

**REPORT OF SPACE COMMITTEE
ON
ACTIVITIES FROM
JUNE 2008- FEBRUARY 2009
TO THE BOARD OF TRUSTEES OF
THE UNITARIAN CHURCH OF SUMMIT**

March 1, 2009

Linda Anderson
Andrew Clarke
Julia Hamilton (Ministerial Intern)
Janice Hartman
Chris Kellogg
Pat Obst
Joe Parsons (Board President)
Tuli Patel (Dir. Children's Religious Educ.)
Marty Rothfelder (Committee Chairman)
Rev. Vanessa Southern (Parish Minister)

I. Introduction, Summary and Recommendations

This report addresses activity by the Space Committee of the Unitarian Church in Summit from June 2008 - February 2009 and provides a series of recommendations. Committee activity since June 2008 has addressed issues in the Vision Statement adopted at the annual meeting in June 2008, pursued certain short term issues, and conducted a Congregational survey that the Board requested. The Committee's efforts are focused on addressing space and not other aspects of growth.

A. Membership & Activity Since 2002

Since moving into our current facility in 2002, growth in adult members has been about 27% to 516 currently, while enrollment in Religious Education (RE) and youth group has increased about 50% to 315 currently.¹ This growth has made it necessary to move RE Curriculums for 7th grade and older to the evening – resulting in splitting some families attendance and in the loss of Sunday morning attendance of several adults who had previously been regular attendees. Growth has also required us to limit additions to certain second service classes, cut back on times we have children in the sanctuary and to further experiment with Saturday services.

Participation in activities other than Sunday morning services and classes has also grown. This growth and the shift of curriculums to Sunday evening have resulted in the larger spaces regularly being filled at other times on Sunday.

B. Recommendations to be implemented during or before Sept. 2009.

The Committee recommends the following be implemented by September 2009:

- creating a permanent wall in rooms 209-210,
- changing the Fellowship Hall Closet into storage for Youth Group,

¹ When we did the construction at our facility, we predicted growth at 10%.

- changing the second floor sanctuary rooms into office type space,
- developing an optimal seating plan for the sanctuary,
- increasing the use of the sanctuary for non-service activities,
- using the second floor lobby area for continuing coffee hour and other gatherings,
- obtaining architectural conceptual work on altering the nursery and photocopier room to create additional work or storage space,
- obtaining architectural conceptual work on altering room 207, adjacent closets, adjacent hallway and room entrance to create a larger room 207,
- restoring the conference room in the office area,
- improving and publicizing arrangements in attic for meeting space, and
- working with music director on his on-site space needs for storage and workspace.

C. Other Short to Medium Term Recommendations

We further recommend, unless we expect to be holding services elsewhere soon, that we undertake architectural study of alterations of the sanctuary and consider further pursuit of the 10 Waldron Avenue property.

D. Longer Term

It is the committee's view that the Congregation should have a financial plan to move into the "desired facility" in 5-10 years. The Board should identify a group that is dedicated solely to this task and set a goal of completion of plans by spring 2010. The Board may also wish to further look at the option of a spin-off Congregation.

II. Factual Background on Space Issues

The growth and space issues are most significant in the Religious Education and Youth Group programs. In the six years that we have been in our current facility, registration and Sunday attendance for Children and Youth is up at least 50%.

Registrations for Religious Education (RE) are 315 for this church year (of which 75 are youth group – up from an estimated base of 20 in 2002-2003). The Youth Group has grown by approximately 300% .

Membership of adults is up around 27% since we began meeting in this reconstructed facility. Formal membership reported in February 2009 to the Unitarian Universalist Association of Congregations (UUA), which, for that report, is based upon having the right to vote is 516, while in February 2002 it was 407. Interestingly, the initial review of attendance numbers done shortly before we issued this report shows Sunday worship service attendance for September to June 2002-3 versus 2008-09 to be at about the same level; i.e. has not shown growth. We anticipate further review of this attendance statistic and cannot comment further on it at this time.

The church continues to receive visitors in the services and the Religious Education classes – particularly in the second service, and we see no reason to assume growth will stop other than due to inability to serve our new people well. The church has essentially avoided any intentional publicity program – such as the postcard mailer campaign proposed by the publicity committee. Thus, it appears growth comes by word of mouth or people finding us via the church's website.

The limited space has required changes in programming. All classes for 8th grade and older and the Neighboring Faiths curriculum for second service 7th graders have been moved to Sunday evening due to lack of space on Sunday mornings. Based on both observations of attendance patterns, direct communications and statements in the survey, we estimate that this shift of RE to Sunday night has resulted in several adults who used to come Sunday mornings to choose to generally only to come on Sunday evenings to drop off their children. These adults do not currently have any worship or church related experience on Sundays.

There has not been any meeting space for adults on Sunday mornings during service since about 2004. We are also one of the few UU churches where the youth group meets in the evening. Whether the Congregation would move the Youth Group to mornings if we had the space is unclear at this time, as the time appears to be popular with Youth but does split families and increase the number of trips to the church.

