

Building Assessment of Trinity and Emmanuel United Churches

Trinity and Emmanuel have initiated discussions regarding an amalgamation of the two congregations. A draft Vision and Mission has been developed which recognises an important place for the United Church in supporting the needs of downtown residents.

BUILDING ASSESSMENT UPDATE

Both congregations will vote at the end of April upon whether they support the proposed amalgamation. The proposal will include a recommendation on which building can best suit the future needs of the congregation and the community at large. To arrive at this recommendation a building assessment has been undertaken by considering the following key questions:

1. Based upon the most important building amenities (for example accessibility, proximity of major spaces, and potential for multi-use) for church and community use, which building can best support the vision and mission of the future congregation?
2. Which building will be the least costly to maintain and operate? This involves looking at current and projected maintenance costs, and including capital projects taking into consideration any significant issues arising from engineering reports; and,

To support this investigation of building amenities, a team composed of representatives from both churches has developed a list of features that the future congregation and its partners would require in order to achieve the above vision and mission. Church specifications from on-line sources were used to develop the requirements – for example ideal size and characteristics of the worship space, meeting rooms etc. based upon our estimated size of the congregation.

These building amenities have been prioritized and criteria have been developed to allow an evaluation of the existing Emmanuel and Trinity buildings and make a comparison between the two buildings.

To make the assessment as fair and unbiased as possible, we will be asking knowledgeable individuals not associated with either congregation to undertake the comparative assessment, one with knowledge and experience of church

operations and activities, and the second with knowledge and experience with community use of these types of spaces. We will also have help for a knowledgeable person to complete an accessibility review and, seeking technical advice from an engineer who has reviewed recent reports describing the condition of each building.

Compiling the final assessment

To respond to the two questions above, we are asking that the final assessment be compiled by the following:

- The two people who have completed the building amenities assessment (one with a background in church operations, and the second with a background in community use of these types of spaces)
- The person who has completed the accessibility review of both buildings, and
- The technical engineer who has been involved in the review of technical studies of the condition of each building

We then ask that the assessors to meet together and **recommend a preferred building to the Joint Amalgamation Committee**, by considering the above assessments in the following order of priority :

Priority 1: Accessibility

Priority 2: Amenities (results of the review of worship space, meeting space etc.)

Priority 3: Major capital upgrades required

Priority 4: Building maintenance (estimated over a five year period)

Thank you

See the Assessment Criteria Below:

(Please note that there will be extra pages for notes included for assessors)

Building Assessment for Emmanuel and Trinity United Churches:

Assessors of building amenities:

To score the features, you are asked to either, rate from 1 -10 (10 being the best) or indicate whether the feature is present or not present (score 5 for present, 0 for not present). The attached selection criteria should be completed for each church - applying scoring and weighting.

WORSHIP SPACE (Priority 1)

REQUIREMENTS

Estimated congregation size: 250-300

Minimum seating: 250-300

Minimum Size: 3750 to 5100 sq ft.

Choir Space: 10%- 12% of congregational capacity

Music Space (band, piano, organ keyboard) 20-25 sq.ft. per instrument

Aisles: 4-6 ft wide

SCORING

Criteria: Worship Space	Scoring	Trinity	Emmanuel
Should support various meeting sizes, variety of worship styles from small group discussions, large assemblies for singing, communion;	1-10 pts		
Should have suitable acoustics that will allow voices and music to be heard throughout the space;	1-10 pts		
Audiovisual capabilities, including audio-visual console, projection screen	1-10 pts		
Sight lines between seated congregation and front of church must be good and unobstructed	1-10 pts		
Lighting must be adequate for reading and singing	1-10 pts		
Seating must be comfortable and movable (chairs or pews)	1-10 pts		
	Total multiply x 20		

MULTI-PURPOSE ROOMS (Priority 2)

REQUIREMENTS

Large Room: One large room/gymnasium-type room that could be used for events such as fellowship time after Sunday service, congregational meals, special events that include serving of food, funeral receptions, musical and drama events, presentations and large group meetings, sport activities and games (e.g. badminton), etc.

