team what your workgroup is learning. Finally, when you walk through with an architect, you will be prepared for an informed conversation.

As the instructions below often provide instructions for calculating growth space, we also provide spreadsheets to assist in this process.

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Look under the Strategies Tab

LOCATION ANALYSIS

What are the advantages of our present location?

How close is our location to the homes of our active members? What is the average drive-time for our members? Have we called the State Office to help us with a pin-map showing the relative location of members to our campus?

How close is our location to the folks the Lord has put us here to reach?

How visible is our location? How many cars drive past and see the church?

How accessible is our location? Is it easy to figure out how to get to the parking lot once seen?

How safe is our location and parking lot?

Will this be a good location in 20 years? (Which, in “church years,” will feel like one week from Tuesday.)

Overall, does our location help or hurt our mission?

SITE ANALYSIS

How much land do we own? How large could we grow to be on this site?

Is our site as large as our anticipated growth potential?

Do local building codes allow us to fully develop our site?

Could we buy surrounding properties to expand or are we landlocked?

How much off-the-street and off-the-grass parking do we now have?

If we don't have city sewage, do we know where the field lines are?

Do we have a master site plan? Is it good? Is it up to date?

Can we reach our growth/mission potential on this site?

OUTSIDE-IN ANALYSIS

Can first-time guests see the parking lot? Can they find a parking space? Is Guest Parking provided?

Is there an obvious main entrance that is easy to find and identify?

Do you have good signage to help people each step of the way inside?

Is there a Welcome Center guests would feel comfortable to go ask questions?

Can your guests find the restroom without having to ask where it is?

Does your space communicate, “Welcome Home. We've been expecting you!”?

Is there a place for people to sign up for events? Is there a place where people can find resources or recommended books?

Is there sufficient fellowship space where people can visit together?

Is your space guest-friendly? Does it help you “hold the hand” of visitors and “walk with them” from the street into your service? Does your space layout help them see where to go and help them feel more confident?

WORSHIP CENTER ANALYSIS

Leading Worship – A Definition

For the Purpose of Understanding the Questions Below

Leading worship involves helping our members get a fresh glimpse of God, then, providing them with opportunities to appropriately respond to God. Such responses will include obedience and surrender, adoration and praise. Worship involves both joyful celebration and reverent contemplation. In the Bible, music is far from being the only expression of worship.

The specific styles in which we lead worship will depend on our church's niche in the Kingdom and its niche in the community. It may reflect the local culture of the community. It will express the current state of spiritual growth of your members. And it will express the vision and goals of the church.

In your worship services, in what ways does *your church* attempt to provide members a fresh glimpse of God? Are there ways you would like to do this, but your current space or equipment hinders you from being able to do so?

In what non-musical ways does your congregation worship?

Does your space help set the right tone? What tone does it set now? What would an outsider guess the tone in the services was like if they saw your empty worship center on a weekday?

Does the front of your worship space help people “focus” or is it busy and cluttered?

WORSHIP CENTER ANALYSIS

(2 of 4)

Recognizing that what makes a worship center feel like “sacred space” will vary with different people in different places, does your worship center *feel* like a sacred space to *your* congregation?

Is there a section of seating in the room that practically invites people to sit and watch other people worship, instead of participating in worship? Balconies and “side sections” can be like this sometimes.

Is your sound booth large enough for lighting controls and video streaming, in addition to the sound controls?

Is your sound booth located where your sound crew can hear the same thing the congregation is hearing in the room?

Are the acoustics good or is there a lot of echo? To hear the sermon? Can you hear each other sing, or is the music muffled?

Is the platform area better lit than the house lighting, so attendees are assisted in focusing on the sermon, etc.? Or, are there shadows on the singers’ faces?

Is the production lighting flexible enough to work well for the Lord’s Supper? For funerals? For weddings?

WORSHIP CENTER ANALYSIS

(3 of 4)

Think of maintenance related to both house and production lighting. “How do I change that light bulb?”

Does the house lighting and the production lighting coordinate well with video projection, or do lights shine onto the screen?

Can you make the room dark for dramatic presentations?

Is your stage area large enough for special worship services (Christmas presentations for example), children’s programs, and concerts?

What is the maximum capacity of your worship center/sanctuary? (at 22 inches per person, if using pews) Multiply your maximum capacity by 80% and that’s the most you could expect to average over a year.

Is the seating spaced so that people can get by without stepping on others if they want to go forward during the invitation? Or is it a little tight?

What special services can you NOT have in your worship have because your space will not allow for it?

What kinds of special services would your space perfect for?

How well suited is your worship space for funeral services?

How well suited is your worship space for weddings?

WORSHIP CENTER ANALYSIS

(4 of 4)

HVAC: Is the choir/stage area zoned separately from the floor seating?

HVAC: Is the worship center zoned separately from the foyer?

HVAC: Do return air grilles allow “hallway talk” to filter into worship area?

HVAC: Are there forced air duct arrangements that create distracting background noise when the air cycles on?

HVAC: Do some members avoid certain seating areas because cold air is being blown on them?

Does the worship center share a wall with one or more restrooms?

Is there restroom access to the rear? Could someone get to the restroom without walking to the front of the room and passing near the preacher?

ADULT EDUCATION SPACE ANALYSIS

How many adult classrooms are you presently using?

How many adult classrooms are sitting empty?

List the rooms currently being used for Adult Sunday School classes. By each room, list the number of square feet in that room. Then, divide by 12. This is the capacity of each room. Then, add it up for your total adult Sunday School capacity.

Now, adjust room capacities if a class sits around a table – the capacity of such rooms equals the number of people who can fit around the table.

What is the total capacity of all the adult rooms now sitting empty?

