

# ALDRIDGE CHURCH BUILDERS

*His Team Approach*

## **CHURCH PROFILE INFORMATION**

(please complete the following)

**CHURCH NAME:**

**DENOMINATION OR ASSOCIATION:**

**CHURCH PHONE:**

**CHURCH FAX NUMBER:**

**MAILING ADDRESS:**

**LOCATION ADDRESS:**

**CHURCH WEBSITE:**

**PRIMARY CONTACT:**

**HOME PHONE:**

**HOME ADDRESS:**

**E-MAIL ADDRESS:**

**CELL PHONE:**

**2<sup>ND</sup> CONTACT PERSON:**

**HOME PHONE:**

**HOME ADDRESS:**

**E-MAIL ADDRESS:**

**CELL PHONE:**

**Our Mission Statement is:**

**Our Vision Statement is:**

**ANTICIPATED NEEDS** (please check all that apply)

1. **Building new educational and fellowship space.**
2. **Building new worship space.**
3. **Building new recreation space.**
4. **Parking lot design and creation.**
5. **Renovation of existing education space.**
6. **Renovation of worship center space.**
7. **Renovation of fellowship facilities.**
8. **Landscaping needs.**
9. **Develop master plan for future phases.**
10. **Currently in multiple Sunday Schools. Times:** Yes  No
11. **Currently in multiple worship services. Times:** Yes  No
12. **If not presently in multiple Sunday Schools or worship services, would this be an option for continued growth?** Yes  No

**VITAL STATISTICS:** (complete the following)

1. **Current church resident membership:**
2. **Membership last year:**

3. **Membership two years ago:**
4. **Membership three years ago:**
5. **Estimated membership next year:**
6. **Current Sunday School enrollment:**
7. **Current Sunday School average attendance:**
8. **Number of prospects for Sunday School growth:**
9. **Current worship service average attendance:**
10. **Last year worship service average attendance:**
11. **Two year ago worship service average attendance:**
12. **Estimated worship attendance next year:**
13. **Number of rooms usable for Sunday School:**
14. **Current seating capacity in worship center:**
15. **Number of rooms beings used for Sunday School:**
16. **Current number of cars in parking lot during Sunday School: \_\_\_\_ Ratio:\_\_\_\_/**
17. **Current number of cars in parking lot during worship service: \_\_\_\_ Ratio:\_\_\_\_/**
18. **Number of lined and marked parking spaces:**
19. **Current total acres of land owned by the church:**
20. **Acres available to be used for building/parking:**
21. **Anticipated amount to finance: \$**
22. **Current years church budget: \$**
23. **Current average weekly receipts: \$**
24. **Total offerings received last year: \$**

- 25. **Current debt to pay off:** \$
- 26. **Amount of debt paid this year through budget:** \$
- 27. **Current total amount in building fund:** \$
- 28. **Value – Property & Improvements:** \$
- 29. **Current Mortgage:** \$
- 30. **Current interest rate:** %
- 31. **Origination terms:**
- 32. **Years remaining:**
- 33. **Current payment amount:** \$

**Explain the desires of the committee and church for future architectural needs:**

**ADDITIONAL QUESTIONS** (please check all that apply, and fill in any blanks)

**Do you have a Day Care for Preschool? Yes ( ) No ( ) Enrollment ( )**

**Do you have plans for the future for Preschool Day Care? Yes ( ) No ( )**

**Do you have regular seasonal recreation for all ages? Yes ( ) No ( )**

**Do you plan to provide Senior Adult Day Care in the future? Yes ( ) No ( )**

**Do you have weekly family night suppers? Yes ( ) No ( ) Average attendance ( )**

**Do you have the original architect drawings of your facility? Yes ( ) No ( )**

**Do you have a scaled sketch of all facilities? Yes ( ) No ( )**

**Do you have a topography and plot of your properties? Yes ( ) No ( )**

**Educational Program Space Needs: (+Attendance to Plan For column should represent 3 - 5 year projection; \*Large adult organizations - Please send list of departments and classes on separate sheet)**

