

BETHANY  
LUTHERAN CHURCH  
FREDERICKSBURG, TEXAS

MASTER PLAN  
PROGRAM

APRIL 2013

Stehling · Klein · Thomas · Architects P.L.L.C.  
Randy R. Stehling, AIA, Project Architect  
300C West Main, Fredericksburg, Texas 78624

*Table of Contents* 1.1

**Table of Contents.....1.1**

**Acknowledgements.....2.1**

**Introduction.....3.1**

**Architectural Guidelines**

*Introduction.....4.1*

*Building Phases.....4.2*

*Site Features.....4.3*

*Building Exterior Features  
Current Church Building and New Buildings.....4.4*

*Building Exterior Features – Hennig House.....4.5*

*Typical Building Interior Features.....4.6*

*Governing Codes and Regulations.....4.7*

**Space Requirements**

*Welcome Center.....5.1*

*Brides Room.....5.2*

*Sanctuary.....5.3*

*Contemporary Worship Space.....5.4*

*Education.....5.5*

*Family Life Center.....5.6*

*Fellowship Hall.....5.9*

*Music / Quilter’s Room.....5.9*

*Game Room.....5.9*

**Space Requirements (continued)**

*Hennig House*.....5.10

*Bethany Pre-School*.....5.11

*Administration*.....5.16

*Common / Support Areas*.....5.19

*Grounds*.....5.22

**Area Summary**.....6.1

**Existing Building Diagrams**.....7.1

**Signatures**.....8.1

This Master Plan Program was developed collaboratively under the guidance of the following members of the Bethany Lutheran Church Long Range Planning Committee and Architect Randy Stehling:

**Bethany Lutheran Church Long Range Planning Committee**

Regular Members:

Ernie Loeffler – Committee Chairman

Rocki Hartmann

Jean Weber

Tuttie Geistweidt

Gayle McQuay

Mark Geistweidt

Sharon Joseph

Autumn Holland

Donna Mittel

Dwight Oestreich

Karen Oestreich

Ex-Officio Members:

Casey Zesch – Pastor

Elliott Pancoast – Pastor

Matt White – Director of Youth and Children’s Ministries

Carl Schoessow – Church Council President

**Architect**

Randy R. Stehling, AIA - Project Architect

Stehling · Klein · Thomas · Architects, P.L.L.C.

**Purpose**

Bethany Lutheran Church is a vibrant and growing Church deeply rooted in the History of the Fredericksburg Community. The growth of many of the church's ministries and the recent acquisition of additional property has identified the need to develop a long range Master Plan which will help guide the Church on its objective to meet both immediate and long range needs while effectively balancing available funds to achieve both. The first step to the realization of that objective is the development of a Master Plan Program. The Master Plan Program will:

- Identify immediate and long range needs based on current and future ministries of the Church
- Define fundamental functional, spatial, and visual relationships among building and site components
- Develop general architectural guidelines for the preservation or adaptation of existing buildings and for the construction of new buildings and related site improvements
- Develop a detailed summary of building space needs based on the Master Plan Program requirements and the sum total of building space currently available

The ultimate purpose of the Master Plan Program will be to serve as a framework for the development of a Master Plan that would include architectural drawings depicting proposed building and site improvements, and the recommended limits and cost of each phase of the Master Plan. The Master Plan can then serve as a guide for future facilities planning, fundraising, and construction.

**Goals**

Goals are the comprehensive objectives that should be achieved with the implementation of the Master Plan Program. The following general goals for Bethany Lutheran Church were identified during the programming process.

- Make improvements to the existing Sanctuary while preserving its use as a space for traditional worship
- Create a dedicated space for contemporary worship
- Create a centrally located welcoming / gathering space with improved building entrances

- Improve existing and add additional education and multi-purpose space to support Sunday School classes and other ministries of the Church
- Provide new and expanded facilities for Bethany Preschool
- Improve existing and add additional administrative spaces
- Maintain and improve as needed existing Fellowship and other gathering spaces
- Create a new multi-purpose Family Life Center
- Rehabilitate the recently acquired Hennig house and develop it as multi-purpose meeting facility for church and community needs
- Make improvements to the site including adding additional parking, improved directional signage, and accessible pathways to connect various buildings and other site features, and new and inviting outdoor spaces for recreation, education, and general gathering.

## **Introduction**

History has shown that the most architecturally significant and permanent structures mankind has built over time have been for worship. Architects and builders continue to subscribe to this concept as evidenced widely among early and contemporary architecture.

Architectural style in the context of developing a Master Plan Program for Bethany Lutheran Church was generally identified as an opportunity to embrace this concept of significance in purpose to the extent that architecture and facilities first and foremost should promote the mission, beliefs, and vision of the church, giving all those who enter an inspiring, and meaningful place to worship, learn, and grow.

### **Building Phases**

Due to anticipated available funds, it is assumed that the Master Plan will be implemented in phases.

The limits of the initial phase of construction will be determined during the development of the Master Plan based on careful consideration of immediate needs and available funds.

Priorities for implementing the Master Plan shall generally be as follows from highest to lowest priority with the exact limits of each phase potentially varying based on final construction plans:

1. Rehabilitate / restore the Hennig House and develop an adjacent outdoor event space.
2. Develop a better, permanent space for Contemporary Worship services which can be located closer to the existing Sanctuary so that it can share a new, larger Narthex, known when completed to be the new Welcome Center / Gathering Area.
3. Build a new standalone building for Bethany Pre-school.
4. Enlarge and improve the current Narthex to become a new Welcome Center / Gathering Space with improvements to the Main building entrances from Austin Street and the rear parking lot
5. Improve and expand the current administrative offices.
6. Make improvements to the Current Sanctuary.
7. Build a new Family Center.



**Site Features**

With the recent acquisition of the Hennig House and additional undeveloped property to the west of the existing Church Building the current site currently extends from west Austin Street to Town Creek and from north Adams Street to north Crockett Street. Access to the site currently exists from the south along Austin Street, and from the east along Adams Street. Town Creek follows along the north side of the property resulting in a portion of the site falling within the flood plain dictating that it continue to be limited to use as parking area and green space.

Locations of the main entrances to the buildings are anticipated to remain as they are now, from the South along Austin Street and from the Church's main off street parking lot on the north side of the current buildings. Site improvements that would better direct and enhance the sense of arrival to these entrances should be considered.

Additional off street parking is needed and in conjunction with new buildings and other improvements as deemed necessary to fulfill the Master Plan Program, additional parking should be provided around such buildings on the newly acquired property west of the existing Church building. All parking shall include special emphasis on accommodations for the disabled and elderly.

