

**CURRENT & PROJECTED NEEDS ASSESSMENT**  
**COMMENTS FROM 'FOCUS GROUPS'**  
**UUSS MASTER PLAN**  
**5.13.11**

**A. SPIRITUAL PRACTICE:**  
**Doug Kraft, Roger Jones**

1. Office/administrative functions: comment on adequacy and shortcomings of current office area. What changes are highest priority for improvement to existing office areas? Comment on preference for clustering offices; need for supplemental meeting spaces; location of offices within the campus; communication/linkage with mail, phone system, computer system, meeting spaces, greeting visitors, proximity to service area.

*The Senior Minister office is adequate for size, though a little more room for meeting with more than a few people would be helpful. The Family Minister works out of a very large closet with a glass door – sometimes two people can fit in if they aren't claustrophobic. The Membership Connections Facilitator and the Religious Education Assistant share an office which is adequate for one. With growth, they each would need office space as well as space for any additional staff.*

*Most pressing priorities: (1) Heating and cooling – the thermostats and zoning are not adequate (2) Appropriate space for the Family Minister to meet with people in privacy (3) More natural light and better lighting (4) General aesthetics (5) Storage*

*Better clustering of the offices would ideal. It would be nice for the offices to be easier to find. If there were a new set of offices built, I think it would be great to have the administrative offices closer to the ministry and program offices so new people coming on campus can have one place to be greeted by a receptionist. And there needs to be a little separation and privacy both for pastoral counseling and so the administrative activities don't flow into ministry space – we'd rather not have people delivering a package or looking for a bathroom knocking on our doors.*

*I like more comfortable rooms on campus for people to hang out or meet in small and moderate size groups, we could use those for most supplemental meeting spaces. However, it would be helpful if the ministry staff had a waiting area for people that was separate from the administrative office waiting area. Depending on other considerations, this could be a nearby library or lounge or it could be a waiting area set aside just for ministry.*

*The Religious Education program needs extra storage space for both books and classroom material.*

*It is helpful to have access to a microwave, refrigerator, etc.*

*The placement of the ministry offices need to be both accessible and out of the major foot traffic patterns. The proximity to services areas is not important.*

*Communication technology is crucial – phones and internet. Mail pickup and delivery can be anywhere on campus and still meet ministry needs.*

2. Worship space: comment on strengths and shortcomings of current sanctuary/social hall space. What are priorities for changes desired to make services more effective? Comment on size/layout of dais; seating arrangement; lighting system; natural light; temperature control system; sound system; visual display; use of space for welcoming before service and social interaction after service.

*Strengths of the worship space: roundness makes it flexible; wood ceiling and beams are wonderful; the flags; the investment in the space over the years; the pulpit is movable and lends itself to different setups; the little natural light we have is nice (would like more)*

*Weaknesses of the worship space: we've out grown it – not enough room to get the whole congregation together at one service; there is no separate social hall; sound system though much improved is still a little shaky; would love to have some ability to project images during the service; no real "baby comfort room" nearby; the place is worn in general (especially the floor); chairs are old; heating is uneven and the cooling is inadequate; need a raised area so those who are speaking can be seen from the back; the "worship furniture" (pulpit, blocks, etc) are worn out; the entry is not easy to find; the classrooms are further away than ideal; it would be nice to have more natural light (e.g. sky lights) and still be able to darken the room for theater productions; there is not enough storage for better chairs; better control of the sound system from the pulpit as well as from a sound technician*

*If we were to keep this sanctuary, my first priorities would be: replacing the floor; a raised dais, better heating and cooling; reworking the entry so there is a place for people to gather, have display tables and socialize that is adjacent but not in the worship space; new chairs and pulpit; baby comfort room. I'd love to have a separate social hall.*

3. Sanctuary size: comment on preferred size and configuration if a new sanctuary is constructed; desirability/priority for one service schedule? If there were a small sanctuary (chapel) adjoining Social Hall, how would this be used?