Division	Ages	No. Depts.	No. Classes	Enrollment	Average Attendance	+Attendance To Plan For	Day Care
Preschool Ages 0-5	0-1						
	1						
	2						
	3						
	4						
Children Ages 6-11 or Grades 1-6	5						
	6						
	7						
	8						
	9						
Youth Ages 12-17 or Grades 7-12	10						
	11						
	12						
	13						
	14						
*Young Adults College Singles Married *Adults *Sr. Adults	15						
	16						
	17						
*Young Adults College Singles Married *Adults *Sr. Adults	18-34						
	35-64						
	65-Up						
<b>TOTAL</b>							

# WORSHIP

## THE CONGREGATION

	Present	In 5 years	Ultimate
1. Church membership	_____	_____	_____
2. % of members at worship service	_____	_____	_____
3. Non-member attendance	_____	_____	_____
4. Total average attendance	_____	_____	_____
5. Total maximum attendance	_____	_____	_____
6. Will Christian Education classes be held at the same time as worship services?		Yes ( )	No ( )
7. If yes, how many adults and children from above total attendance figures will be occupied in C.E. activities?			
Average			
Maximum			
8. How many do you feel the sanctuary should seat?			
9. How many will be seated in the choir?			
10. How is the choir generally expected to process from the robing room into the choir area?			
11. Will the choir location for services be in a chancel or the rear of the sanctuary?			
12. Is a choir robing area needed?	Yes ( )	No ( )	
13. Will the choir be visible to the congregation?	Yes ( )	No ( )	
14. Will the choir practice in the robing room?	Yes ( )	No ( )	
15. Which choir arrangement is preferred? (Divided or grouped, facing or not facing the congregation)			
16. Will any known factors such as urban renewal, development of an area, recreation, military facilities, traffic routes, public transportation, or industrialization affect the projected attendance figures? Explain			

17. Are there any sociological, economic, or ecclesiastical factors involved which would affect the projected attendance figures? Explain

18. Has a field survey been conducted in your area to analyze population trends, zoning, residential development, projected school population and other churches serving the area? Yes ( ) No ( )

19. Was the survey conducted by a specialist? Yes ( ) No ( )

20. Multi-purpose uses accommodated in sanctuary.

Maximum number  
to be accommodated

- |    |                   |         |        |
|----|-------------------|---------|--------|
| a. | Worship           | Yes ( ) | No ( ) |
| b. | C.E.              | Yes ( ) | No ( ) |
| c. | Fellowship        | Yes ( ) | No ( ) |
| d. | Public auditorium | Yes ( ) | No ( ) |
| e. | Drama             | Yes ( ) | No ( ) |
| f. | Weddings          | Yes ( ) | No ( ) |
| g. | Funerals          | Yes ( ) | No ( ) |

21. Will seating be fixed or moveable?

22. Will a center aisle be required for processional or recessional at any time? Explain

23. Will a balcony be considered for congregational seating? Yes ( ) No ( )

24. Will a balcony be considered for choir seating? Yes ( ) No ( )

25. Will the platform have a:

- |    |                |         |        |
|----|----------------|---------|--------|
| a. | Pulpit         | Yes ( ) | No ( ) |
| b. | Lectern        | Yes ( ) | No ( ) |
| c. | Baptismal area | Yes ( ) | No ( ) |
| d. | Organ          | Yes ( ) | No ( ) |

- e. Piano Yes ( ) No ( )
- f. Communion table Yes ( ) No ( )
- g. Kneeling rail Yes ( ) No ( )
- h. Choir Yes ( ) No ( )
- i. Sound system Yes ( ) No ( )
- j. Other

26. The platform should have seating for (how many) clergy and speakers?

27. Should space be provided for hanging coats in the narthex (or foyer)?  
Yes ( ) No ( )

28. Are there any special requirements in the foyer? Explain

32. Additional comments that you wish to add.

## RELIGIOUS EDUCATION

### ATTENDANCE

Department	Age group	Present	In 5 years	Ultimate
a. Baby nursery	_____	_____	_____	_____
b. Toddler nursery	_____	_____	_____	_____
c. Kindergarten	_____	_____	_____	_____
d. Primary	_____	_____	_____	_____
e. Junior	_____	_____	_____	_____
f. Junior High	_____	_____	_____	_____
g. Senior High	_____	_____	_____	_____
h. Young Adult	_____	_____	_____	_____
i. Senior adults	_____	_____	_____	_____
j. Senior adults	_____	_____	_____	_____