SCORING

Criteria Large Room	Scoring	Trinity	Emmanuel
Sufficient size/floor space for any of the above activities e. g. for food events, large enough to serve a sit-down meal to at least 120 people.	1-10 pts		
A large kitchen adjoining this room.	Yes- 5 pts No – 0 pts		
Washrooms, at least one of which is accessible, near this room.	Yes – 5 pts No – 0 pts		
Multi-purpose room and adjacent kitchen and washrooms should be accessed separately from the outside and give no access to the rest of the building.	1-10 pts		
	Total multiply by 8		

Notes:

Requirements - Other Rooms: At least three other smaller multi-purpose rooms of varying sizes that would be used for meetings (partners), child and youth programs, choir practice, other musical rehearsals, small receptions etc. At least one should have space to accommodate a meeting with 40 participants

SCORING

Criteria - Other Rooms	Scoring	Trinity	Emmanuel
Minimum of 3 rooms with a small kitchen adjacent to one of them	1-10 pts		
At least one of these rooms would have space for a meeting of minimum 40 people	Yes- 5pts No- 0pts		
Some of these rooms should have flexible space or be capable of being combined to make a larger space	Yes – 5pts No – 0 pts		
These rooms include or are adjacent to storage space (for choir music, Sunday school supplies)	Yes – 5pts No -0 pts		
One room suitable to be used for child care of infants and toddlers. This room would need a washroom nearby.	Yes – 5 pts No- 0 pts		
One small room for use as a library, with adequate shelving and storage.	Yes – 5 pts No – 0pts		
	Total, multiply by 8		

Notes:

KITCHEN SPACE (Priority 3)

Requirements: One large kitchen suitable for preparing food for up to 120 people.

SCORING

Criteria Kitchen Space	Scoring	Trinity	Emmanuel
Commercial grade dishwasher, stove and refrigeration appliances adequate for that size.	1-10 pts		
Sufficient and suitable (e.g. design/location, material easily cleaned) counter space to prepare food for 120 people.	1-10 pts		
Suitable flooring, preferably seamless, that can be easily washed to cleanliness standards required.	Yes – 5pts No- 0 pts		
Adequate electrical services for all appliances, microwave and small appliances; hot and cold water to appropriate temperatures; adequate ventilation and lighting	1-10 pts		
Adequate, sturdy cabinets for storage of equipment. Some cabinetry with flexibility and/or movability are ideal.	1-10 pts		
	Total and multiply by 5		

Requirements- Small Kitchens

Several (probably 1 or 2) small kitchens or kitchenettes located near smaller meeting rooms and/or offices.

SCORING

Criteria	Scoring	Trinity	Emmanuel
One or two kitchens in proximity to meeting rooms and/ or offices.	Yes – 5pts No- 0pts		
Well equipped (might include refrigerator (full size or small), microwave, small appliances.)	1-10 pts		
Sufficient counter space for preparing refreshments for small groups.	Yes – 5pts No- 0pts		
	Total and multiply by 5		

NOTE: The Government of Ontario guidelines for kitchens preparing food for distribution or sale to the public are not very specific and are determined by the needs of the service being

provided. A Public Health Inspector would do an inspection of a church kitchen and determine specific requirements based on the food service that would be the intention to provide

Notes:

WASHROOM SPACE (Priority 4)

Requirement: 4 to 8 clean, bright and functional washrooms (M,F,U) in various locations (1/150 people for each sex). At least one at each level is accessible and at least one universal/barrier-free. No sliding doors, hot and cold running water, grab bars at proper height, emergency call system, motion detection light and emergency lights if power goes out, power door opening)

SCORING

Criteria Washrooms	Scoring	Trinity	Emmanuel
At least one washroom per floor, be available, proximal to meeting rooms and worship space - not necessarily all barrier free but must accommodate all genders	1-10 pts		
Total of four to eight clean, bright, functional washrooms (functional means have hot and cold running water, and standard fixtures)	1-10 pts		
	Total multiply by 4		

Notes:

PARKING

Requirements: Using a formula of 1 parking space for every 2 – 2.5 people in attendance at any one time, and assuming an average attendance for Sunday Services at 125, the requirements would be 50 parking spaces. Requirement for mid-week meetings is 20 spaces.

Criteria Parking	Scoring	Trinity	Emmanuel
For church services 50 parking spaces available (adjacent, either in a church parking lot or nearby public parking)	Yes- 5 No - 0		
For daytime meetings 20 parking spaces available (adjacent, either in a church parking lot or nearby public parking)	Yes – 5 No - 0		
	total		

Notes:

ADMINISTRATION SPACE REQUIREMENTS

Offices : Minimum four offices for administration/reception, minister, director of music and custodian. Additional office space available for potential use by youth ministry or volunteer coordinator. Information technology support and communications equipment (Phone line, internet, WIFI in building)

Storage: Adequate storage (dry, secure, flexible) throughout the building to support storage of archive material, seasonal decorations, specialised uses (for example choir music and instruments) and occasional uses (for example communion)

Criteria Administration and Storage	Scoring	Trinity	Emmanuel
Minimum 4 office with additional space for others	1-10 pts		
Information Technology and Communications equipment. WIFI throughout	1-10 pts		
Adequate Storage for archive, seasonal decorations, and specialised uses etc.	1-10 pts		
	total		