III. Shorter Term Issues

A. Overlap between Children's Second Hour Worship Service and Post First Service Coffee hour

A short term issue that the committee has focused upon was use of space to properly accommodate the children's worship service at the beginning of second service. The second children's service overlaps time wise with the first service coffee hour in Fellowship Hall. The result is a degraded children's worship service and degraded coffee hour experience.

The children's worship service is attended by children sixth grade and younger, as well as teachers and some parents, with up to 95 or 100 attendees at various times during

the year (usually sixty plus children and thirty plus adults). The logistics of this service has substantial history prior to the committee's work.

When the building was under construction, a moveable wall or barrier was investigated but not constructed due to the requirement of two separate fire exits from any such area. An attachment to this study provides more detail on this. Children's worship service has been tried in the first level double classroom, but the space did not work well due to its configuration and the need to have it ready for class immediately at the end of the children's service. The use of classroom space for children's worship is currently unworkable due to the size of the Children's worship service today.

Children's worship has also been tried for a year in Fellowship Hall at the end of the worship service. This schedule resulted in a lot of time waiting for classes to arrive and a less than optimal worship experience. The end of the children's service also had problems on the end of service schedule due to the uncertainty of the end of sanctuary services and the difficulty in monitoring children through to parent pick up as crowds converged in Fellowship Hall.

With this history in mind, the committee and staff looked into changes in locations for the second children's service and first coffee hour as well as changes in time in services. In addition to investigating this history, the Committee:

- pursued, unsuccessfully, rental of first floor parlor space from the Dangler Funeral Home for the Children's Worship Services on Sunday's when they had no conflicting activities,
- surveyed RE parents regarding likely change in attendance pattern if service times were changed,

- proposed an experimental move of first service coffee hour to the lobby for the first three Sundays in October, and
- investigated the potential of moving our offices to another location, thereby creating potential children's worship and other gathering space in what is now office space.

With regard to the potential of renting the Dangler space, we received a response declining the suggested rental.

A potential change in service times to create more time between services is a potential way to have first service coffee hour clear out and reduce or eliminate the overlapping space use. Staff and the Committee were reluctant to change service times, because for the 9:00am and 10:30am times were part of a successful attempt to bring balance in RE attendance between the two services. Such balance had been achieved, which we have been advised by a consultant is unusual in UU Congregations. The Staff was concerned that we were not in a position to move the 9:00 am service earlier without losing attendees. It also appears that as one moves the second service later, one loses more Religious Education attendees to other conflicting children's activities, such as organized sports, birthday parties, etc.

Despite these concerns, in September 2008 we moved the second service back from 10:30 am to 10:45 am and institutionalized requesting that the first service coffee hour people leave Fellowship Hall at 10:35 am on the Sundays when there is a children's worship service. The result of these changes is improved, but not always quiet, Children's worship space, increased RE enrollments at 10:45 but somewhat lower RE attendance at that service.

B. Shift of Additional Classes to Sunday Evening

In 2007-2008, classroom limitations and the lack of success in renting additional space led to holding the 8th and 9th grade classes in the evening. Enrollments and the increased need for classroom space at the second session required moving 7th grade class to Sunday evening for the 2008-2009 year. It now appears that running the seventh grade class at night is not successful as the attendance for the evening sessions of this class has been poor.

C. Office Space

Under our current staffing, office space is very cramped. Continuing the current office configurations unreasonably assumes continuing the current staffing. For example, the three-quarter time Assistant Minister currently fills the roles of Youth Group Director, Volunteer Coordinator and Minister. It is quite possible that those duties may be split among different people, as they were originally planned as separate positions and may again be separated. We have also had ministers or interns at times in a workstation in the main office which is less than optimal. Thus we believe it is prudent to plan on additional spaces for offices and/or workspace. The Committee's investigation of moving offices off site left it concerned over the resulting inefficiencies and the potential loss of weekday contact with visitors. Thus, at this point, the Committee is not recommending off site offices.

D. Youth Space

There continues to be no space for the youth group to store its materials or call its own.

E. Sanctuary Space

We have moved children out of the sanctuary except for one Sunday a month when they are present for the first fifteen minutes of service. This is true for most months – exceptions being intergenerational services and months where there are no RE classes but instead a one room schoolhouse event. At the second service in particular, the sanctuary is full – and when the children are there, it is frequently a standing room only situation. Work by Vanessa determined that there are 111 seats with unobstructed views and 54 seats with limited visibility -- 28 of which have little or no view of the pulpit. Fire capacity is 230 – which is only possible with more chairs plus standing room.

III. Long Term Issues

A. The “Desired Facility”

One of the tasks the Committee undertook was to develop a statement and attributes of the ideal facility – the “Desired Facility”. An attachment to this report is the result of this work. While this has been a work in progress and is still labeled a draft, it indicates that we desire “facilities to comfortably accommodate our current congregation plus growth of approximately 50% for Sunday morning programming that involves two services/RE sessions and Youth Group.” The chart reflects a variety of anticipated attributes of such a facility, including a sanctuary that would accommodate 250-400, 12-14 classrooms plus a nursery and related offices, function rooms and other facilities as detailed on the chart. While volunteers or paid professionals may improve the descriptions and provide specifications somewhat differently (e.g. square footage versus number of people), we believe this chart and improvements on it provide a basis for looking at and analyzing space needs.