2. Will you use a double session? Yes ( ) No ( )

3. What is the largest number of children to be accommodated at one session?

4. Will large rooms and team teaching methods be used?  
Yes ( ) No ( )

5. Will folding and/or moveable type partitions be used for dividing different areas?  
Yes ( ) No ( )

6. Are kitchenettes required in any area? Yes ( ) No ( )
7. What equipment or teaching aids are needed in the classroom? Explain
8. List other groups that might also use the classrooms.
9. Describe your intentions as to the relation of worship areas to class space within the classrooms.
10. The Director of Religious Education should detail the type of Christian Education program contemplated.
11. Additional comments:
  - a.
  - b.
  - c.
  - e.

## **FELLOWSHIP - SOCIAL SPACE**

1. How many people should be accommodated for seating at dinners?
2. How many people should be accommodated for seating at meetings?
3. Should a kitchen be equipped for preparation of complete meals?  
Yes ( ) No ( )
4. Should the kitchen equipment be commercial or residential?
5. Will food service have to be prepared daily for a nursery, day care program?  
Yes ( ) No ( )
6. Is food usually prepared "at home" and brought to the Church for serving?  
Yes ( ) No ( ) occasionally
7. Is a stage essential for projected activities?  
Yes ( ) No ( )

8. Describe uses for the social hall and any special equipment needed for the function.  
Explain
9. Will any outdoor activities be conducted in conjunction with the social hall space?  
Yes ( ) No ( )
10. Will the womens' organization require any special facilities? Explain
11. Will the mens' organization require any special facilities? Explain
12. Will the youth program require any special facilities? Explain
13. Will non-church related organizations be using the fellowship facilities?  
Yes ( ) No ( )  
Which organizations:
14. Will the annual vacation church school require day special facilities? Explain
15. Are there any requirements for audio-visual or tape recording facilities?  
Yes ( ) No ( )
16. Are there any requirements for recreational activities and equipment? Explain
17. Additional comments

## **ADMINISTRATION**

1. How many offices will be required for the present?
2. What will be the function of these offices?
3. How many offices will be required for the future?
4. What will be the function of these offices?
5. Will there be an Assistant Minister? Yes ( ) No ( )

6. Will there be a Director of Religious Education? Yes ( ) No ( )
7. Will there be a Director of Music? Yes ( ) No ( )
8. Will the Director of Music require office space? Yes ( ) No ( )
9. Will the Secretary be full time? Yes ( ) No ( )
10. Will the Secretary require office space? Yes ( ) No ( )
11. What other areas are anticipated? (Conference room, work room, library, parlors, etc.)
12. What type of office equipment is anticipated?
13. Are there any special storage requirements?
14. Additional comments:

## **BUILDING AND GROUNDS**

1. Is a chapel or larger sanctuary contemplated in the future? Yes ( ) No ( )
2. If yes, to accommodate how many?
3. Are there any planning problems related to weddings or funerals? Explain
4. How many parking spaces are desired?
5. Can you furnish the Architect with a survey showing boundary, topography, trees and utilities on the property and in the adjacent streets?  
Yes ( ) No ( )
6. Are more utilities contemplated? Yes ( ) No ( ) (public)
7. Are there any easements or restrictions or zoning ordinances affecting the property? Explain
8. Do you have a copy of the property deed? Yes ( ) No ( )

9. **Can you determine the maximum budget available for the total project? (include construction cost, professional fees, grading, landscaping, drivers, moveable furnishings and equipment)**
10. **If sufficient funds have not been raised, what is the expected date for assured funds?**
11. **Do you expect to build by contract, volunteers, day labor or other means? Explain**
12. **Are special considerations necessary due to climate, i.e., prevailing winds, surface water, flood protection, irrigation? Explain**
13. **Are special considerations necessary due to design appearance and material selection for the facilities? Explain**
14. **What sort of exterior activities are anticipated? (Sports fields, picnic areas, accessory buildings, vehicle storage etc.)**
15. **Additional comments (please attach an additional page if needed):**

**Please print, complete and fax *or* mail this form to Aldridge Church Builders, Inc.  
c/o Guy Power: 678-868-2095**

*Thank you for your interest in Aldridge Church Builders, Inc.  
You will hear from us very shortly!*