



# Church Development Services, LLC

*One Relationship · Multiple Services · Single Mission  
Feasibility · Design · Fundraising · Financing · Construction*

## CHURCH PLANNING STUDY

Church Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Pastor: \_\_\_\_\_  
 Building Committee Chair: \_\_\_\_\_  
 Denomination Affiliation: \_\_\_\_\_ Current Attendance: \_\_\_\_\_  
 Annual Budget: \$ \_\_\_\_\_ Outstanding Loans: \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Value of Property Owned: \$ \_\_\_\_\_ Cash on Hand for Building: \$ \_\_\_\_\_

### New Development:

What is the time frame for new construction? \_\_\_\_\_  
 What is the budget for new construction? \$ \_\_\_\_\_  
 What is the desired seating capacity in sanctuary? \_\_\_\_\_

### Floor Plan:

<u>Classrooms Desired</u>	<u>Number of Pupils</u>	<u>Number of Classrooms</u>
Nursery	_____	_____
Beginners	_____	_____
Primary	_____	_____
Junior	_____	_____
Junior High	_____	_____
Senior High	_____	_____
Adults	_____	_____
Other	_____	_____
Other	_____	_____

### Other rooms Desired:

Pastor's Study	<input type="checkbox"/> yes <input type="checkbox"/> no	With bathroom	<input type="checkbox"/> yes <input type="checkbox"/> no
Associate Pastor	<input type="checkbox"/> yes <input type="checkbox"/> no		
Music Minister	<input type="checkbox"/> yes <input type="checkbox"/> no		
Youth Director	<input type="checkbox"/> yes <input type="checkbox"/> no		
Workroom & Storage	<input type="checkbox"/> yes <input type="checkbox"/> no		
Receptionist	<input type="checkbox"/> yes <input type="checkbox"/> no		



- General Secretary  yes  no
- Pastor's Secretary  yes  no
- Ministry of Education  yes  no
- Sunday School Office  yes  no
- Changing Rooms  yes  no
- Choir Rehearsal Room  yes  no
- Kitchen  yes  no
- Fellowship Hall  yes  no

How many rooms? \_\_\_\_\_

Commercial? \_\_\_\_\_

How many seats? \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**What function do you anticipate in the Narthex/Lobby?**

- Fellowship prior to services?  yes  no \_\_\_\_\_
- Store coats and other apparel?  yes  no \_\_\_\_\_
- Serve coffee and snacks?  yes  no \_\_\_\_\_
- Provide restrooms?  yes  no \_\_\_\_\_
- Provide bride's/prayer room?  yes  no \_\_\_\_\_

Should the sanctuary be designed for expansion?  yes  no

Seating capacity Phase 1: \_\_\_\_\_

Seating capacity Phase 2: \_\_\_\_\_

Seating capacity Phase 3: \_\_\_\_\_

Sanctuary seating should be \_\_\_\_\_ Pews \_\_\_\_\_ Chairs

Is a center aisle essential?  yes  no

Is a fan-shaped seating configuration required?  yes  no

Do you require a baptistry?  yes  no

What platform lighting is desired?

Do you require theatrical lighting (illustrated sermons, plays, dance, etc.)?  yes  no

Do you require television lighting (IMAG, webcast, broadcast, etc.)?  yes  no

How many video screens are required?

What aspect ratio is desired?

4 x 3 (letterbox) for standard definition projection  yes  no

16 x 9 (widescreen) for high definition projection  yes  no

Is front or rear projection desired?  front  rear

Will the platform require a proscenium?  yes  no

Will you require a fly space for theatrical/sermon props?  yes  no

Will you require a backstage area and/or green room?  yes  no

**What are your priorities?**

Please list the room names in order of their importance to you in Phase 1. Due to budget constraints, some areas may need to be built in Phase 2.



No. 1 \_\_\_\_\_  
 No. 2 \_\_\_\_\_  
 No. 3 \_\_\_\_\_  
 No. 4 \_\_\_\_\_  
 No. 5 \_\_\_\_\_

No. 6 \_\_\_\_\_  
 No. 7 \_\_\_\_\_  
 No. 8 \_\_\_\_\_  
 No. 9 \_\_\_\_\_  
 No. 10 \_\_\_\_\_

Other priority information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list any other requirements:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list our Standard Plan Number(s) that is closest to the style of building that meets your requirements:

\_\_\_\_\_

**Ministry Goals:**

How large do you envision your church?

Future sanctuary capacity? \_\_\_\_\_ Number of seats? \_\_\_\_\_

Future education capacity? \_\_\_\_\_ Number of seats? \_\_\_\_\_

Is a Christian school anticipated?  yes  no

List grades: \_\_\_\_\_

Is a family center anticipated?  yes  no  
 \_\_\_\_\_  
 full court  half court

With a gymnasium?  yes  no

With a kitchen?  yes  no

With a stage?  yes  no

Is retirement center anticipated?  yes  no

Do you plan on television broadcasting?  yes  no

Do you anticipate a playing field?  yes  no

Do you need a picnic pavilion?  yes  no



**Master Planning:**

What is the total acreage of the church property?

Is a current boundary survey available?

Is a current topographic survey available?

Is soil boring data available?

Are there any "wetlands" on the property?

Are public water and sewer available to the property?

Is natural gas available to the property?

yes  no

yes  no

yes  no

yes  no

yes  no

**Development:**

Please list existing buildings and approximate square feet:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**General Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**END OF CHURCH PLANNING STUDY**