B. Creating the “Desired Facility” at Waldron and Springfield

Our committee has examined the potential of creating the “desired facility” here. As part of this endeavor, we contacted the Dangers to see if we could pursue an appraisal of their property in anticipation of a potential eventual transaction and other potential professional review. Mr. Danger advised us that he was not interested in pursuing a transaction at this time, that he and his spouse were moving back into the apartment above the business and that he anticipated retiring in nine years.

We contacted the elderly owner of the residential property at 10 Waldron Ave. and learned that she has a reverse mortgage and is on the waiting list for City of Summit Senior Citizen Housing. After initially showing an interest in selling, decided she had no interest in selling.

We have also been in contact with the First Church of Christ Scientist regarding lease or purchase of space. Based upon their Congregational meeting on January 24, 2009, they have rejected any lease of space on Sunday mornings or transaction related to their property. They remain open to non-Sunday morning usage of their property.

C. Building/Creating the Desired Facility Nearby

It appears that if one is seeking the “desired facility”, the most likely way to obtain it is to look to existing facilities already in use as a religious, educational or similar manner that are of a size somewhat near the “desired facility”. We are not aware of an available site of this nature at this time that is close by. The committee did review a church property at 4th and Walnut Ave. in Roselle, which was in need of renovations but otherwise met the space needs in the desired facility chart. We also visited a school

property at 721 Orange Ave. in Cranford which exceeded our space needs. The committee is not pursuing these properties at this time.

Other sites that are not currently in use as a religious or educational facility are almost sure to involve a several year time line to address zoning issues, planning and construction, with some uncertainty of result. On the other hand, assuming one can obtain the property and has patience and energy for a multi-year effort, the new site offers the advantage of time to raise the additional funds for construction while one goes through the planning and zoning process. The committee spent some time reviewing such a property in New Providence, but is not in a position to render an opinion on the suitability of that property or similar properties for the “Desired Facility” without professional assistance on aspects of it. Expenditures for such professional assistance are probably only prudent if there is a clear expression of interest in pursuing that type of site.

D. The Spin-Off Congregation & Working with Nearby Congregations

A possible way to partially or fully address space needs is to assist a spin-off Congregation in start-up. Typical types of assistance includes providing staffing resources (e.g. once a month fill pulpit, help organize RE program) and financial resources to assist in securing a facility. The Committee does not see a viable route to address the Summit space issues through other Congregations. The Committee is also unaware of a spin-off congregation being formed to primarily to alleviate space issues at a facility, but has not exhausted this line of inquiry.

The attachments to this report include an e-mail from our former minister David Bumbaugh regarding the history of the effort to start the Somerset Hills Congregation.

E. Resources for Long Term Facilities Change

The likely resources for a major change in facilities includes a capital campaign, borrowing and, if we are move to another location, the proceeds of the sale of our current facility.

Upon consulting with professional fundraising consultant John Hicks and former Finance Committee Chair Keith Nier, rules of thumb that are used for looking at capital campaigns involve expecting 3 to 5 times the annual pledges. However, Keith notes that in our last capital campaign exceeded 5 times the annual pledges. Based upon this input and history, we believe it is reasonable to use the five times annual pledge base for an estimate at this time. This base, in 2008-2009 is \$570,000. For a planning number we will assume our ability to raise money for a project which has widespread support is approximately \$2 to 3 million (five times \$600,000).

Information we have received from Keith Nier indicates our ability to borrow for facilities – assuming continued financial health and support -- is debt service in the range of 15 to 25 percent of the operating budget. This translates into an ability to borrow approximately \$1 to \$2 million on top of our current \$420,000 mortgage, assuming 5% interest rates.

A resource that is available for facilities if we are creating it elsewhere is the proceeds of the sale from the current facility. Literature indicates that it is reasonable to anticipate that 75 – 80% of the appraised value of at the existing church property as a proper planning horizon for the proceeds of a sale of existing facilities. The committee has contracted for, but has not received, an appraisal of our property.

Based on the forgoing, resources for construction of facilities that involve keeping the current facility range from \$2 to \$5 million. If we are pursuing a project that involves sale of our facility, for planning purposes one would add on 75 to 80% of the appraised value of our property. Changes in our size and financial health, as well as changes in the relevant markets, would make adjustment to these numbers appropriate.

IV. Survey

Pursuant to the Board's request, we conducted a survey and received responses from 176 of our 516 members – approximately a 34% response rate. While the statistician might question whether this is a statistically valid sample, the survey does give a snapshot of what those who responded thought.

The results show that of the respondents, 38% had children in Religious Education programs, 62% did not. The most clear response was to question 2, which asked about the level of priority placed upon having: “sufficient rooms to accommodate children's and youth programming through grade 9 and one adult meeting space on Sunday morning”. The response to this was 39.3% placing it at the top level, priority 5 out of 5, with 30.1% placing it at priority 4. Respondents put relatively high support for staying in Summit and staying in the current facility and put relatively low priority on on-site parking, air-conditioning and creating a spin-off congregation. RE parents generally supported creating outside space, while others generally did not. The full results of the survey are shown in the attachments to this report.