Developing a strong sense of connection with nature through beautiful and environmentally conscious landscape design shall be considered pivotal in achieving overall project goals. Experiencing that connection shall be seamless between interior and exterior spaces and shall instill a sense of harmony between the building and site. In addition to landscaped areas which flow through and around buildings and parking areas, numerous pathways and vantage points shall be considered to engage people in the outdoor experience.

Other specific site features shall include:

- Accessible pathways connecting buildings and site features
- All underground utilities
- Screened equipment and service entrance areas
- Subtle but clearly identifiable directional signage
- Outdoor lighting

## **Building Exterior Features**

### **The Current Church Building:**

The current Bethany Lutheran Church building was built in several phases. The current Sanctuary building began construction in 1953 and was dedicated in 1954. Since then several additions were added. The education wing was added in 1962, the Covered Drop-Off and elevator in 1997, and the Fellowship Hall with additional classrooms in 1998. Each of these additions were built to meet needs for which they were designed for at the time with the intent that they blend with and compliment the architecture of the current Sanctuary Building. Any subsequent additions to this building as determined necessary for implementation of the Master Plan Program shall follow the same concept with respect to form, function, construction quality, and architectural design.

The condition of the current Church building is generally good. Modifications to the building shall be limited to that work necessary for implementation of the Master Plan Program and include where necessary repairs and modifications, each of a level of quality and design compatibly with the existing building yet enhanced where needed to meet space and feature requirements identified in the Master Plan Program.

### **New Buildings:**

Building construction type and quality for new buildings shall be equal to the current church building with upgrades to such commensurate with current available building materials, technology, and required building code requirements. Building architectural style shall be compatible with and complement the existing buildings with the comprehensive goal that the entire campus of buildings when completed visually blend well together and read as a single church facility.

**Building Exterior Features****The Hennig House:**

The recently acquired Hennig House located immediately west of the current Church is of considerable historic significance and is itself the result of many phases of construction with the earliest dating back to the 1860's. Given that this structure has been given a high rating in the City of Fredericksburg's Historical Resource Survey, any work to this building will have to be done with careful attention to the City's Historic Preservation Ordinance. While the majority of this structure and the guest quarters north of the house are considered historically significant and as such must remain, some of the more contemporary additions to these structures may be candidates for removal or modifications in order to make them more compatible with the City's Historic Preservation Ordinance Standards for additions to Historic Buildings. What appears to be non-historic structures such as the storage addition on the north side of the guest quarters and the standalone storage building north of the guest quarters appear to be best suited for removal.

The City of Fredericksburg's Historic Preservation Ordinance will require that the character defining features of the historic building(s) are not radically changed, obscured, or destroyed, and that any new additions be designed so that they clearly differentiate themselves and do not appear to be part of the original historic building(s). Understanding that limited modifications may be made to this building based on these standards, the goal will be to select needs from the Master Plan Program that will "fit" well into the existing building or spaces, rather than adapting the building or spaces to "fit" the specific needs.

While the condition of this building is generally good, the long term intent for this building will be that it be fully rehabilitated with emphasis on restoring it to its original character as well as adapting it to its new use(s). Improvements to the building's ease of use, comfort, and energy efficiency shall be made and include in part new HVAC, plumbing, and electrical systems throughout.

### **Typical Building Interior Features**

For all buildings where reasonably feasible to do so:

Interior architecture shall generally flow from the outside in and remain consistent with the architectural style established by the exterior of the building(s). Simple forms and details shall follow function.

Interior spaces shall generally be warm and inviting with interior finishes selected for function, appearance, and durability.

Spaces shall be light and airy where appropriate to be so, with a connection to the exterior and the environment. The use of natural day lighting and the option for natural ventilation shall be typical features employed wherever possible.

Interior spaces shall be arranged and planned to remain flexible and wherever practical avail themselves to multiple uses. Gathering spaces shall be adaptable to meet the need of varying sized groups and functions.

Worship spaces should clearly impart a sense of religious space, special in nature by their design features yet not distracting from the worship service.

The use of green building materials and sustainable building design and construction processes shall be employed wherever feasible within the Church's means, thus reflecting the Church's commitment to being good stewards of the environment.

### **Governing Codes and Regulations**

All buildings and site improvements must adhere to all applicable building codes and regulations including but not necessarily limited to:

- The City of Fredericksburg Development Ordinances and Regulations
- The International Building Code (IBC)
- The International Energy Conservation Code (IECC)
- The Texas Department of Licensing and Regulation, Texas Accessibility Standards (TAS)
- The Texas Department of Protective and Regulatory Services Minimum Standards for Day Care Centers

## **Welcome Center**

Formerly known as the “Narthex” and currently serving as the main entrance to the Building and the gathering space immediately outside the Sanctuary, the general goal for this space will be to enlarge it to comfortably handle much larger numbers of people as they enter the church and gather before and after church services.

### ***General Requirements***

- The main entrance to the facility
- The location from which all other spaces are easily identified and accessed
- Located immediately outside the current Sanctuary and new Contemporary Worship Space
- Easy access to the Brides Room and Restrooms
- Large enough to handle 300 people, standing with area to place some small high top tables
- Designed as a central hub of the facility, primarily a transitional space but well suited for informal receptions and other similar gatherings
- Generous use of glass for natural day lighting, views, and a connection to the outside
- A cheery space for people as they arrive and depart from Sunday School, worship and other church events
- Main entrance doors located away from the main entrance doors to the Current Sanctuary and new Contemporary Worship Space so as to limit sound transmission from the outside of the building into the Sanctuary and new contemporary Worship Space
- Prominent information center with built-in counter for greeters to offer welcome and directions, fund raising sales, and sign ups for various church ministries and church activities
  - Storage behind the reception counter for directories, bulletins, welcome gifts for visitors, greeter / usher name tags and supplies
- Small, more intimate area (alcove) with comfortable seating open to the main gathering space but out of the flow of traffic centered around a gas fireplace
  - WIFI enabled area with two built-in computer stations

**Welcome Center (continued)**

***General Requirements (Continued)***

- Coffee / Juice Bar with storage space, sink, under counter refrigerator, and counter space large enough for coffee maker and prep / clean up area
- Several flat screen TV's for display of church information and with the ability to simulcast services from the current Sanctuary or the new Contemporary Worship Area
- Storage Room for storage of tables, rotating displays, and other items needed to support activities in the Welcome Center / gathering Area

**Brides Room**

***General Requirements***

- Accessed from the Welcome Center and convenient to the current Sanctuary and the new Contemporary Worship Space.
- Large enough to serve as a gathering / multi-purpose meeting space for twelve people
- Built-in dressing table for bride and three bridesmaids with the ability to close area off (conceal) behind sliding or folding doors.
- Area for full length mirror; custom built to conceal when not in use or concealed when not in use behind folding panels or doors
- Small built-in coffee bar with refrigerator, sink, countertop, and storage space
- Restroom with direct access from the Brides Room
- A/V equipped for meetings and simulcasting of services
- Windows for natural light
- Ample lighting and individual HVAC control

**Sanctuary**

With exception of the following improvements the current Sanctuary is considered adequate and will continue to be used for traditional Church services. The current area for overflow seating at the rear of the Sanctuary if not needed to meet the required seating capacity noted below may be re-allocated for other uses. The architecture and character of the current Sanctuary shall be maintained with the intent that the proposed improvements enhance the worship experience without disturbing the current sense of place.