*It would be wonderful to have a sanctuary large enough to go to one service. This ideally could hold 550 people maybe more but also be able to accommodate smaller groups without feeling like they were sitting in an empty warehouse.*

*I know a sanctuary is a big ticket item and don't know quite how to prioritize against other costs. I like the flexibility of round space. All my images of a new sanctuary have more natural light and more intimacy with the outdoors (such as having a view of the trees on the property).*

*I'd love to have a small chapel that was a dedicated quiet space. It could be used for smaller weddings and memorials. I see it being used regularly for meditation groups as well as a quiet place that is more or less available for anyone wanting some stillness. I'd rather it not be used for events that are social in nature but reserved and invested with peace and sanctuary.*

*An adjoining Social Hall would be used to gather before and after the service, for congregational meetings (probably), for theater productions, speaker forums, as well as rental possibilities for appropriate groups. The social hall should have easy access to a kitchen and be highly flexible in its usage.*

4. Priorities and options: comment on potential preference for new Social Hall and/or new 'sanctuary'; comment on retaining existing Social Hall for social functions AND constructing a new sanctuary sometime in the future.

*This is a hard call for me. If money were not an object, I would opt for a new sanctuary that could be designed with worship in mind. It would have the qualities I spoke about above but may not have to accommodate purely social functions. It would have good technical support (audio-visual, etc.), welcoming areas, easy access, baby comfort areas, a stable place to leave a chalice etc., etc.*

*If we built a new sanctuary, then re-fitting the current main hall for social functions would be great and more than adequate.*

*Absent a new sanctuary, we need a other social hall with separate from the sanctuary and a better way for people to find their way in and around.*

5. Support spaces: describe spaces and support elements that are currently not provided that would assist your work with the congregation and your services; small meeting rooms near sanctuary; crying room; preparation space behind dais; outdoor spaces?

*We are short on storage space that supports the worship. Having flexible space (which is highly desirable) means we need space to store both furniture and supplies like candles, alter clothes, chalices, and so forth. The choir needs some place to warm up. (With a new, separate sanctuary, the choir might be able to use the sanctuary to warm up.)*

*It would be helpful to have both a crying room near by and some kind of study that could be used speakers and preachers to have some quiet space before the service should they need it and not have to walk through the crowds.*

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*It would be helpful to have both a crying room near by and some kind of study that could be used speakers and preachers to have some quiet space before the service should they need it and not have to walk through the crowds.*

*There has long been a desire to have an outdoor labyrinth as well as outdoor space for weddings and other special services. Ideally, such outdoor areas would be shaded to make them more usable in the warmer months.*

*We need better signage.*

7. Describe important components for the capital campaign that should be considered at this stage in the process.

*Before a capital campaign, we need to get our current budget in better shape – less dependent on rental income and more reliant on members. We, of course, will need to do a professional assessment of how much money we might be able to raise in a capital campaign. And we need some professional help in assessing where we are. The congregation has come a long way in the last few years, but I think we are probably still a few years out from having the foundations laid for a campaign.*

## **B. RELIGIOUS EDUCATION**

**Janet Lopes, Lead**

### **Current/Future Needs:**

1. - soundproof Infant/Toddler "crying room" in the Sanctuary with comfortable chairs, diaper changing table, and age appropriate toys. Speakers to allow parents to hear the Service.

- Child Care room close to the Sanctuary with a fenced outside play area furnished with swings, climbing structure, slide, and tricycles, also a secure outdoor shed to store trikes. Inside: storage cupboards, kitchen area with sink and fridge, sturdy diaper changing table, child size toilets and hand washing sink. Areas for art and messy crafts, tactile table, dramatic play, block building, library/quiet zone, and special area for infants. Outside sink and hose bib. Outside sandbox with lid. Covered outside play area. Buzzer/flasher(like at restaurants) to quietly alert parents about a problem child.

- If RE building is separate from the Sanctuary: all walkways should be covered and there should be gutters on the roof to prevent having to walk through a waterfall to enter the building.

- All classrooms, meeting rooms and offices have an internet connection and phone line, possibly walkie-talkies for Childcare Providers and RE Asst. A white board in all class/meeting rooms.

- Outside Elementary age play area with swings, a cool climbing structure, tetherball poles. Partly grassy and part smooth surfaced.