V. Recommendations

A. Recommendations for Improvements by September 2009

The committee recommends the following actions for September 2009:

1. *Create a permanent wall between rooms 209-210.* This would reduce sound problems so that they can effectively be used as two classrooms. This should be done via professional development of specifications and the hiring of a contractor. *This requires funds budgeted in 2009-2010.*
2. *Change the Fellowship Hall Closet into storage for Youth Group.* This closet is lightly used and there are also other coat racks in the classrooms on that level. This storage is on the level which Youth Group operates and opens conveniently into Fellowship Hall. This should be done via professional development of specifications and the hiring of a contractor. *This requires funds budgeted in 2009-2010.*
3. *Change the second floor sanctuary rooms into office type space.* Each room currently has adjustable heat, an electrical outlet and phone/computer wiring in place. We recommend removing the archives material and partner church committee material from those rooms. Furniture, computers (if needed), extra lighting, window treatments, and telephones should be provided. Work on the door or doorframe to the Waldron side room may also be necessary. Eventually attention may be necessary for the windows. *This requires funds budgeted in 2009-2010.*
4. *A plan for optimal use of space for seating in the Sanctuary should be completed by September 2009.* Such a plan, including specific seating arrangements, movement of non-essential items out of sanctuary, and regular, predictable placement of folding chairs; along with associated education and action from ushers and pulpit are likely components of such a plan. For example, on dates

- they are not needed perhaps the harpsichord and the oval table to right of pulpit would not be in the sanctuary. Similarly, on crowded Sundays an announcement from pulpit early in service might encourage people to move into seats in the middle of rows to make room for others. The ushers might also encourage such movement. *This requires no funds.*
5. *Plan for additional use of sanctuary for meetings and other events.* This would probably require change to the policy that currently prohibits food and beverages in sanctuary. *This requires no funds.*
 6. *Use the second floor lobby area for continuing coffee hour and perhaps for other gatherings.* To accommodate this, we suggest using a cart to accommodate collection of used cups and to have coffee serving devices there. If this is successful, in future years adding a permanent counter, a sink, additional seating and/or small tables may also be appropriate. More soundproof doors for the library may be needed for this. *Monies should be budgeted in 2009-2010 to accommodate the purchase of a cart, and containers for beverages and soiled cups.*
 7. *Make the Space that is now the Assistant Minister's Office back into a Sunday only Conference Room/RE Space with, if necessary, a small workstation.* This would create an additional space on Sundays for smaller RE classes or adult meetings. The workstation provides the opportunity to use the space as office space. We suggest the workstation be of the type that closes up. *This may require funds in 2009-2010 (for furniture).*

8. *Improve temporary meeting arrangements in attic for meeting space by and publicize this among committee chairs. This would involve a screen or two and perhaps other temporary improvements to accommodate this. Monies should be budgeted in 2009-2010 to accommodate this.*

B. Recommendations for Analysis in 2009-2010

We further recommend, unless we expect to be holding services elsewhere soon, the following:

Undertake architectural study of altering the sanctuary for additional seating within its current exterior walls. While we anticipate that such potential alterations would be expensive by any measure, they may be necessary to obtain more use of our facilities by more people.² Monies should be budgeted in 2009-2010 to accommodate this.

Consider additional efforts to further investigate and perhaps obtain the property at 10 Waldron Ave. Unless we expect to be holding services elsewhere soon, the Board should consider again approaching the owner of 10 Waldron Ave (or the holder of the reverse mortgage on the property) about obtaining the property – including consideration of paying for an option to purchase or offering premium above market value on the property. We plan to seek additional advice on the likelihood of success in the zoning process in using that location for classroom or office space as well as outdoor/playground space. Monies may be necessary (for professional services) in 2009-2010 to accommodate this.

² An attachment to this report estimates the seating capacity that might be gained through two potential sanctuary alterations. The committee notes that it considered recommending two TV monitors at the sanctuary end of the balcony on the Dangler side to provide additional visibility for balcony seats and installing one or two TV monitors in the lobby on what was the exterior wall to the sanctuary to accommodate overflow crowds and latecomers, but has decided not to recommend that at this time.

C. Long Term Recommendations

The Congregation should make plans, especially financial plans, on the steps that would be necessary to be in the “desired facility” either at Springfield and Waldron or elsewhere ideally in 5-10 years. Complete plans for such a transition are beyond the scope of the committee’s work to date. If this goal is endorsed, a group should be working on such plans with the goal of completing such plans by winter or spring 2010.

We cannot say for sure if such plans will be implemented, but strongly recommend that they be developed. Such plans could be part of a strategic plan, but should not wait for such a plan. Plans should address how we would be ready to address the situation if a substantial property that we desire should come on the market. At this point we are not ready for such an event. At the same time, work on scheduling, space usage, and other incremental changes, such as those recommended above, should continue as they may end up being the actions that carries us through five years and beyond. *Monies may be necessary (for professional services) in 2009-2010 to accommodate this.*

The Board may also wish to have a committee pursue the concept of a spin-off congregation. It appears that this strategy has generally been used to serve another geographic area rather than to alleviate space issues faced at a facility. Nevertheless, further inquiry into this option may be warranted.

