

Programming

WORKBOOK

**St. Paul's Episcopal Church
Wilmington, North Carolina**

**WKWW Architects
Charlotte, North Carolina**

**St. Paul's Episcopal Church
Wilmington, North Carolina**

INTERIM RECTOR:

The Reverend Raymond John Hanna

SENIOR WARDEN:

Mrs. Teresa B. Singer

ARCHITECT:

**WKWW, Inc.
J. Grason Hudson, III, AIA**

PROGRAMMING STEERING COMMITTEE:

WORSHIP & MUSIC

Ange Green, Moderator
Rachel Carroll
Herb Gant
Julie Martin
Ronnie Wise

EDUCATION/CHRISTIAN FORMATION

Ruth Gates, Moderator
Twink Barr
Ashley Eason
Kathryn Hedgepeth
Royster Hedgepeth
Cecelia Peers

HOSPITALITY, RECREATION & OUTREACH

Layne Dupree, Moderator
Pat Baker
Shannon Rowe
Zona Tounsley

ADMINISTRATION & SITE

Mona Clites, Moderator
Joan Rosko Miller
Anne O'Dell
Tom Sramek

**St. Paul's Episcopal Church
Wilmington, North Carolina**

PROGRAMMING CALENDAR



DATE		TASK
March 31, 2021 – 6:00pm	1	Programming Steering Committee Organization Set Calendar Present Booklet/Questionnaire
April 20 & 22, 2021 – 5:30pm April 20 & 22, 2021 – 6:30pm	2	Programming Research Committee Meeting Committees Begin Work
April 28, 2021 – 6:00pm	3	Programming Research Committee Meeting Review Written Reports
_____	4	Present Written Architectural Program
_____	5	Present Long Range Plan

**St. Paul's Episcopal Church
Wilmington, North Carolina**

WORSHIP & MUSIC:



1. How many worship services will occur each Sunday morning? What is the existing attendance each Sunday for each service? Please state the existing seating capacity.
2. What other groups, if any, use worship facilities during the week?
3. Is current congregational seating adequate? Now? In 5 years? 10 years? 15 years?
4. Please state the seating capacity of the choir area. Is additional choir seating needed? Does a handbell choir participate in worship? If so, is space for them adequate?
5. Are existing instruments adequate or is there a need for any revisions to worship instruments or the area they occupy?
6. What other activities or presentations will occur within the chancel area of the Church? Drama? Liturgical Dance? Chamber Orchestra Music? Is space adequate for these needs?
7. Does the church use acolytes? Do the ministers, acolytes, or choir ever process?
8. Is a bride's room needed? How many people should it accommodate?
9. Are vestry/sacristy/flower prep areas adequate? Or are any revisions to these spaces needed?
10. Is the choir practice area well located and large enough? List any current limitations/needs.
11. Describe needs for the choir robing area.
12. Is the service video-taped? Televised? Will video projected presentations occur in the existing Sanctuary? In the Parish Hall?
13. Is the Narthex large enough to serve worship as desired? What percentage of the congregation should a potential new gathering area accommodate?
14. Describe specific needs for the handbell choir, voice choirs or other music programs.
15. Describe needs for instrument storage and/or rehearsal.

**St. Paul's Episcopal Church
Wilmington, North Carolina**

WORSHIP & MUSIC (Continued)



16. Describe current needs for handicapped or senior adult access.
17. Is the current Chapel adequate? Describe weekly use, accessibility concerns and/or any other improvements needed.
18. What other future needs do you foresee for worship or music?
19. Along with potential interior renovations, should a building addition be considered to help address accessibility and/or ministry needs? If so, should the existing parking area and/or north yard area be considered as potential areas for expansion?
20. What additional programs and information would you like to suggest for consideration?

**St. Paul's Episcopal Church
Wilmington, North Carolina**

CHRISTIAN FORMATION:



1. Prepare a list of existing groups or classes attending Christian Formation Classes (Sunday school), including nursery. For each group list present enrollment and present average attendance. What do you anticipate enrollment and attendance to be 5, 10, and 15 years in the future? What attendance should be planned for now?
2. What weekday activities/programs does the church provide? Children's programs? Mothers morning out? Senior Adults activities? For each activity, list present enrollment and present average attendance. What do you anticipate enrollment and attendance to be 5, 10, and 15 years in the future? What attendance should be planned for now?
3. Should classrooms accommodate seating around a table or lecture room style seating (rows of chairs) or some of both?
4. Please state what percentage of those attending worship also attend Sunday school, including adult and children's classes?
5. What new classes should be considered for the future?
6. Can weekday activities occur within spaces used on Sunday for formation activities?
7. Should there be designated classrooms for multipurpose use? Describe possible uses by other groups and ministries.
8. Should there be a Children's Assembly/Multipurpose Area for plays, storytelling, music, etc.? Describe needs for Children's classroom area.
9. Describe any specific needs or concerns related to playground areas. Location? Should any be planned for in the future?
10. Does a church library exist? Is it well located? Large enough? Describe any needs for this area.
11. Do we need separate, dedicated educational storage space? Is existing storage space adequate and well configured? List specific needs.
12. Is a dedicated Mothers Nursing/Diaper Changing room or area needed?
13. Are or will computer systems or audio/visual equipment be used in classrooms?
14. Describe needs for drop-off/pick-up areas for children's programs (for Sunday and/or weekday activities).