- All rooms ADA accessible

- Spirit Play classroom about the same size as room 7/8 with floor to ceiling cupboards along one wall, low shelves around the perimeter, a small broom closet and mop sink. Flooring part carpet, part smooth for ease of clean up, able to hang things upon the walls or from ceiling, storage area for 4 easels, altar area, lots of windows for natural light, bathrooms close by, covered outside work/play area, close to Sanctuary but not as close as the Childcare room. Outside play area far enough away from sanctuary OR shielded from Sanctuary to prevent disruption of Services, small stage in room or just outside to facilitate acting out stories

- a stage in an outside covered area to be shared by Spirit Play, JHYG, and SHYG and the Congregation.

- sink, hose bib, & electrical outlets in outside play areas

- Jr. Hi & Sr. Hi classroom area connected to each other, maybe even as a sort of separate "pod" or freestanding building, but still close to the other classrooms and the Sanctuary. Bathrooms attached containing toilet stalls and a shower stall. Each classroom should have a sink, fridge, and microwave, seating areas with comfy chairs and/or couches, and electric or gas fireplaces. There should be storage space, work tables, and folding chairs in another part of the classroom. There should be secure storage for electronics(computer, etc.) in each room. There should be an outside activity area with a basketball hoop and a grassy soccer/volleyball area.

-General Use area – One large room with full kitchen for large meetings, family worship, trainings, and other fun gatherings. It should have a computer projector thing and a drop down

screen. It should also have a cozy seating area at one end, perhaps with a gas fireplace. The room should be large enough for 40-50 people to dance in. It should be close to bathrooms OR have its own set of bathrooms, with diaper changing table.

- RE office and Family Minister's offices close to each other or conjoined. Storage for classroom supplies attached to the RE office. Storage for large items and extra curricula should be close by. All storage areas need to be secure and weather tight.

- Two smaller meeting rooms to fit 10-12 people sitting at a table and chairs.

## **2. Priorities:**

- Classroom space for up to 120 children and youth, infant through age 20.

- Childcare room with outside play area and attached bathrooms

- Religious Education office and classroom supply storage

- Family Minister's office

- outside play areas

- internet and phone service in all classrooms

- 'crying room' in Sanctuary

- fully accessible buildings and grounds

- showers

- covered walkways and roof gutters

- outside stage/amphitheater area

- big meeting/gathering room

## **3. Supporting current size**

- the Childcare Room (rm. 11) gets crowded on our busiest days, however the room 11 outside play area is the right size.

- room 10 works well for the Storytime class

- room 7/8 is a good size for our Spirit Play class

- room 6 (Jr Hi) gets crowded on high attendance days.

- room 12 (Sr Hi) is fine for now, but the jumble of mismatched furniture doesn't use the space well. There is a lack of flat work spaces in the room making it difficult to do art or other physical projects.

Generally we have adjusted the class groupings to make the best use of the spaces we have available.

#### 4. Dedicated spaces:

We need secure, locking, weather tight storage space for RE electronics, particularly a TV on a rolling cart.

Supplies for the Our Whole Lives sexuality education program should have their own secure cupboards, both in the RE office area and the OWL classroom.

A secure weather tight storage area for outside toys would be useful for the Childcare room. A yard shed would be fine as long as it was secure.

#### 5. Preferred seating, etc:

For room 11 –small child size chairs & furniture, low tables (like what we currently have), a sturdy diaper changing table.

For the Spirit Play Room – 2-3 tables that are height adjustable, locking storage cupboards

For Jr Hi – floor pillows with washable covers, folding chairs and a couple of tables.

For Sr Hi – couches and easy chairs to fit 15-20 people, one or two adult height folding work tables

#### 6. Outdoor Activity Spaces:

Developmentally appropriate preschool and elementary play areas with play structures such as: swings, climbing structures, grassy and hard surfaced areas, tetherball poles, basketball hoop. Proximity to the Sanctuary might be a problem due to children's play sounds. However, parents would want to know that their children were close by. A large, fairly flat grassy area would be the first requirement.

An area for outdoor cooking and eating would be a plus for warm weather overnight gatherings or evening youth services.

#### 7. Lodging?

Special event lodging would make our Youth overnights, Youth "Cons" and MUUGS gatherings more comfortable. A small shower facility would be wonderful.

#### 8. Location:

It would be convenient to have the RE office closer to the main office, but it is not absolutely necessary. It would be preferable to not have to walk in the rain to get to the main office.