D. Space Committee Future

The current space committee should cease to exist with a possible exception of the current committee working on implementation of certain tasks for September, 2009. One or more committees or groups or, individuals should be specifically assigned tasks

going forward. At a minimum, the long term planning recommendations, if adopted, should probably be separated from the other tasks.

CONCLUSION

The committee recommends all of the forgoing and looks forward to answering inquiries on it.

**ATTACHMENTS TO
REPORT OF SPACE COMMITTEE
ON
ACTIVITIES FROM
JUNE 2008- FEBRUARY 2009
TO THE BOARD OF TRUSTEES OF
THE UNITARIAN CHURCH OF SUMMIT**

- 1. Chart on Desired Facility**
- 2. Results of Survey**
- 3. Material on Seating in Sanctuary by Rev. Vanessa Southern**
- 4. E-mail from Rev. David Bumbaugh on History of spin-off congregation in Somerset Hills**
- 5. E-Mail from Rev. Carol Haag on Movable Wall in Fellowship Hall**
- 6. E-Mail from Marty Rothfelder regarding space created by two possible sanctuary alterations.**

DESIRED FACILITY -- MARTY'S DRAFT #0
Staff edits as of June 10, 2008

Overall Goal: Facilities to comfortably accommodate our current congregation plus growth of approximately 50% for Sunday morning programming that involves two services/RE sessions and Youth Group.

Goals by Facility Components: Achieving this goal in facilities is addressed by facility components or attributes below at three levels of achievement.

Key: Red print designates debate on the issue; * designates the need for some expert advice.

Component	Minimum (“Can live with now+)	Reasonable Plan (Will need as we grow)	Ideal (Big, functioning, visionary)
Sanctuary Capacity	150	250	400*
# of Classrooms	10 + Nursery	12 + Nursery (to include COA and 8 th Grade OWL in Sunday AM)	14 + Nursery (includes two with couches for adult gatherings Sunday AM of 15 or less)
Size of Classrooms	Accommodate 15	Accommodate 15	15 (this is the ideal class size)
Fellowship Hall	Accommodate 200 (what we have now)	Accommodate 300	Accommodate 400
Offices	Main office plus 5 private offices?	Main Office plus 7 private offices or 5 plus cubicle space	Main Office plus 10 private offices
Conference rooms	1	1	1
Other rooms			
■ Children’s chapel	Space that can be used without disturbance.	Space that can be used without disturbance.	Seats 150
■ Large Adult gathering	None is okay, but no adult ed is possible Sunday AM	1 holding 30-60 (can double as youth space potentially)	2 holding 30-60
• Youth GP		Comfortable space used by youth Sun. PM; others during week.	Dedicated Youth Space?
Parking	7 spaces adjacent to building, adequate useful space within 2 blocks on Sunday	15 spaces adjacent to building, adequate useful space within 2 blocks on Sunday	100-150 with nearby overflow areas (streets, municipal lots) Permeable blacktop with basketball court.

Handicapped Accessibility	75% of facility accessible at start; 90 to 100 % later	100% of building accessible at start	100% of building accessible at start
Geographic Location	Within 10 miles of current (w/i 8 miles of Summit border); no UU church w/I 2 miles	Within 8 miles of current (w/i 6 miles of Summit border); no UU church w/I 2 miles; [near train?]	Within 2 miles of current location??. minibus transport to church on Sunday from public transportation.
Geographic Configuration	If facility split by public road, must be crosswalk and crossing guard	Facilities not separated by public road.	Facilities in one building, with possible minor exceptions
Outside Facilities	Playground plus 1/3 acre.	Playground plus 1 acre.	Playground plus over 5 acres (allows expandability; nature curricula)
Ancillary	Kitchen facilities of some sort	Kitchen facilities sufficient for full meals, usable by caterers, RE class activities and lighter fare, shower and washer and dryer	Same plus additional mini-kitchen for coffee etc at second location; two showers.
Other:	AC in sanctuary	Zonable cooling and heat. Bike racks.	L.E.A.D. certified building, solar power and passive light and heat. Plugs for electric cars. Reserved parking for disabled and yellow rose winners of previous year and hybrid cars!

Statistics

Form name	SpaceSurvey
Form title	Survey on Space and Facilities
Number of questions	10
Total number of submissions	177

Space Survey Results

1= low priority
5= high priority

If you have a child age 0 to 12th grade who attends The Unitarian Church, please check the box on the right

(Question type: Check Box)

Answer	Amount	Percentage
Yes	67	37.85 %
No	110	62.15 %
Number of respondents		177

A larger sanctuary that can accommodate 50-100% more congregants with an unobstructed view is a:

Answer	Amount	Percentage
1	39	22.16 %
2	43	24.43 %
3	43	24.43 %
4	31	17.61 %
5	20	11.36 %
Number of respondents		177

Sufficient space to accommodate children's and youth programming through grade 9 and one adult meeting space on Sunday mornings is a:

Answer	Amount	Percentage
1	11	6.32 %
2	14	8.05 %
3	28	16.09 %
4	52	29.89 %
5	69	39.66 %
Number of respondents		177