***General Requirements / Improvements***

- Directly accessible from the Welcome Center
- Maintain existing fixed seating for 300
- Improve lighting
- Brighten the interior of the space
- Add new professional grade audio visual system with the ability to record and broadcast services to other parts of the facility as needed to accommodate overflow needs
- Modify the front of the Sanctuary to create a space for the choir, musicians, and a baby grand piano
- Raise the altar area and move it forward to bring Pastors closer to and in better view of the congregation
- Improve the kneeling rail for altar communion by moving forward to the front of the Chancel
- Maintain existing Altar Guild storage
- Consider moving the two existing stained glass windows in the Chancel to a new location that would be more visible either from the Current Sanctuary or another part of the facility
- Maintain direct access to a Cry Room, either by maintaining the existing Cry Room or by relocating, but either with direct access to a restroom as exist with the current restroom or by a back exit that would allow access to a main corridor leading to the main restrooms serving the worship areas of the building
- Add a nursery adjacent to the Cry Room
- Maintain the existing Choir Loft
- Easy access to centrally located restrooms



## **Contemporary Worship Space**

An activity that is currently held in the existing Fellowship Hall, the general intent for the Contemporary Worship Service is that it be given its own dedicated space with an emphasis on providing the amenities and technology common to a quality Contemporary Worship space. While dedicated primarily for Contemporary Worship, it should also function well for plays, lectures, and other performance type events for both Church and community events. Based on functional and performance requirements this space will most likely be a new space or addition added to the existing Church building.

### ***General Requirements***

- Directly accessible from the Welcome Center
- Sloped seating area with fixed, comfortable seating for 300
- Professional grade audio visual system with the ability to record and broadcast services to other parts of the facility as needed to accommodate overflow needs
  - Dedicated A/V booth / room located at the rear of the space
- Designed for optimal performance acoustics
- Permanent stage / platform large enough for a Praise Team, portable altar, and musicians; similar in size to the platform area in the Current Worship area
- Backstage Area
  - Men's and Women's Restrooms
  - Staging area
  - Lockable storage for musical instruments, mike stands, etc.
  - Lockable area for Altar Guild with cabinet / countertop area with sink, storage for elements, and hanging space for acolyte robes
  - Back door service entrance for easy unloading of instruments, stage props, etc.
- Direct access to a cry room with separate access to a main corridor leading to the main restrooms serving the worship areas of the building
- Easy access to centrally located restrooms

**Education**

Preliminary evaluations of the Church's existing facilities appear to indicate that sufficient space(s) exist, when considering other Program requirements, to accommodate the Church's typical Sunday school classroom needs. The intent will be to further evaluate the space requirements for each need identified below and plan for the most efficient use of existing spaces and where needed modify such spaces to accommodate such needs. Education spaces shall remain separated from but near and easily accessible from the main entrance to the Building as well as maintaining their existing secondary entrances.

***General Requirements***

- Pre-school
  - One classroom with a divider
  - Large enough for 20 children (10 per each half of the divided space)
- Elementary
  - One classroom large enough for 15 children
- Junior High
  - One classroom large enough for 15 children
- General Classrooms
  - Two classrooms each large enough for 15 children
- Movie Room
  - Large enough for 25 young adults seated
- Offices
  - Two offices of equal size
  - Each with built-in storage
  - Each equipped with current technology
- Add built-in storage in all existing classrooms
- Update all classrooms with current technology
- Add a breakfast bar / kitchen in close proximity to the Sunday School classrooms
  - Refrigerator with icemaker
  - Sink
  - Dishwasher
  - Cabinets and countertops with storage
  - Area for coffee maker
- Easy access to restrooms

**Family Life Center**

The Family Life Center will be part of a new addition to the existing church building or if separate from it, connected to it by means of an enclosed or outdoor covered connector to the existing church building. Primarily intended to serve the youth and adults of the Church, the emphasis shall be on multi-purpose design features to support the many varying ministries of the church as well as venue for functions that would serve to reach out to the community.

***General Requirements***

- Multi-purpose
  - Church activities
  - After school and summer programs for pre-school to 12 years of age
  - Mini-retreats, special needs gatherings, church picnics, senior recreation, etc.
- Entry / Foyer area from which all areas can be accessed
- Easily accessible from other areas of the church
- Separate exterior entrance(s) and exits
- Ability to be locked off from other church areas
- Indoor Gym, Basketball / volley ball court for use by young adult group activities (church leagues, afterschool programs, day camp, etc.) and Bethany Pre-School for rainy day activities
  - High school regulation size courts
  - Multi-purpose flooring
  - Fully conditioned
  - Power operated, collapsible seating for 300 on one side of the playing court
  - Power operated backstops
  - Professional grade PA system
  - Electronic score boards and scoring table
- Snack Bar outside the Gym and open to the Entry / Foyer
- Storage for athletic equipment
- One office for athletic / youth director with a staff restroom / dressing area
- Laundry room

**Family Life Center (cont.)**

***General Requirements (Continued)***

- Restrooms with dressing areas and showers
- Catering Kitchen
  - Located such to easily serve both the Family Life Center and the outdoor gathering space adjacent to the Hennig House.
  - Designed for use by the Church, and the local community
  - Commercial grade equipment:
    - Gas range / oven with vent hood
    - Convection Oven
    - Micro-wave oven
    - Large three compartment sink
    - Hand wash sink
    - Prep sink
    - Separate refrigerator and freezer
    - Ice machine
    - Storage for kitchen equipment
    - Prep tables
    - Under counter commercial dishwasher
  - Ample lighting, electrical outlets, and HVAC
  - Walk-in pantry / storage room
  - Covered service Entrance

***Large Education Room(s) / Multi-Purpose Space***

- One large room approximately 1,600 square feet that can be divided up into four separate rooms each 400 square feet in size for use as Adult Bible studies, church committee meetings, community meetings, work space for various church committees, staff meetings, etc.
  - Large 1,600 square foot room shall be able to seat 128 at round tables or 177 at seats only
  - Smaller, 400 square feet each spaces shall be able to seat 25 at 18” deep classroom tables or 32 at 60” round table
  - High quality sound annunciating operable partitions with recessed alcoves for storage of partitions when not in use

**Family Life Center (cont.)**

***Large Education Room(s) / Multi-Purpose Space (Continued)***

- Storage room for storing tables and chairs
- Professional grade audio visual system for use if space is opened up as a single space or divided up into two or more spaces
- Controlled Access from the interior of the Family Life /Community outreach Center, and from the exterior of the building

### **Fellowship Hall**

The existing Fellowship Hall is currently considered adequate and therefore no significant additions or changes are needed to this part of the existing church facilities. Current facilities include:

- Fellowship Hall seated for 200 at round tables
- Storage for tables and chairs
- Catering Kitchen with walk-in pantry and dedicated service entrance
- Men's and Women's restrooms
- Mechanical / Janitor Room

### **Music / Quilter's Room**

This space currently exists and is considered adequate with exception of the need for additional cabinet type storage for storing music and quilting supplies.

