



Memorandum

December 1, 2009

Christ Lutheran Church

11194 36th Street North
Lake Elmo, MN 55042

Notes from the Facility Task Force Meeting of December 1, 2009

In attendance: Task Force Members: Jim Lohmann (Co-chair), Claudia Anderson (Co-chair), Ron Johnson, Pat Skaiem, Jeff Ubl, Steve Urtel, Jennifer Owens; Busch Architects: Kevin Busch, Gary Demele.

Discussion Items:

1. It is likely that Christ Lutheran will grow in membership as Lake Elmo welcomes more residents. The Met Council population projections estimate that about 14,000 more people will reside in Lake Elmo by the year 2030 – twenty years from now. The question that is difficult to answer is “how many of those people will find their way to Christ Lutheran?”
2. There are many factors that influence church growth including available facilities. Should Christ Lutheran plan for future growth and if so how many new members should be planned for? Is there an ideal congregation size? Does the ELCA have any data or background on ideal congregation size?
3. Christ Lutheran at minimum needs to attract new members to replace members departing for various reasons.
4. Size of the Sanctuary can affect congregation size. Christ Lutheran’s Sanctuary accommodates about 213 people at full capacity. If members attended two services equally, 426 people could fit into the Sanctuary. If only 30% of a congregation worship on any given Sunday. $426/.30 =$ total 1,420 members. However, holidays would be more packed and would create stress on the facilities. There are about 600 current baptized members, the Sanctuary might be large enough to accommodate church growth of up to 800 new members, however, this might be idealistic and the true saturation of the Sanctuary might occur at much less than 800 new members.
5. A preliminary Building Program has been initiated – what follows are the changes discussed during the meeting:
 - a. Administration:
 - i. Add a room for the Parish Nurse – 120 square feet.
 - ii. Increase the size of the Conference room from 144 square feet to 300 – to accommodate about 15 people.
 - b. Hospitality

- i. The kitchenette if changed to also serve the Sunday Gathering space should be larger than 68 square feet. 140 square feet?

c. Education

- i. The "Nursery Storage" may not exist. But the Nursery should have storage – identified as new space – 50 square feet.
- ii. The pre-school room should have an occupant factor of 35 square feet per occupant.
- iii. Education rooms will be dependent on the type of Sunday School Programming – will they be traditional classrooms or will the rooms need to accommodate a "rotational" program?
- iv. We need to add additional space (short term) for future needs.
- v. The adult education occupancy is probably less than shown in the program when accounting for a seating layout and lectern area.

d. Music

- i. The Music Practice room should accommodate up to 25 people plus instruments. We will increase this to 600 square feet. This may not allow for much future growth in the size of the choir.
- ii. There is a music storage room that should be included in the numbers.

e. Social Functions

- i. A new social hall would be more social hall and less gym.

f. Youth

- i. Youth room storage may not exist – this should be verified.

g. Building Services

- i. (no changes)

6. The Program Summary provides:

- a. That the current building is terribly inefficient – 36% of the building footage is not program space.
- b. About 7,300 new square footage is desired in the short term.
- c. Another 5,300 square feet should be included as long term - future space.
- d. It does not appear that a lot of new toilets are required for the building – also some may be desired to increase handicapped accessibility, convenience, and hospitality.

7. There was also a list of additional needs that were included – these needs were not space needs but building enhancements.

8. The Narthex should be about 1/3 to 1/2 of the size of the Sanctuary – it is currently only less than 30%.

9. A sprinkler system will be required for a pre-school – rooms should be planned for future pre-school use.

10. Sustainable design concepts were presented so that all can ponder how and to what level the congregation should respond to them.

11. Design Schedule

- a. No changes in the design schedule have been discussed.

12. Budget

- a. A budget will be determined as the project design is decided on.

13. Next meeting will be in early December.

Meeting notes respectfully submitted by Busch Architects, Inc.