**St. Paul's Episcopal Church
Wilmington, North Carolina**

CHRISTIAN FORMATION (Continued):



15. Describe other long range or immediate needs for the children's education areas, including space, access, safety, location relative to other ministry areas, etc.
16. Describe concerns, deficiencies and needs of existing youth, college and adult education classroom or meeting spaces, including those used on Sunday and/or weekdays. How should these spaces function on a weekly or otherwise regular basis? Any specific needs, such as technology or storage?
17. What weekend or weekday facilities or activities should be considered for Senior Adults? Are there specific storage or other needs associated with individual groups?
18. Describe current needs for handicapped or Senior Adult access.
19. Along with potential interior renovations, should a building addition be considered to help address accessibility and/or ministry needs? If so, should the existing parking area and/or north yard area be considered as potential areas for expansion?
20. What additional programs and information would you like to suggest for consideration?

**St. Paul's Episcopal Church
Wilmington, North Carolina**

HOSPITALITY, RECREATION & OUTREACH:



1. Make a list of the activities, both regular and occasional, that are using existing facilities for fellowship and provide the number in attendance.
 - a. Weekly Lenten Dinners (~50)
 - b. Annual Parish Meeting/Lunch (150)
 - c. Special Interest Meetings
 - d. Youth and/or Adult Group Meals
 - e. Sunday brunch/lunch (~100)
 - f. Pancake Supper (85)
 - g. Sunday Receptions (80-100)
 - h. Bishop's Reception (100-120)
 - i. Parish Life Events (ex. BINGO) (~50)
 - j. Movie Nights (~40)
 - k. Ministry Celebrations (150+)
 - l. _____
2. Furnish a brief description of each activity listed above.
3. Describe the kinds of meals which are presently served: Covered Dish? Catered? Hot Meals?
4. What additional storage and support areas, if any, do you need for these activities?
5. Do you now prepare complete hot meals for some of these activities? If not, should the Church begin complete hot meal service? Is additional commercial food service equipment needed?
6. Should the existing Kitchen be maintained as is? Are there any deficiencies or improvements needed?
7. Should the existing Parish Hall remain in its current configuration, or should it be subdivided into smaller spaces with permanent or moveable partitions?
8. During the next 5 / 10 / 15 years, what is the largest number for which we need to plan seating at tables for a meal (Church or Community meal)?
9. Are round or rectangular tables desired? Or is a combination of both desired?
10. Will this space be used for dramatic or musical presentations or services?
11. Is a stage area desirable? Permanent or portable? This would have storage and seating area implications.
12. Describe church and community groups which use the facilities, Scouting, A.A., sporting leagues or other outreach programs, including number of attendees and the nature of their meetings (ie. meetings for discussion/class or activities involved)?

**St. Paul's Episcopal Church
Wilmington, North Carolina**

HOSPITALITY, RECREATION & OUTREACH (Continued):



13. Should the existing gym continue to be used in its current function for basketball or other sports programs? Describe needs or deficiencies for this use. If better access can be achieved, should the gym area be considered for any other ministry or community purpose?
14. Should dedicated youth space for classes or games & activities or lounge be considered? If so, how many youth participants would be anticipated?
15. What special needs or activities should we consider for Senior Adults? Sundays? Weekdays?
16. If feasible, should a new Gathering Space be considered to facilitate accessible entry to the sanctuary and/or parish hall and to provide space to gather before/after services?
17. Should a Reception Area be considered for visitors to check-in, be welcomed, etc.?
18. What special facilities or areas, if any, are needed for collection of Ministry Outreach items (collection bins)?
19. What weekday activities do you anticipate for Children? Describe any special needs.
20. Along with potential interior renovations, should a building addition be considered to help address accessibility and/or ministry needs? If so, should the existing parking area and/or north yard area be considered as potential areas for expansion?
21. What additional programs and information would you like to suggest for consideration?

**St. Paul's Episcopal Church
Wilmington, North Carolina**

ADMINISTRATION & SITE:



1. List job titles and brief job description of present staff members and those expected in the future.
Full time staff and volunteer staff.
2. Describe the space needed for each staff member (office space, office and counseling or office and small meetings).
3. What equipment and/or furnishing will need to be accommodated in the different areas?
4. What additional administrative storage space is needed?
5. Is there a need for fireproof and theft proof storage?
6. Describe the need for a Church historical collection. What are display/storage needs? Where should the collection be located within the Church?
7. Describe the activities that will occur in a work room (printing, duplication, mailing, bulletins, etc.). How many staff/volunteers will need to participate during the busiest time?
8. Is the existing Deacon/Conference Room adequate? How many people should it accommodate? Are additional meeting rooms needed?
9. Do you have recommendations regarding utilities or equipment? What existing equipment needs replacement or repair in the short term?
10. Should a Reception Area be considered for visitors to check-in, be welcomed, etc.?
11. Are there problems with vehicular circulation? Is there enough parking? Is a covered drive needed?
12. Is there a desire or need for a future expansion of the memorial garden/columbarium?
13. Should playground areas be considered on the site for the future?
14. Describe current needs regarding site/parking lighting and security.
15. Along with potential interior renovations, should a building addition be considered to help address accessibility and/or ministry needs? If so, should the existing parking area and/or north yard area be considered as potential areas for expansion?
16. What additional programs and information would you like to suggest for consideration?