### **Game Room**

#### *General Requirements*

- A space that can be located in the basement level of the existing Main Building
- Seating area with comfortable sofas and chairs
- Gaming area with ping pong table, foosball, air hockey, and Wi Games

## **Hennig House**

### ***General Requirements***

Work to the Hennig House shall include that work already outlined in Section Four of this Program. That work will generally include a complete rehabilitation of the building which would restore the Historic features of the original building while at the same time adapting it to its newly intended use(s) as well as bringing the building into compliance with current code requirements.

Preliminary evaluations of the Hennig House suggest that this building is likely best suited for use as multi-purpose meeting spaces for church and community groups such as:

- Small Bible study groups
- Prayer ministry meetings
- Small receptions and luncheons
- Christian “House” concerts
- Readings by Christian authors

Building features necessary to support these activities should include a small residential grade kitchen and a restroom on each floor level.

### ***Outdoor Activity Area***

A key improvement to this building shall be the addition of an outdoor multi-purpose, enclosed (fenced) gathering space (courtyard) that can be easily accessed from the existing church building and function as an extension of the Hennig House and the Large Education Room(s) proposed to be part of the Family Life / Community Outreach Center. The design of this space should be such to support activities such as:

- Outdoor ministries for children, youth, and adults such as Sunday School events, pre-school activities, Vacation Bible School / summer day camp, and sacred arts
- Jr. and Sr. High youth activities such as cookouts
- family movie nights
- community outreach events
- Small weddings, memorial services and worship

### **Bethany Pre-School**

Currently located on the first floor of the existing church building the intent will be to move the Bethany Pre-school into a new stand alone building separate from the other church buildings. The new Pre-school building should be in proximity or adjacent to other church buildings to allow for them to be connected by means of a covered walkway or other similar structure.

The placement and design of the new Pre-School building should be such to allow for easy future expansion of the building with out difficult modifications to other improvements or major disruption of the Pre-school or other church activities.

Plans for the Bethany Preschool program shall accommodate the current license of 51 students as well as 20 infant age children, 30 additional preschool children and after school / summer program of 30 school age children. The total number for licensing shall be 131 children.

The purpose plan including all listed accommodations shall be approximately 10,000 net square feet in size and be planned in such a way to be flexibly to the availability of enrollment over a wide variety of ages.

Programs the Pre-school does not currently provide but with the new facility wishes to provide include:

- After school care for children ages kindergarten to 12 years of age
- Summer program for children ages kindergarten to 12 years of age
- Infant care (5 weeks to 12 months)
- Toddler Care (12 months to 18 months)

### ***General requirements***

- Secured access for safety of the children and staff
- Comfortable, inviting, and inspiring interior design
- Prominent covered entry for dropping off children
- Beautiful but easy to maintain interior finishes
- Restrooms convenient to the classrooms with child appropriate fixtures



**Bethany Pre-School**

***General requirements (Continued)***

- Sprinkler fire alarm system
- Security system including secure parent entry
- Separate playgrounds for each age group (infant, toddler, preschool, and school-age)
- Communication system from front desk to all classrooms

***Classrooms - General***

- 30 net square feet of indoor space per child as required by licensing authorities
- All classrooms should be approximately the same size to allow for movement of classes and student count fluctuation
- The ideal size per classroom would be 500 net square feet, not including bathrooms and storage.

***Infant / Toddler Classrooms (all classrooms with an assistant)***

- One classroom age 6 weeks to 12 months (or walking) with a 4:1 ratio
- One classroom age 12 -17 months with a 5:1 ratio
- One classroom age 18 – 24 months with a 9:1 ratio
- All infant and toddlers room include:
  - Four permanent walls and a door
  - Windows for natural light and ventilation
  - Commercial grade carpet and tile
  - A hand wash sink at an age appropriate height
  - Hook ups for washer and dryer in infants room
  - Ample lighting, electrical outlets and HVAC
  - Infant classrooms will require a changing table near a sink area
  - 18 month old classroom shall include a child sized restroom and water fountain
  - Age appropriate furniture
  - Age development appropriate toys and teaching aids
  - A secured, enclosed direct route from the class room to a fenced playground area

**Bethany Pre-School**

***Preschool Classrooms (all classrooms with an assistant)***

- Two classrooms age 2 year old with a 11:1 ratio
- Three classrooms age 3 year old with a 15:1 ratio
- One classroom age 4 year old with a 18:1 ratio
- One classroom age 4 to 5 year olds (not yet kinder) with a 22:1 ratio
- All preschool classrooms shall include:
  - Four permanent walls and a door
  - Windows for natural light and ventilation
  - Commercial grade carpet and tile
  - A hand washing sinks located in the classroom outside of the toilet area at age appropriate height with attached water fountain bubbler
  - Two bathrooms (boy and girl) accessible from the classrooms each with two child sized toilets shared between two classrooms
  - Ample lighting, electrical outlets and HVAC
  - Ample, lockable storage cabinets near the sink area
  - Age appropriate furniture
  - Age development appropriate toys and teaching aids
  - A secured, enclosed direct route from the class room to a fenced playground area
  - 2 year old classrooms shall include a shared child sized restroom and water fountain

***School Age Classroom (Part of the Multi-Purpose Space)***

- A multi-purpose room large enough to accommodate 30 school age children approximately 1000 net square feet in size
- This room will require school age child tables and chairs

## **Bethany Pre-School**

### ***Multi-Purpose Room***

The Multi-Purpose room shall serve as the main area used for the after-school program as well as special performances, events, and rainy day activities for the preschool aged students