The RE storage areas would need to be convenient to the classrooms and the RE office.

The Family Minister's office should be close to the RE office.

#### 9. Desired location RE/Sanctuary

RE classes should be close enough to the Sanctuary to allow the children to feel a part of the spiritual community, however, there should be a “noisy play” area that is shielded from the Sanctuary to lessen the chance of disruption. Children and Youth should not be expected to walk in the rain while going to their classes.

**10. RE/Ministerial offices:**

The RE office should be close or adjacent to the Family or RE minister’s office.

**11. Nursery:**

The Childcare Room is considered part of the Religious Education program.

**12. Sharing:**

In the past some of the RE classrooms have been rented by a private school and may be again in the future. There are no immediate plans to do so.

**C. MUSIC PROGRAM**  
**Eric Stetson, Lead**

**Current Conditions/Assessment:**

1. Describe the strengths and weaknesses of the facility for the music program.

The main weakness of our facilities for music offerings and performance is the acoustics of the building itself. If given a massive overhaul, the congregation would benefit from having care given to acoustics and careful placement of speakers, microphones, etc. Consulting a sound acoustics technician would be wonderful and it would help to guide the master planning procedure in this area. Our strength is in our ample space, but better use of it would benefit us greatly. More detail on that to come in later answers.

2. Describe the range of musical events that occur on regular basis; range and frequency of special events.

We regularly host small and large musical ensembles for Sunday services as well as weddings, plays, presentations, funerals, etc. These require the use of space on and off the stage. In the near future we'll also host open-mic nights and small concerts. These events occur several times a week, and if our musical resources are improved will be used more frequently by individuals renting the facilities.

3. How often is space rented for musical events?

Fairly often. Music is regularly a part of the many weddings, funerals, plays, and other events hosted by UUSS. A few times each month is a broad estimate.

4. Position of choir; adequacy of space? Where do choir rehearsals and prep area occur before and between services?

There definitely needs to be dedicated space for the choir as part of the layout up front, whether on or off stage. Risers either built in to the floor/stage itself or dedicated folding risers. We also would greatly benefit from a dedicated rehearsal room – a room just for the music program that may be sound-proofed if necessary. This room would be used for almost all music rehearsals (unless in the main space), meetings, etc. This is a must-have for the next stage of development, and would solve several logistics problems at once.

5. Frequency of use of stage and choir loft area(s) during services and for special events? Adequacy of Social Hall as a “performance space”?

Lately, the stage has been used sparingly, usually not by musicians/the choir. The side areas to the left and right of the stage are inadequate for our current set-up. If dedicated risers or a choir area is to be built, it needs to be visible and have ample light.

6. Adequacy of storage space (s) for sheet music, music folders, music stands, bells, instruments, stoles, hymnals? Security of storage area?

The music program needs a dedicated storage closet that opens to the main area. This storage closet would house all of the items that the music program uses including the music, folders, stands, etc. that have been mentioned. Currently, these items are scattered in different rooms and share space with tables and chairs and a variety of other items. This closet would be an easy addition to the dedicated music rehearsal space if it was sound-proofed and opened to the main area.

7. Adequacy of audio controls/amplification system? Wireless mike system? Aids for hearing impairment?

We would benefit from a general upgrade of our wireless microphone system and our speaker system. There are many options, but in general for our space we need a surround set-up. Many Bose packages are designed for churches with similar needs and acoustics as ours. Also, more specifically – we need an elegant hanging microphone solution, wired from the ceiling, 2-3 omnidirectional hanging mics and 1-2 directional static mics. These microphones would be used to feed the signal into the hearing impaired headphones as well as amplify the choir and other groups. Systems like this are used in performance halls, universities and churches worldwide.

8. Adequacy of recording? Use of recorded music?

Our recording capabilities will upgrade naturally as a result of a general update to our speaker system/mic set-up/soundboard. Our effectiveness at using recorded music will also increase as a result of this update.

9. Adequacy of lighting for performance? Adequacy of temperature controls for activities? For maintenance of piano and organ?

Our current lighting set-up appears adequate; although the side areas could be better lit and then better used for a variety of things. There are no special needs in the area of temperature control that would be separate from a general climate control upgrade that I'm sure will be requested from other needs assessments. For instruments, temperature is not as much a concern as humidity. For the dryer months, it may be a good idea if the music program had a humidifier in the dedicated music area.