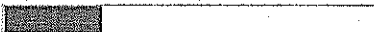
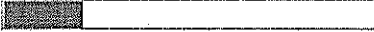
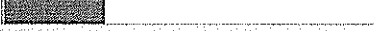

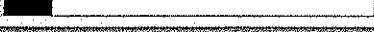
Space for youth group to meet Sunday mornings is a:

Answer	Amount	Percentage
1	38	21.84 %
2	32	18.39 %
3	40	22.99 %
4	36	20.69 %



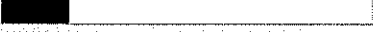


5 28 16.09 % 

Number of respondents 174

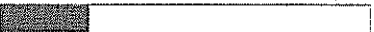


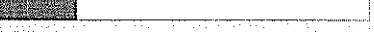

Outdoor space for activities and play is a:

Answer	Amount	Percentage
1	45	25.71 % 
2	37	21.14 % 
3	47	26.86 % 
4	24	13.71 % 
5	22	12.57 % 
Number of respondents		175

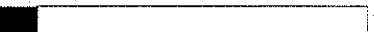



On-site parking is a:

Answer	Amount	Percentage
1	71	40.34 % 
2	40	22.73 % 
3	32	18.18 % 
4	21	11.93 % 
5	12	6.82 % 
Number of respondents		176

Air conditioning throughout all indoor facilities is a:

Answer	Amount	Percentage
1	43	24.43 % 
2	29	16.48 % 
3	51	28.98 % 
4	37	21.02 % 
5	16	9.09 % 
Number of respondents		176

Remaining in Summit is a:






Answer	Amount	Percentage
1	19	10.86 % 
2	26	14.86 % 
3	32	18.29 % 
4	34	19.43 % 

5 64 36.57 % 

Number of respondents	175
-----------------------	-----

Remaining within the current site is a:








Answer	Amount	Percentage
1	16	9.14 % 
2	22	12.57 % 
3	46	26.29 % 
4	35	20 % 
5	56	32 % 

Number of respondents	175
-----------------------	-----

Please select your priority level for the congregation to pursue creating and supporting a spin-off congregation to assist in addressing growth and space needs – this would involve sharing of staff and resources for a period of years.



Answer	Amount	Percentage
1	52	29.89 % 
2	35	20.11 % 
3	50	28.74 % 
4	25	14.37 % 
5	12	6.90 % 

Number of respondents	175
-----------------------	-----

Sanctuary Map Assessment:

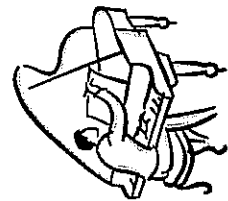
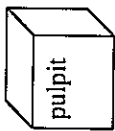
What the sanctuary mapping tells us is that we have:

- 99 full visibility seats in the main portion of our sanctuary and 12 full visibility seats in our balcony for a total of **111 full visibility seats**.
- We have 26 partial visibility seats, 2/3 of which are in the balcony (to understand this experience, imagine a hand in front of part of your face).
- We have other compromised views for 16 seats.
- Finally we have 28 seats (12 seats downstairs and 16 upstairs) which, if someone sits in, they have no view of the pulpit or much at all.

Thoughts/Potential for improvement:

- We get important additional seats from the chairs in the balcony and they are poorly arranged fold outs. We might consider some nice seats like those we have been sampling for the sanctuary (wood with cushions) as they are a permanent necessity as far as I can see.
- Balcony: I have heard talk of raising the back row of the balcony to make them full visibility – it would add 12 solid additional seats. The other consideration would be small screens TV's placed strategically or to have an architect see if we could completely re-work the balcony (say, with highly stepped seating) for better visibility.
- Main floor: Similarly small monitors along the aisles in the main floor (say, one on each of the first two columns) might improve the experience of those who are in less desirable seats in the aisle section.

Main Floor



Key:
 FV = Full Visibility (of the pulpit)
 PV = Partial Visibility (of the pulpit)
 X = No visibility (of the pulpit)

FV x 5

FV x 4

FV x 5

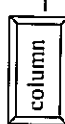
FV x 5

FV x 4

FV x 5

FV x 5

FV x 4



FV x 3

X FV FV

PV X FV

FV PV X

FV FV PV

PV FV FV

X PV FV

FV X PV

FV FV X

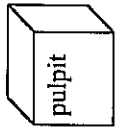
Sanctuary Totals:

