

## Building Project Task Forces Research and Reporting Tool

Task Force:     **Building Worship-Music**

Some QUUF Values To Be Considered and Balanced (not in any order):

- ❖ Build “green” and make choices that lead to simple and low cost operation and maintenance
- ❖ Build for multi-purpose use of facilities (such as: services, weddings, speakers, performers, fundraisers, disaster preparedness, classes)
- ❖ Accessibility for disabled, including for volunteers who work with the technology
- ❖ Use of volunteer labor
- ❖ Buy local
- ❖ Keep overall costs down

Priority Ratings:     **N - Necessity** (considered to be essential for meeting QUUF Primary Purposes)  
**P - Preference** (recommendation for a significant enhancement beyond basic needs)  
**EP - Expansion Potential** (recommended for when money is available to acquire it)  
**NR - Not Recommended**

Priority	Item	Reasons for Priority Rating
N	A Room Devoted to Music	Included in the room would be a desk/work area for the choir director, music library space, and secure storage for choir robes, instruments, etc. If the budget allows, this room should be large enough to contain a piano and thirty-five chairs so that it could used as a warm-up room before church services. (Note that if there is no warm-up room, the choir must warm up in the sanctuary limiting the possibility of people arriving early and sitting quietly in the sanctuary.) If the room were large enough to accommodate the choir, that portion of the room could be dividable form the office/storage portion and used as a meeting room for other purposes. The location of the room should provide direct ADA access to the sanctuary and choir loft (e.g. across the hall would be acceptable) and also to a loading area or walkway leading to the parking area so that equipment could be easily moved in and out of the building from both the music room and the sanctuary.
N	Quality Sound System	A sound engineer should be consulted to recommend a sound design (including equipment) for the sanctuary. There should be plenty of electrical outlets, especially around the chancel and connections for sound recording, microphones and electrical equipment including a video projector, a computer projector, an electric piano and/or organ, etc. The sanctuary should be equipped with a speaker system. All equipment should be operable from a remote control booth located in the rear of the sanctuary.
N	Choir Risers With Seats	Choir risers with seats are necessary, but the kind of risers depends on how the stage will be used. Preferably, the risers should be located in the center of the chancel, but if this location would not work out, they could be located to one side but angled toward the center. If permanent risers would interfere with other uses of this space, the risers could be collapsible and moveable. Such risers are available

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		<p>as 4 by 8 platforms which are available in six inch increment heights. We would require six risers, three at each height. (These risers could be used for other purposes, for example to create a temporary stage in the Social Hall). One row of seats should be on the floor to allow for handicapped access to the choir loft. For aesthetic reasons, the choir loft area (whether moveable or permanent) should be screened off by a vanity screen secure enough that it could be used to assist persons in the first row with standing and seating.</p>
N	Quality Adjustable Lighting - for pulpit and performance areas	<p>Apart from the regular sanctuary lighting, there should be controllable lighting for the chancel area, including provision for lighting music for performers (e.g. if the chancel were used for a theatrical performance, for a musical group, etc.). The control source for the lighting should be located in the same remote booth as the sound equipment. Consultation with a professional lighting engineer and with the Technology Task Force is recommended.</p>
N	Exceptional Acoustics in Sanctuary	<p>We recommend working with an acoustical engineer to make sure the design of the sanctuary will accommodate both speech and music. Such things as broken walls, baffles, etc. will need to be designed into the room.</p>
N	Our Own Grand Piano	<p>A quality Grand Piano is an essential instrument for accompanying the choir, the congregation, and for use by outside groups that might choose to rent our sanctuary.</p>
N	No Carpeting (except in aisles)	<p>Carpeting deadens the sound quality of a room. If the design of the sanctuary includes a flat floor allowing for multiple use of the space, the aisle carpeting should not be permanent but rollable so the entire floor can be used for other purposes.</p>
N	A Video Projector and An Electronically Operated Movie Screen	<p>Given the size of the new sanctuary, we need a movie screen that could be used with a video projector. If money is available, we recommend that the projector be permanently mounted somewhere above the chancel and operated from the control booth referenced earlier in this report.</p>
N	Chancel Accessibility/Offstage Space	<p>The chancel should be accessible from the sanctuary (both sides and the center) and from the right and left sides of the chancel itself. There should be "wing space" for the entrance/exit of performers, instruments, props, etc. An alternative to "wing space" would be to have the two sides of the chancel accessible from adjacent hallways.</p>
N	An Affordable Rental Policy	<p>Rental of the sanctuary could provide income to the Fellowship so the rental fee should be affordable to small nonprofit groups. Aside from the fee itself, we would need to develop some policies that apply to those who rent our space.</p>

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N	A Flat Floor Area - directly in front of the chancel	In order to accommodate an orchestra accompanying the choir, a portion of the floor directly in front of the chancel should be flat. If the size of the chancel would accommodate both the choir and an orchestra, the flat floor would not be necessary.
N	Storage Space for Tables and Chairs	Because the sanctuary will function as a multipurpose facility, we need tables and chairs to set up the room for meetings and meals. Storage space should be built into the sanctuary. Perhaps tables could be stored underneath the chancel on rolling carts. Chairs could be double-used for sanctuary seating and for table seating
P	In-Floor Wiring - that transmits to hearing aids	This feature would be an alternative to Assisted Hearing Devices.
P	Shelf for Votive Lights	A shelf for votive lights located in the rear or along the side of the sanctuary would allow those who do not wish to express a joy or a concern during the service to do it privately before the service begins or any time during the week.
P	Darkening Shades	All windows should contain darkening shades so that the sanctuary can be darkened for video and computer presentation. If there are windows too high to be reached from the floor, they should be electronically controlled from the control both referenced earlier in this report.
EP	Optional Equipment	If the budget allows, we recommend the purchase of a computer projector, hand bells, and an electric organ.