10. Amount of set up required for music performances?

We have a variety of music performances; the most involved setups concern the current difficulties with amplifying the choir and creating adequate space. Dedicated risers and the aforementioned mic system upgrade solves this. Also, a number of our XLR input jacks located on the stage are non-functional. A general sound upgrade should address this problem.

**Current & Future Needs Assessment:**

1. Describe current priorities/needs for music program

The highest priority for the music program is the need for a dedicated choral area in the worship space. This, coupled with an elegant hanging-mic system for all music performances will vastly improve the overall experience at UUSS. All the suggestions above are important and reflect the thoughts of our program committee and myself.

2. Desirability to use video/projection in conjunction with music for services and special events?

Yes – though this has been the subject of some discussion and debate, having the option is always preferred over not having the option. A video projection system would be used for all sorts of events and services, and whether the music program used them with the choir or other groups would be an option to be considered on an individual basis.

3. Desirability to have linkage to computer system for playing music, recording?

Though this is pretty standard in performance halls, this depends on whether we are planning on building a separate sanctuary or sticking with our current space and renovating. If our main hall is to become a dedicated social/events hall, then yes, it would benefit us to have this capability.

4. Desirability to upgrade speaker system?

Absolutely, along with our mic setup mentioned before. Our current system is out of date and is often an obstacle to enjoying events and services. This, along with a rewiring of the whole system is highly desired by the music program.

5. Desirability to have exterior stage or music area? Amphitheater?

If this means having a separate building for music and events, I am definitely in favor of building a separate sanctuary building and renovating our current main hall as a social/events hall which would fill that role. An outdoor amphitheater would be a delightful extra project, though it would be a large undertaking to wire it and install microphone inputs, lighting, etc. to make it practical for use by musicians in an outdoor setting. I could sooner see an outdoor amphitheater used by our theater program to perform plays and other similar uses.

## D. KITCHEN

Barbara Hopkins, Glory Wicklund, Co-Chairs

### *1. Comment on weaknesses and strengths of current kitchen and food service program.*

#### Weaknesses

- Electrical is maxed out
- Insufficient hot water – wastes water running the sterilizer over and over trying to get hot water to get to that location; the water is rarely at the required temperature.
- Sewer system inadequate. Cannot add a garbage disposal to 3 part sink because the sewer system cannot handle it.
- No pot washing sink
- No hand washing sink
- 3-part sink is used for emptying pots, cleaning materials (because of its convenient location) but often plugged up and sewer will not allow garbage disposal to be added.
- Dishwashing is done first by hand and then into a sterilizer. No regular dishwasher. Not many people feel adequate (despite training) to operate the sterilizer. Dishwasher triangle area cannot accommodate two persons.
- No air conditioning. Very hot kitchen when stove and ovens being used and is between two rooms. No way to get outside air.
- Not enough space to work comfortably.
- The triangle type design is cumbersome. Some cabinets cannot be used because they narrow at an odd angle.
- Drawers are small and not enough (items are kept on counter in open containers).
- Inside access (door) to foyer (serving areas) is inadequate.
- Acoustics is poor. Activity in kitchen can be heard in sanctuary.
- Storage inadequate. Glasses and items stored under prep tables in the open.

#### Strengths

- Close to serving areas (foyer and back wall of sanctuary)
- New 6 burner, 2 oven, 1 griddle gas stove (2010).
- New upright freezer (2010).
- New upright single-door refrigerator (2010)
- Two door industrial refrigerator.
- 1 rolling glass storage rack (2010)
- 1 butcher block prep table.
- 2 stainless steel prep tables.
- (strengths continued)

- 3-part sink with drain board and 2 combination sink cover-cutting boards
- 1 rolling flat pan storage rack
- 1 metal stationery pot shelf (2010)
- New flooring (2010)
- Newly painted (2010)

*2. Adequacy of access to kitchen from driveway area; from social hall; from entry area? From serving area?*

**From driveway area**

Closest access is through custodial area. Other entrance is down long path along west side of building to door that opens into coffee kitchen and is near sanctuary.