69 FV in center + 30 on aisles = 99 FV

12 PV in aisles = 12 PV

12 No Visibility seats on aisles = 12 X

Balcony

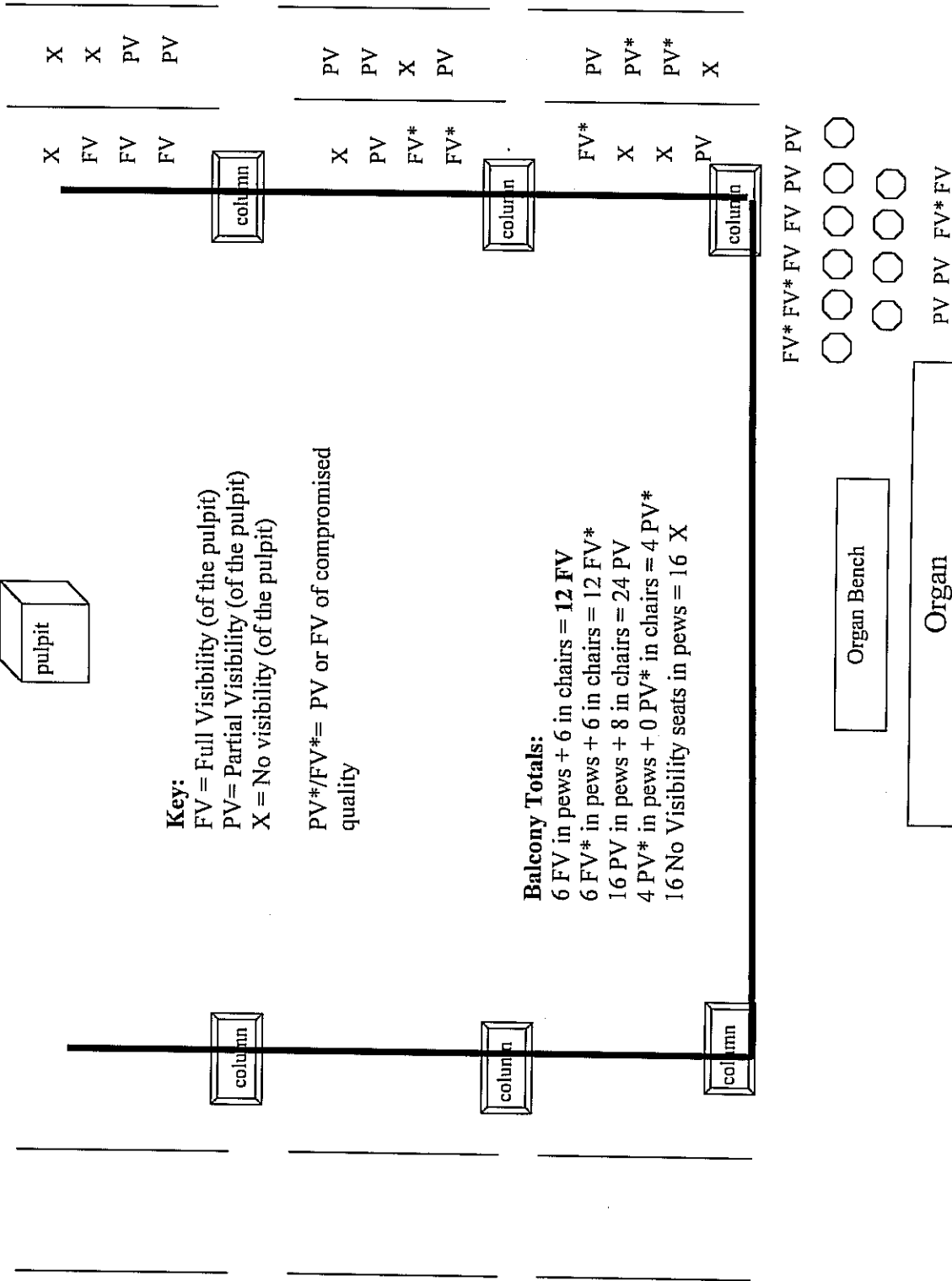


Key:
 FV = Full Visibility (of the pulpit)
 PV = Partial Visibility (of the pulpit)
 X = No visibility (of the pulpit)

PV*/FV* = PV or FV of compromised quality

Balcony Totals:

- 6 FV in pews + 6 in chairs = 12 FV
- 6 FV* in pews + 6 in chairs = 12 FV*
- 16 PV in pews + 8 in chairs = 24 PV
- 4 PV* in pews + 0 PV* in chairs = 4 PV*
- 16 No Visibility seats in pews = 16 X



From: dbumbaugh@meadville.edu
To: vrsouthern@aol.com
Sent: 06/23/2008 2:18:59 P.M. Eastern Standard Time
Subj: RE: sommerset congregation

Vanessa:

We were instrumental in starting the Somerset Hills congregation. It began in a conversation with colleagues at the NJ ministers group. In exploring the areas we were serving, we discovered that Morristown, Summit, Princeton, and to a lesser degree Plainfield and Monclair all drew a handful of people from the Somerset hills area, but none of us were serving the area fully. Since this was, at the time, an area of population growth, we began discussing ways in which we could cooperate in establishing a church that would fully serve a region none of us was close enough to to serve adequately. Beverly and I called a meeting in Summit, and with the concurrence of the various boards, it was agreed that established churches and the district would begin planning for a new church--not a fellowship but a full service church.