If you were to buy a portable building and use that for storage, how much adult classroom capacity could you realistically gain by converting storage back into classrooms?

How many of your adult classrooms are the right size for the room arrangement/teaching method – and vice versa?

Are your senior adult classes near restrooms and near the worship center?

How do the rooms look, nice and fresh or are they getting old and dingy?
What impression do visitors get?

YOUTH EDUCATION SPACE ANALYSIS

We understand many churches currently have Wednesday nights and Sunday mornings in one big room, led by the student minister, sometimes in an arrangement that resembles their own little church. However, the questions below are for those in a more traditional arrangement with a department gathering for all the classes and then the big group goes to their classes.

How many youth classrooms (that is, for grades 7-12, or grades 6-12 – however it is your church defines this age division) are you now using?

List the rooms currently being used for Youth Sunday School classes. By each room, list the number of square feet in that room. Then, divide by 12. This is the capacity of each room. Then, add them all up for your total youth Sunday School capacity.

How many youth classrooms should we have now?

At the present growth rate, how many youth classrooms will you need in five years?

How do the students feel about the space they now have?

In actual practice, regardless of how well it is liked or disliked, does youth space help or hurt the environment in regard to making and developing disciples?

CHILDREN'S EDUCATION SPACE ANALYSIS

How many children's classrooms are you presently using?

How many classrooms in the children's division are sitting empty?

List the rooms currently being used for children's classes (normally grades 1-6, but sometimes K5-Grade 6 or K5-Grade 5). By each room, list the number of square feet in that room. Then, divide by 25. This is the capacity of the room. Then, add up all the rooms for your total children's Sunday School capacity.

Now, adjust room capacities if a class sits around a table only – the capacity of such rooms equals the number of people who can fit around the table.

What is the total capacity of all the children's rooms now sitting empty?

Are the younger children's classes located on the ground floor?

How do the rooms look, nice and fresh or are they getting old and dingy?
What impression do parents get?

PRESCHOOL EDUCATION SPACE ANALYSIS

How many preschool classrooms are you presently using?

How many preschool classrooms are sitting empty?

List the rooms currently being used for children's classes (normally Birth-K5, but sometimes Birth-Age 4). By each room, list the number of square feet in that room. Then, divide by 35. This is the capacity of the room. Then, add them up for your total adult Sunday School capacity.

Are your preschool classrooms large enough to be furnished according to the recommendations of LifeWay, assuming that's the curriculum you use?

What is the total capacity of all the preschool rooms now sitting empty?

Are the preschool classes located on the ground floor?

Is there a secure check-in area? How secure is this check-in area?

Do you have shared preschool restrooms between the classrooms? Or must a teacher leave each room to take a child to the restroom?

How do the rooms look, nice and fresh or are they getting old and dingy?
What impression do parents get?

RESTROOM ANALYSIS

How many restrooms do we have?

How many restrooms are HDA Compliant (handicapped accessible)?

Is there such a set of restrooms on each floor?

Are there directional signs which help people find the restrooms?

Do any restrooms share a wall with the worship center?

Are they large enough?

Is it possible to keep our restrooms *looking* clean, or are they getting old and looking dingy (not that you don't actually clean them well...)?

Do they provide sufficient privacy?

Is signage provided where a visitor can easily find them?

RECREATION SPACE ANALYSIS

Gyms and Multi-Purpose Rooms

Many churches have a gym, though it's not part of a full-blown, ongoing recreation ministry. It's more along the lines of gym that is used on Wednesday nights and for overflow from the fellowship hall. These rooms are often used for recreation before or after Bible study on Wednesdays or for AWANAS. These rooms often serve as an overflow for the fellowship hall on big occasions. Sometimes, a church will host one of the team banquets for a local school in this space. During COVID, when there was a need to spread out, many churches moved their worship services to this room. Some liked it and decided to continue to meet there. Thus, this space should be evaluated with its multiple uses in mind.

How functional is this space for the types of activities we use it for?

How attractive is this room when used for banquets or as a fellowship hall?

Was this space built with durable construction that will withstand the recreational use and abuse of such a facility? If not, what could we do to make it more durable?

Can this space be secured so that people can't sneak into other parts of the building when it's being used on a weeknight?

When this space is used for banquets or worship, how are the acoustics? Can we hear what the speaker is saying? Or do we need to add acoustic panels to absorb some of the echo?

Do we have adequate storage for the various kinds of equipment and chairs and tables, etc.?

Do we need to implement a better plan to use this space, including paid and volunteer workers?

BALANCE OF SPACE ANALYSIS

Maximum capacity of parking lot:

Maximum capacity of worship center:

Maximum capacity of classroom space:

Capacity of Preschool space:

Capacity of Children's space:

Capacity of Youth space:

Capacity of Adult space:

Current percentage of total attendance in Preschool Division:

Current percentage of total attendance in Children's Division:

Current percentage of total attendance in Youth Division:

Current percentage of total attendance in Adult Division:

Average number of cars in the parking lot: Times 1.9 = people:

Average number of people in Sunday School:

Average TOTAL number of people in worship (including childcare):

Average number of people in the worship center for service(s):

Are the different kinds of space in numerical balance?

Is there some way in which our space is out of balance? For example, in everything in balance, related to quality?

What phrase best describes our space?

- (a) We have good space in a good location.
- (b) We have good space in a bad location.
- (c) We have bad space in a good location.
- (d) We have bad space in a bad location.

Two Dimensions: Facilities & Location

Space and Facilities Good	Poor Location Good Space	Good Location Good Space
	Poor Location Poor Space (Time to Relocate)	Good Location, But Poor Space (Time to Build or renovate)
Poor	Poor	Good

Location

Space Matrix from Glenn Akins. Used by permission.

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Look under the Strategies Tab