- Approximately 2,000 net square feet in size with a retractable wall partition in order for the room to be used by multiple groups at one time
- Centrally located and easily accessible from the main building entrance
- Directly adjacent to the Kitchen
- Windows for natural light and ventilation
- Restrooms with four adult sized stalls, gender neutral with sinks located outside of the restroom
- A fixed stage for plays and special performances
- An area for 30 children's storage of backpacks (cubbies or lockers)
- A closet for cleaning supplies and storage with a locked entrance
- Storage room for storing tables, chairs, and equipment (approximately 150 net square feet in size)
- Direct access from the multi-purpose room to a fenced playground area
- Ample lockable storage for classroom supplies
- Tables and chairs that can easily be broken down and stored

### ***Kitchen***

- Small (approximately 400 net square feet in size) commercial grade kitchen large enough to prepare meals for the Pre-School
  - Four burner gas range and commercial vent hood
  - Single door commercial refrigerator
  - Single door freezer
  - Commercial grade under counter dishwasher with dish table and pre-rinse
  - Prep sink with disposal
  - Three compartment dish sink
  - Hand wash Sink

**Bethany Pre-School**

***Kitchen (Continued)***

- Stainless steel work tables
- Storage for pot, pans, and utensils
- Commercial grade microwave oven
- Walk-in pantry with wire shelving
- Serving counter with rolling counter door
- Easy to clean, slip resistant flooring
- Washable walls and ceiling
- Ample lighting and ventilation
- Directly adjacent to the multi-purpose room
- Convenient delivery /service entrance with easy access to outdoor screened trash enclosure

***Offices / Administration***

- Grouped together and located near the front entrance of the school with easy access to the classroom area
- Purposed square footage for Office area approximately 1,350 net square feet in size
  - A welcome desk / reception area
  - One office for the school director
  - One office for an office manager
  - One office for future staff
  - Workroom for teachers with storage shelves for art supplies, teaching supplies, and books
  - Break room with lockers for staff use
  - One staff restroom accessible to parents and visitors with a tub / shower
  - An area for curriculum storage with a locked entrance

### **Administration**

Currently located on the second floor of the existing church building the current church administrative offices may move from their present location as needed to accommodate space required by the new Welcome Center / Gathering Area. Their general location and proximity to the front entrance(s) to the church building should remain clearly visible from the church entrance and from within the new Welcome Center / Gathering Area.

### ***General Requirements***

- Equipped throughout with security measures to protect staff from violent intruders
- Comfortable, inviting interior finishes and details
- Ample lighting, electrical and data outlets
- Ample, easily controllable HVAC
- Windows wherever possible for natural light and ventilation

### ***Offices and Work Areas***

- Reception Area
  - Directly accessible from the Welcome Center / Gathering Area
  - Open, airy, and inviting
  - Comfortable seating
  - Area for posting church notices and ministry information
  - Located such that the receptionist can control access to other offices
- Office for office manager
  - Directly adjacent to and with a direct view into the reception area
  - Centrally located among arrangement of other administrative offices
  - A space that can be secured (locked) when the office manager is not present, hence blocked access to this space should not impede the function and access to other office spaces

**Administration (continued)**

- Office for office manager (continued)
  - Large enough for a desk, and credenza with a computer work station, and two chairs for visitors opposite the manager's side of desk
  - Built-in cabinets for storage and with countertops for use as workspace and laying out administrative papers
  - Lockable storage
- Staff Assistant's Office
  - Large enough for a desk with a computer work station, and two chairs for visitors, and filing cabinets
- Conference Room
  - Generally located between the Pastors offices with direct access from each and a main corridor within the administrative office area
  - Large enough for a conference table to seat 10
  - Area for free standing or built-in bookshelves
- Work / Equipment / Mail Room
  - Centrally located among other offices; easy and convenient access
  - Open but with the ability to close off from other areas.
  - Mail slots / boxes for church staff, ministers, pastors and volunteers
  - Large enough for typical office equipment, a central work table, and ample storage for office supplies
  - Area for numerous lateral file cabinets
  - Lockable storage closet
- Pastors Offices – Three each
  - Entrance to which secured and monitored / controlled by the receptionist
  - Each large enough for an executive size desk, computer workstation, bookshelf, file cabinets
  - Each with a small storage closet
  - Each with a sitting area with comfortable furniture for meeting with visitors
  - Each with a discrete back door entrance / exit so that Pastors can enter or exit without being seen from or traveling through the front reception area

**Administration (continued)**

- Pastor's Offices (continued)
  - Windows with a view
- Staff Restroom
  - One restroom for staff use only

Offices for Specialized ministries shall be located near the area of each ministry and as such are identified in other parts of the Master Plan Program.

**Common / Support Areas**

***Restrooms (Men's and Women's)***

- Grouped to serve the following areas:
  - Welcome Center / Gathering Space, Current Sanctuary, Contemporary Service Area and administrative Offices
  - Contemporary Worship Backstage Area
  - First Floor Education Spaces
  - Fellowship Hall
  - Family Life / Community Outreach Building, Outdoor Gathering Area adjacent to the Hennig House, and other activity areas
  - Bethany Pre-school (Boy's and Girl's)
- Adequately sized to serve the intended area(s) of the building
- Well insulated to deaden the transmission of sound to other areas of the building
- Countertop mounted lavatories
- Ample lighting and ventilation
- Durable, attractive, easy to clean toilet partitions
- Attractive, easy to clean floors and walls
- Diaper changing stations in each

***Individual Restrooms***

- One each, unisex for each of the following areas:
  - Cry rooms – Current Sanctuary and Contemporary Worship
  - Brides Room
  - Administration Staff
  - Henning House (First and Second Floors)
  - Bethany Pre-school Staff
  - Facilities Maintenance Building

***Mechanical Room(s)***

- Of sufficient number and locations to adequately, and efficiently support the buildings mechanical and electrical systems
- Lockable for controlled access

***Janitor's Room(s)***

- Number and located as needed to serve the following areas:



**Common / Support Areas (continued)**

***Janitor's Room(s) (continued)***

- First Floor of the current church building and any additions to same
- Second Floor of the current church building and any additions to same
- Family Life / Community Outreach Building
- Hennig House
- Bethany Pre-school
- Separate from Mechanical Rooms
- Ample storage space for brooms, mops, mop buckets, carpet sweepers, floor buffers, and other cleaning equipment
- Ample shelving for storage of cleaning supplies.
- Ample shelving for storage of paper goods, soap, and other consumable supplies.
- Floor sink with mop rack
- Lockable for controlled access

***Operations Room***

- Desk / work space for an Operations Manger
- Large enough for storage and easy access to;
  - Tools, equipment, and supplies
  - Media projects, TV's, and educational equipment

***Storage / Archive Room***

- Fire and storm proof
- For storage of church archives

***Computer Room***

- Individual temperature controlled
- Lockable
- Large enough for a central computer server and a desk / work area for an IT manager

***Maintenance / Workshop / Storage***

- A stand alone structure separate from the other buildings
- Maintenance / Workshop area
  - Separated from the storage area
  - One walk through door