My memory about the money is hazy. I know that initially the UUA was not interested because a church in Somerset Hills would be "just like the other UU churches" and the UUA was using its funds to establish "intentionally diverse" congregations. The District threw in some extension money. The sponsoring churches identified a number of "pioneer" families that would agree to leave our congregations, at least temporarily, to provide a core of leadership and strength to the new venture. A steering committee was established, I believe the sponsoring congregations contributed funds, the pledges of the "pioneer" families were made available to the new church, the sponsoring groups provided office support--newsletters, mailings, etc. It was determined to hire an extension minister and rent an office before any services began. The first job of the minister would be to develop organizational structures and recruit the congregation. Eventually, the UUA did supply extension money to make all this feasible. Rev. Craig Hirshberg, who was the minister hired, might have clearer memories of this process that I have. She is listed in the UUA directory, and lives in Califon, NJ.

An important point here is that this effort was not intended to drain people away from existing congregations, or ease pressure on existing church facilities. It was an effort to serve an area that was promising but under-served. That was what made it possible to convince members of existing churches to become pioneers, without having them feel they were being exiled because there wasn't room for them. It is also my recollection that except for a year or two, the creation of Somerset Hills had little impact on the size or growth rate of the sponsoring congregations.

Hope this helps.

David

David Bumbaugh
Professor of Ministry
Meadville Lombard Theological School
Changing Lives to Change the World
5701 S. Woodlawn Avenue
Chicago, IL 60637
773.256.3000 x229 (voice)
773.256.3006 (fax)
www.meadville.edu

Martin C. Rothfelder

From: Carol Haag [RevCarolH@verizon.net]
Sent: Thursday, June 05, 2008 3:01 PM
To: Martin C. Rothfelder
Subject: Re: Hi, wall in Fellowship Hall

Dear Marty,

A movable, divider wall was in the initial design plans for the social hall, specifically so there could be a dedicated worship space for children on Sunday mornings. We were told, by the architect I believe, that both sections of the hall would have to have 2 exits in case of fire — apparently exiting through a door in the wall was deemed insufficient. Sally Rosenberg was very active in planning RE space as was Candice Chaleff.

Another part of the planning was to include 2 exits from the 3rd floor so that could be used by children and/or youth, once a variance was applied for.

I can't think of anything more to tell you.

In peace,
Carol

On 6/4/08 1:59 PM, "Martin C. Rothfelder" <MCRothfelder@rothfelderstern.com> wrote:

Hi Carol! I hope you are well.

I am doing some work on UCS space problems. One of my homework assignments is to look into past work into a wall or divider in Fellowship Hall. I have a vague memory of you once telling me about fire escape issues and perhaps other issues as to why one was not put in. If you would be so kind as to let me know a bit more — or who else might have more specific information, I would greatly appreciate it.

Thanks, Marty Rothfelder

Home - (908) 301-9215
Cell - (908)456-2925

Rothfelder Stern, L.L.C.
625 Central Avenue
Westfield, NJ 07090
(908) 301-1211
19 Dove Street, #202
Albany, NY 12210

web:<http://www.rothfelderstern.com> <BLOCKED::http://www.rothfelderstern.com/>

Martin C. Rothfelder

From: Martin C. Rothfelder
Sent: Tuesday, February 24, 2009 1:04 PM
To: 'andrew@njclarkes.net'; 'Pat Obst'; 'wearetheandersons@att.net';
'janicehartman@verizon.net'; 'Vanessa Southern'; 'Tuli Patel'; 'Joe Parsons'; 'Helen Kaar & Chris Kellogg'
Subject: Space committee-- tape measure results

Well, last night I took my tape measure and the results are below.

Narthex (sanctuary entry area on first floor) - It appears an area of 18' 8" by 7'3" that would be added to the sanctuary if you remove this feature of the sanctuary, not considering additional supports that may need to be put in (or remain that are now within existing walls). Looking at how we use our current seats and overlooking the potential need for additional supports, there is room there for two very roomy or three tight rows of eight chairs (i.e. 16 or 24 seats) maintaining the aisle for the center. A couple less seats might be placed there due to entry doors. There are two existing columns which would effect sight for some and I don't know what else might be necessary in the way of additional supports (view obstructions) if you took those walls out. In addition spaces for at least two and maybe as many as six spaces for seats are made useful that, if used now, are in the corner against the narthex walls and very restricted in sight. During constructing when we realized this would not become seating, the Board and building committee talked of this area having the potential for about 14 seats. Minus some good news from an architectural analysis, I would not assume more than a 14- 16 seat gain here -- some of which would have an obstructed view.

Organ Area - An area 7' 10" wide by 21' 3" deep is made unusable by the organ and its pipes, plus there is an additional wood box covering an air pump outside that area. While looking at how we place chairs on the first floor, one could project 8 rows of three chairs; I suspect that is unreasonable with the need for an aisle behind and in front and perhaps some elevations. So, a perhaps there is room for 5 or 6 rows of three chairs if the organ wasn't there, plus two seats for where the air pump is. Unlike the narthex area, I think most or all of these seats would have good visibility, but I am happy to be corrected on this. Minus some good news from a more professional analysis, I would not assume more than a 15 seat gain here. And if one does do this, one still has to address a new location or a replacement for the organ. Of course, any changes to the organ may be very unpopular.

Regards, Marty

Rothfelder Stern, L.L.C.
625 Central Avenue
Westfield, NJ 07090
(908) 301-1211
19 Dove Street, #202
Albany, NY 12210

web:<http://www.rothfelderstern.com>