**From social hall**

Kitchen is adjacent to foyer and sanctuary.

**From entry way**

Kitchen is across foyer from patio/east entrance; across sanctuary from main entrance.

**From serving area**

Kitchen is next to typical serving areas; however a pass through to serving area would be an aid.

*3. Comment on quality of light; quality of space heating and cooling in kitchen.*

**Quality of light**

Kitchen light is irregular. Light switches are at inconvenient (hidden) locations.

**Heating and Cooling**

No air conditioning. Kitchen is very hot when stove/ovens on. Very hot in summer.

*4. Describe typical use of kitchen for weekly services; coffee/tea? Lunch service?*

**Weekly services**

The kitchen is typically used for coffee service and the Sunday lunch program.

**Other use**

It is used for Theater One production refreshments and dinners, Saturday Sheriff Detail refreshments, special dinner events (large and small), the annual fundraiser (250-300), medium sized dinners, and memorial services. Generally buffet style.

*5. Describe adequacy of water fountain/water service?*

The hallway drinking fountain is cold and works well. The fountain on the east side adjacent to sanctuary does not work well and is not cold. There is no cold water "spout" (as part of a sink) to fill large pitchers.

*6. Adequacy of current equipment and work stations; what equipment, if any, needs replacement or initial purchase?*

- Kitchen has an old hood and roof-mounted fan that is inadequate.
- Location of sterilizer and prep sink need reconsideration.
- Need pot washing sink.
- Need hand washing sink.
- Need another (or two) garbage disposals.

- Need coffee cart that holds all supplies and carafes.
- Need two regular dishwashers. \*this item is a priority

*7. Adequacy of kitchen for food preparation by caterers? For potluck dish handling?*

**Caterers**

The kitchen is crowded for caterers; they bring their own warming ovens and other equipment, have several staff. One member of the Focus Group submitted suggestions for leasing to caterers.

**Potluck dish handling**

It is difficult to find counter space to set potluck dishes or to transfer items onto trays, before an event (example, memorials), especially when food prep is also underway.

*8. Adequacy of pantry and storage needs?*

Inadequate, difficult to find where items are located. Items are in pantry, on racks, under prep tables, in drawers, or in containers on countertop, or in coffee kitchen. Refrigerators are in two rooms.

*9. Adequacy of dish storage? Adequacy of service equipment and dishware? Relationship of scullery to dish storage?*

**Dish storage**

“China” dish and flatware is stored in tall cupboard in coffee kitchen that is difficult to access (flatware heavy to pull out). These ‘green’ dishes are rarely used because the dishwashing system is so time consuming and the sterilizer difficult to use.

**Service Equipment**

Old coffee makers, carts, hot plates, trays: need evaluation and possible replacement.

**Scullery/utility room**

The kitchen is the scullery. No additional room or facility than the kitchen.

*10. Adequacy of food service area? Proximity of food service to food prep/warming? Are rolling carts used?*

**Adequacy of food service area**

Fair but frustrating. Need more space for workers.

**Prep/warming area**

No warming available. Electrical maxed out for more outlets.

**Rolling carts**

There are four old carts (duct taped) and 2 newer ones. Need a dedicated Coffee Cart, plus more carts (folding carts ideally), and most importantly, a place to store them. Currently they are stored in front of all the cabinets in the coffee kitchen area.

*11. Describe current handling of trash and recycling within kitchen?*

**Trash**

One to three large garbage cans are generally in the kitchens in the aisle ways. No specific place to locate the trash cans.

**Recycling**

No recycling area in the kitchens. No space for any, however, often there is a recycling box under the end of the 3-part sink. Coffee grounds are kept in a plastic covered container and taken to the Garden compost.

### Dumpsters


Trash and recycling dumpster are located behind the church, a distance from kitchens.

### *12. Describe use/handling of linen; would a washer/dryer be desirable?*

Linens are put into a hamper in the coffee kitchen and a bucket in the cooking kitchen; both are taken home randomly by volunteers and laundered.

Often plastic tablecloths or paper placemats are used for events.

Washer/dryer would be convenient, but no demand presently.