**Common / Support Areas (continued)**

***Maintenance / Workshop / Storage (continued)***

- One overhead door
- Area for storage of yard equipment and tools
- Workbench with pegboard wall storage
- Deep service sink
- Ample area for storage of lawn and yard equipment and tools, and a small utility service vehicle
- Water fountain
- Storage area
  - Separated from the Maintenance / Workshop area
  - 10' X 15' in size
  - One double walk through door
- No windows
- Desk / work area for a grounds keeper
  - Telephone

***Bus Shed***

- A standalone carport like structure large enough for one full size bus

**Grounds**

Existing and newly acquired property shall be planned and developed such that the entire site is functionally and visually tied together as a single facility. Specific features shall include:

- Ample lighting
- Discrete yet easy to read directional signage
- Well developed and easy to travel sidewalks connecting all of the buildings and outdoor gathering spaces
- Additional off street parking with special emphasis on ample and convenient parking for the elderly and disabled
- Roof coverings at main entrances to the buildings
- Landscaping that compliments the buildings yet is easy to maintain
- Outdoor areas for gathering
- A dedicated outdoor bar-b-que area
- Improvements to the Creek Worship Area
- Bicycle racks
- Screened out of the way yet easy to access trash enclosures
- Screened mechanical areas carefully planned with locations that do not distract from the aesthetics of the building or create a noise nuisance

## Area Summary

6.1

The following area summaries are for building spaces identified in Master Plan Program and are based on recommended good design practice. Net floor area may be defined as the actual occupied area of a space, not including such things as circulation space within the building, thicknesses of walls, etc. Gross Floor Area may be defined as the area within the perimeter of the outside walls of the building, including occupied areas and circulation space, thickness of walls, etc.

Space	No. of Occupants	Net Floor Area S. F. Allowance	Net Floor Area (S. F.)
<b><i>Welcome Center</i></b>			
Gathering Space	300	5 s. f. / person	1,500
Storage		10% of Gathering Space	150
Restrooms		2 @ 225 s. f. each	450
Elevator / Stair		Existing	368
Porte Cochere		Existing	416
Total Net S.F.			2,884
Circulation, Walls, Etc.		Additional 30%	865
<b>Total Gross Floor Area (S.F.)</b>			<b><u>3,749</u></b>
<b><i>Brides Room</i></b>			
Brides Room			500
Brides Room Restroom			80
Total Net S.F.			580
Circulation, Walls, Etc.		Additional 25%	145
<b>Total Gross Floor Area (S.F.)</b>			<b><u>725</u></b>
<b><i>Sanctuary</i></b>			
Sanctuary	300	Existing	3,500
Choir Loft		Existing	720
Cry Room	10	25 s. f. / person	250
Cry Room Restroom			60
Nursery	10	30 s. f. / person	300
Mechanical/ Janitor			200
Total Net S.F.			5,030
Circulation, Walls, Etc.		Additional 20%	1,006
<b>Total Gross Floor Area (S.F.)</b>			<b><u>6,036</u></b>

Space	No. of Occupants	Net S.F. Allowance	Area (Net S.F.)
<b><i>Contemporary Worship</i></b>			
Worship Area	300	12 s. f. / person	3,600
A/V Booth			125
Cry Room	10	25 s. f. / person	250
Backstage Areas:			
Restrooms / Dressing			250
Staging / Work Area			600
Storage / Mechanical / Janitor			450
Total Net S.F.			5,275
Circulation, Walls, Etc.		Additional 20%	1,055
<b>Total Gross Floor Area S.F.</b>			<b><u>6,330</u></b>

***Education***

Pre-school	10	2 @ 30 s. f. / person each	600
Pre-school restroom			60
Elementary (grades 1-6)	15	25 s. f. / person	375
Junior High (grades 7-8)	15	25 s. f. / person	375
Youth (grades 9-12)	15	2 @ 25 s. f. / person each	750
Movie Room			850
Staff Offices		2 @ 150 s. f. each	300
Breakfast Room / Kitchen			375
Restrooms		2 @ 225 s. f. each	450
Mechanical / Janitor			200
Total Net S.F.			4,335
Circulation, Walls, Etc.		Additional 35%	1,517
<b>Total Gross Floor Area S.F.</b>			<b><u>5,852</u></b>

***Family Life Center***

Entry / Foyer			450
Snack Bar			200
Gym			7,400
Athletic Storage			250
Staff Office / Storage / Dressing			225

Space	No. of Occupants	Net S.F. Allowance	Area (Net S.F.)
<b><i>Family Life Center (continued)</i></b>			
Laundry			140
Restrooms / Dressing Areas	2 @ 750 s. f. each		1,500
Kitchen / Pantry / Storage			650
Covered Service Entrance			275
Large Classrooms	4 @ 400 s. f. each		1,600
Mechanical / Janitor			200
Total Net S.F.			12,890
Circulation, Walls, Etc.	Additional 20%		2,578
<b>Total Gross Floor Area (S.F.)</b>			<b><u>15,468</u></b>

<b><i>Fellowship Hall</i></b>			
Fellowship Hall	Existing (Seats approx. 260)		3,241
Kitchen / Pantry	Existing		600
Storage	Existing		362
Restrooms	Existing (2 @ 222 s. f. each)		444
Mechanical / Janitor			91
Porch	Existing		104
Total Net S.F.	Existing		4,842
<b>Total Gross Floor Area (S.F.)</b>	Existing		<b><u>6,321</u></b>

<b><i>Music / Quilters Room</i></b>			
Music / Quilters Room	Existing		825
Storage	Existing		150
Total Net S.F.	Existing		975
<b>Total Gross Floor Area (S.F.)</b>	Existing		<b><u>1,219</u></b>

<b><i>Game Room</i></b>			
Game Room			750
Circulation, Walls, Etc.	Additional 20%		150
<b>Total Gross Floor Area (S.F.)</b>			<b><u>900</u></b>

Space	No. of Occupants	Net S.F. Allowance	Area (Net S.F.)
<b><i>Hennig House</i></b>			
Conditioned Space		Existing Gross S.F.	3,229
Porches		Existing Gross S.F.	807
<b>Total Gross Floor Area (S.F.)</b>		Existing Gross S.F.	<b><u>4,036</u></b>
<b><i>Bethany Pre-School</i></b>			
Infant / Toddler Classrooms	3 @ 500 s. f. each		1,500
Preschool Classrooms	7 @ 500 s. f. each		3,500
Restrooms for 18 month and 2 year old classrooms	2 @ 55 s. f. each		110
School Age Classrooms / Multi-purpose Room			2,000
Multi-purpose Room Gender Neutral Restroom			250
Multi-purpose Storage Room			150
Kitchen / Pantry			400
Children's Restrooms			375
Welcome Desk / Reception			300
School Director's Office			225
Office Manager's Office			225
Staff Office			215
Workroom			250
Break Room			200
Staff Restroom			100
Mechanical / Janitor			200
Total Net S.F.			10,000
Circulation, Walls, Etc.		Additional 35%	3,500
<b>Total Gross Floor Area (S.F.)</b>			<b><u>13,500</u></b>
<b><i>Administration</i></b>			
Reception			250
Office Manager's Office			250
Pastors Office	3 @ 300 s. f. each		900
Conference Room			350
Work / Equipment / Mail Room			375