Maybe a clothesline?  (kidding)

### *13. Adequacy of current cleaning support; janitor's closet, supply storage?*

#### Cleaning support and janitor's closet

Volunteers are responsible for cleaning, except for the floors, and emptying trash and recycling (however, there is an expectation by volunteers that janitorial services will be provided). Custodial area is adjacent to kitchen; chemical/cleaning supply smells permeate the kitchen at times. Mop bucket with dirty water often left in kitchen and no once a year deep cleaning (scrubbing sinks or counter tops) is scheduled.

#### Supply storage

Storage (utensils, glasses, dish soap et.al.) is not obvious and is in various locations.

Custodians need a much larger organized space than existing.

### *14. Need for lockable cabinets?*

Perhaps a small cabinet (coffee supply, and memorial linens/items). We want to be a welcoming church "anyone in the congregation can use the items". Location of or who has the key to any locked area is a frustrating issue.

### *15. Is outdoor food service a part of any events?*

Some outdoor events, potlucks, full kitchen preparation, and BBQs.

### *16. Relationship of garden to kitchen?*

Not an issue. Garden is seasonal and produce generally not used for events.

### *17. What kitchen "functions" should be considered in any future remodel or expansion of the facilities?*

Rentals

Family Promise (homeless guests cooking meals)

Youth (pancake breakfasts; learn to cook program, etc.)

Crisis food preparation (floods, fire, earthquake)

Senior meal program

### *18. Ideal*

**One shared room** sound proofed with space for prep, cooking, coffee area, dishwashing, carts, shared refrigerators and freezers and dish and supply storage, with easy access to serving areas.

**Need commercial dishwashers** to eliminate washing dishes by hand-- dishwashers that are easy to use including soap products.

**Need a Coffee Cart** that holds all supplies.

Would be pleasant to have **table service room set up for 6—10 people** to gather to eat without struggling with table and chair set up.

#### *Other ideas/issues*

**These are ideas for remodeling the existing kitchen for consideration:**

- The janitorial area converted into a pantry.
- Drywall on restroom/hallway side of cooking kitchen, and foyer wall in coffee kitchen for shelving and/or upper cabinets
- A pass-through kitchen to make serving easier
- Shelving above a center prep area with prep on both sides
- Cold water “pot filler” type faucet on a sink for filling pitchers
- Ice machine (not presently an issue)
- Interior doors are nicked, worn and unsightly.

No consensus--the controversial issue for the group is: For congregational use, one large kitchen with a coffee prep area, sharing refrigerators, stove, sinks and dishes and supplies is ideal IF the room is soundproofed. However, if the room cannot be rented out (not up to code, or UUSS determines it does not want the public to have access to the full kitchen), then the group tentatively recommends that a coffee kitchen be separate from a cooking kitchen.

**D. LIBRARY**  
**Doris Janes & Carol Jacobs, Co-Chairs**

1. Strengths : Easy access, entrance from church foyer and from outside. Close to church entrance. Recently painted, cleaned and has new book shelves and files.
2. Good placement to auditorium and foyer ,easy to locate. Same architecture as main building.
3. Contains a separate thermostat. Audio wired from auditorium Good outside lighting  
from windows during daylight hours. Lacks privacy at night. Lighting fixtures from ceiling outdated. Large ceiling fan to be connected. Door into foyer has been damaged.
4. The library is used for many small meetings and group discussions. Church Board and Program  
Council, new member orientation, book store, child care room during services as well as small group activities.
5. The room comfortably holds 12 to 15 people. Twenty at most.
6. More bookshelves and files would be a plus. Bookshelves and files were purchased from a local  
office supply. Small flat screen for presentations would be an *excellent* addition. Upholstered chairs would be *nice* addition for reading and meetings.
7. Unless the library were expanded or a new one planned, the size and capacity of the  
present library limits use. Features such as work station and other technology deserve consideration.

**E. THEATER ONE**  
**Bobby Stewart, Chair**

Here are our notes on Theater One's focus group's conversation April 13, 2011. Present were: Hank Coffin, Mike Erwin, Shirley Hewitt, Lisa Karkoski, Shana McCarl, Judy Morrison, David Paul, Bobby Stewart, Don Taranto, Antonio Torres, Brady Torres, Gina Towne, Bill Wilkins. Shirley Hewitt facilitated the meeting and David Paul took notes. Barbara Amberson and Lisa Derthick were unable to attend the meeting but later contributed written responses to the questions Jeff Gold provided, so their input is included.