*Area Summary*

6.5

---

<b>Space</b>	<b>No. of Occupants</b>	<b>Net S.F. Allowance</b>	<b>Area (Net S.F.)</b>
<b><i>Administration (continued)</i></b>			
Staff Restroom			60
Total Net S.F.			2,185
Circulation, Walls, Etc.		Additional 30%	655
<b>Total Gross Floor Area (S.F.)</b>			<b><u>2,840</u></b>
<b><i>Common / Support Areas</i></b>			
Operations Room			250
Storage / Archive Room			300
Computer Equipment Room			150
Total Net S.F.			700
Circulation, Walls, Etc.		Additional 30%	210
Maintenance / Workshop / Storage		(Gross s. f.)	875
Bus Shed		(Gross s. f.)	550
<b>Total Gross Floor Area (S.F.)</b>			<b><u>3,035</u></b>

---



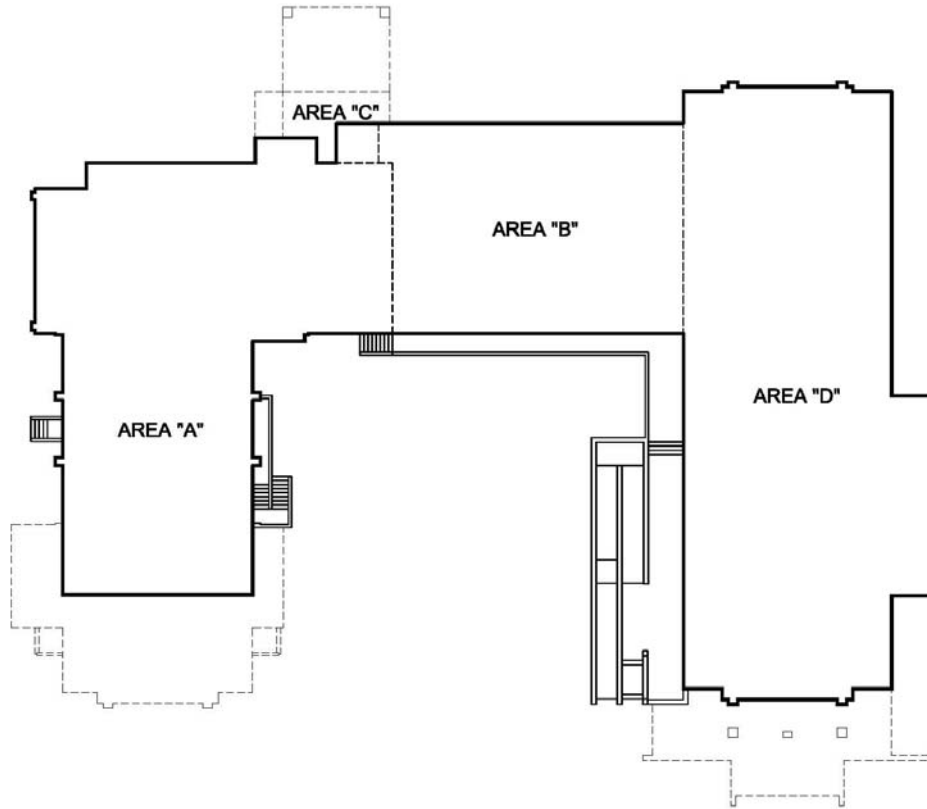
Space	Total Gross Floor Area (S.F.)
<b>Welcome Center</b>	<b>3,749</b>
<b>Brides Room</b>	<b>725</b>
<b>Sanctuary</b>	<b>6,036</b>
<b>Contemporary Worship</b>	<b>6,330</b>
<b>Education</b>	<b>5,852</b>
<b>Family Life Center</b>	<b>15,468</b>
<b>Fellowship Hall</b>	<b>6,321</b>
<b>Music / Quilters Room</b>	<b>1,219</b>
<b>Game Room</b>	<b>900</b>
<b>Hennig House</b>	<b>4,036</b>
<b>Bethany Pre-School</b>	<b>13,500</b>
<b>Administration</b>	<b>2,840</b>
<b>Common Areas</b>	<b>3,035</b>
<b>Total Gross Area</b>	<b><u>70,011</u></b>

---

**Summary:**

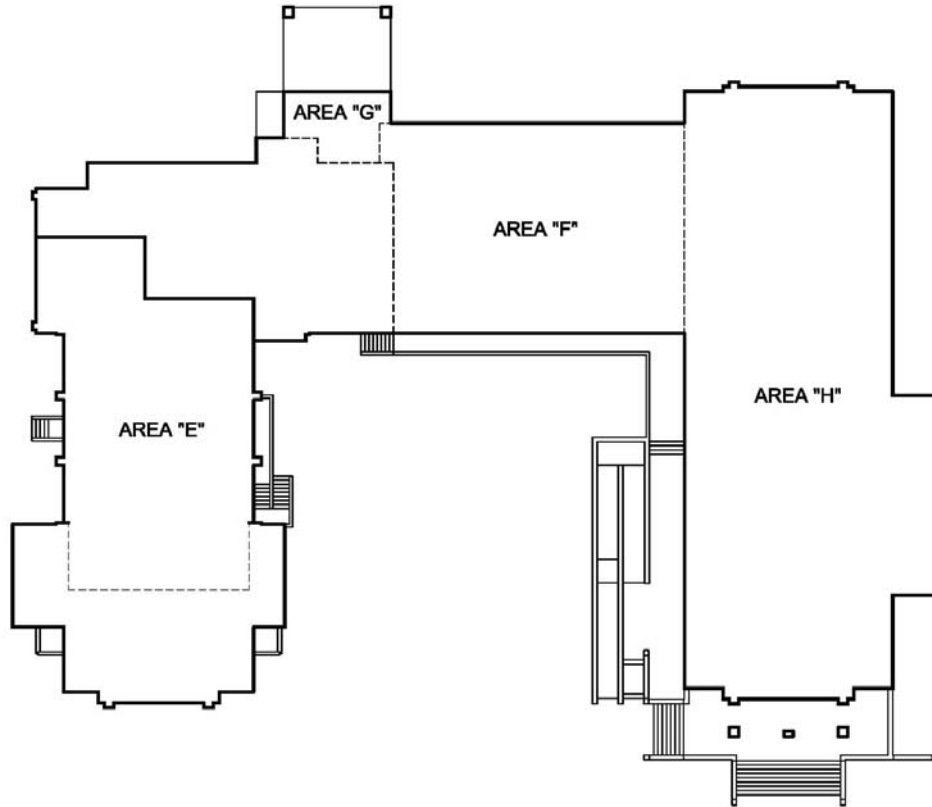
<b>Total Required Gross Building Area</b> (See Above)	<b>70,011</b>
<b>Total Existing Gross Building Area</b> Suitable to Meet Master Plan Program Requirements (See Building diagrams)	<b>&lt;34,762&gt;</b>
<b>Total Estimated New Building Area Required</b>	<b><u>35,249</u></b>

---



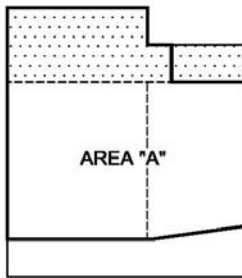
## MAIN BUILDING - BASEMENT PLAN

AREA	DESCRIPTION	GROSS S.F.
<b>BASEMENT LEVEL:</b>		
A	1953 CHURCH BUILDING	5,048 S.F.
B	1962 ADDITION	2,830 S.F.
C	1997 ELEVATOR & PORTE COCHERE ADDITION - CONDITIONED SPACE	77 S.F.
D	1998 CLASSROOM AND FELLOWSHIP HALL ADDITION	6,217 S.F.
SUB TOTAL		14,172 S.F.
<b>FIRST FLOOR LEVEL:</b>		
E	1953 CHURCH BUILDING	6,426 S.F.
F	1962 ADDITION	2,830 S.F.
G	1997 ELEVATOR & PORTE COCHERE ADDITION - CONDITIONED SPACE	291 S.F.
	1997 ELEVATOR & PORTE COCHERE ADDITION - UNCONDITIONED SPACE	416 S.F.
H	1998 CLASSROOM AND FELLOWSHIP HALL ADDITION	6,217 S.F.
	1998 CLASSROOM AND FELLOWSHIP HALL ADDITION - PORCH	104 S.F.
SUB TOTAL		16,284 S.F.
<b>TOTAL</b>		<b>30,456 S.F.</b>

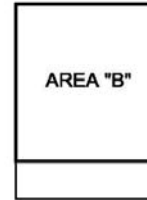


## MAIN BUILDING - FIRST FLOOR PLAN

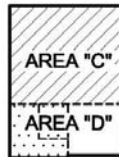
AREA	DESCRIPTION	GROSS S.F.
<b>BASEMENT LEVEL:</b>		
A	1953 CHURCH BUILDING	5,048 S.F.
B	1962 ADDITION	2,830 S.F.
C	1997 ELEVATOR & PORTE COCHERE ADDITION - CONDITIONED SPACE	77 S.F.
D	1998 CLASSROOM AND FELLOWSHIP HALL ADDITION	6,217 S.F.
SUB TOTAL		14,172 S.F.
<b>FIRST FLOOR LEVEL:</b>		
E	1953 CHURCH BUILDING	6,426 S.F.
F	1962 ADDITION	2,830 S.F.
G	1997 ELEVATOR & PORTE COCHERE ADDITION - CONDITIONED SPACE	291 S.F.
	1997 ELEVATOR & PORTE COCHERE ADDITION - UNCONDITIONED SPACE	416 S.F.
H	1998 CLASSROOM AND FELLOWSHIP HALL ADDITION	6,217 S.F.
	1998 CLASSROOM AND FELLOWSHIP HALL ADDITION - PORCH	104 S.F.
SUB TOTAL		16,284 S.F.
<b>TOTAL</b>		<b>30,456 S.F.</b>



RESIDENCE - FIRST FLOOR





RESIDENCE - SECOND FLOOR



GARAGE / GUEST QUARTERS

PLAN KEY

 DENOTES STRUCTURE ANTICIPATED TO BE MODIFIED FOR IMPROVED COMPATIBILITY WITH EXISTING HISTORIC STRUCTURE TO REMAIN

 DENOTES NON-HISTORIC STRUCTURE ANTICIPATED TO BE REMOVED



STORAGE

## HENNIG HOUSE

AREA	DESCRIPTION	GROSS S.F.
A	RESIDENCE: FIRST FLOOR CONDITIONED SPACE	2,218 S.F.
	FIRST FLOOR PORCHES	567 S.F.
B	SECOND FLOOR CONDITIONED SPACE	1,011 S.F.
	SECOND FLOOR PORCH	240 S.F.
SUB TOTAL		4,036 S.F.
C	GARAGE	504 S.F.
D	GUEST QUARTERS	270 S.F.
E	STORAGE	855 S.F.
SUB TOTAL		1,629 S.F.
TOTAL		5,665 S.F.

This Master Plan Program was developed and approved by the following members of the Bethany Lutheran Church Long Range Planning Committee:

**Bethany Lutheran Church Long Range Planning Committee**

Regular Members:

_____	_____	_____
<b>Ernie Loeffler</b>	(Signature)	Date
Long Range Planning Committee Chairman		

_____	_____	_____
<b>Rocki Hartmann</b>	(Signature)	Date
Member		

_____	_____	_____
<b>Jean Weber</b>	(Signature)	Date
Member		

_____	_____	_____
<b>Tuttie Geistweidt</b>	(Signature)	Date
Member		

_____	_____	_____
<b>Gayle McQuay</b>	(Signature)	Date
Member		

_____	_____	_____
<b>Mark Geistweidt</b>	(Signature)	Date
Member		

_____	_____	_____
<b>Sharon Joseph</b>	(Signature)	Date
Member		

*Signatures*

---

<b>Autumn Holland</b> Member	(Signature)	Date
---------------------------------	-------------	------

---

<b>Donna Mittel</b> Member	(Signature)	Date
-------------------------------	-------------	------

---

<b>Dwight Oestreich</b> Member	(Signature)	Date
-----------------------------------	-------------	------

---

<b>Karen Oestreich</b> Member	(Signature)	Date
----------------------------------	-------------	------

Ex-Officio Members:

---

<b>Casey Zesch</b> Pastor	(Signature)	Date
------------------------------	-------------	------

---

<b>Elliott Pancoast</b> Pastor	(Signature)	Date
-----------------------------------	-------------	------

---

<b>Carl Schoessow</b> Church Council President	(Signature)	Date
---	-------------	------

---

<b>Matt White</b> Director of Youth and Children's Ministries	(Signature)	Date
--	-------------	------