1. *Strengths & weakness of current facilities to support the Theater One program from the perspective of the production crew/cast and for the audience.*

**Strengths:** Large, open, welcoming, handicapped-accessible space with ample parking. Built as a social hall, the auditorium is convenient to kitchen and to storage for tables & chairs, so the hall adapts well to dinner theater.

Nice looking, wide-enough stage & good curtains. Alcoves are a plus.

Convenient location for Sacramento and surrounding area residents.

Supportive, helpful UUSS ministers and staff.

Large UUSS membership as potential audience: Loyal core audience who always come to our plays--many of these people are regular theatergoers holding season tickets to local professional theaters who attend our performances because they like what we do.

**Weaknesses:** Lights & sound are inadequate.

Sight lines are not good--original plan was to have sloping floor when a sanctuary was built.

Bathrooms fans are too loud.

Doors squeak.

Safety issues: soffits can be accessed by pull-down ladders on either side of the backstage area, but they do not have strong flooring. People have to go up there to set lighting, retrieve equipment, store flats, etc., and it isn't safe.

2. *Comment on the current adequacy for: backstage support areas, storage, stage area, sound system and controls, lighting system and controls, prop/scene construction, rehearsal/meeting space, other.*

Backstage: Needs better lighting for safety. Plenty of space for a small cast, but not for a large cast, which we often are fortunate to have. It would be good to have access to and from the outside to Stage Left, unseen by the audience. Presently to get to the outside from Stage Left we have a choice of 1) slithering behind the stage wall to Stage Right, then down the steps to the East Room and out, or 2) emerging into the audience through the West Room door.

Sound & lighting: We need headset mics for communication between backstage & sound board; programmable computer for sound system & lights. We need to upgrade electrical

system--central control point for lighting, 20 amp circuits. All audio should be in the same place.

A "green room" area would be nice to have--out of doors and UUSS library are not enough.

Scene construction: We've used the outdoors when weather permits or stage when space is available. It would be good to have use of the stage during the final 2 weeks before performances, but of course we realize that needs of the church as a whole and rental potential have to be considered.

Storage space is limited, so scenery parts are taken to the dump periodically, then re-purchased or rebuilt as needed. A large storage space for flats and furniture would be welcome.

3. *In future remodeling of the Social Hall, what consideration would be desirable to support the Theater One program?*

New chairs

Theater seating (to draw audience from outside of UUSS)

Light truss across audience (temporary).

A theater space with sloping floor (as originally planned for the sanctuary) and regular theater seats (not pews).

4. *To what extent is the program and selection of production influenced by the facility?*

Not at all, so far. We have always chosen plays that fit the facility, based on what we feel we can cast: who shows up and how many show up to participate.

5. *Are there changes in the Theater One program that are being considered, and which might affect the long-range facility plan?*

Not that we know of.

**F. FAMILY PROMISE**

**Nancy Oprsal & Dorothy Mitchell, Co-Chairs**

Comment on how the current facilities are used to support the Family Promise program. What are it's current strengths and weaknesses of the building to meet the current needs of the program?

*Family Promise guests stay at UUSS in the Fahs Room and the 4 RE classrooms during our four weeks a year. These UU rooms are only used by Family Promise during their week. Guests stay from 5 PM to 7 AM when they leave for the Day Center downtown for the day. The bathrooms outside the Fahs room and next to Room 11 are used. Also the playground equipment and the yard is popular for volley ball.*

*Strengths: UUSS has the space and volunteers to provide hospitality for the four families or fourteen people in the UUSS cheerful environment and UUrth song Community Garden.*

*Weaknesses:*

- A. The lack of air conditioning in the RE building is a special problem during summer since poor thermostat controls are a problem during both the winter and summer.*
- B. Inadequate storage space for hospitality supplies needed for fourteen guests during their one week at UUSS is a problem. First storage of blankets and linens for guests to put on their mattresses on the floor requires the most space in addition to the food and toiletries and games.*
- C. The recently renovated Fahs kitchen is very convenient but the pullman style kitchen is crowded with more than two people so floor space is limited as well as storage for food.*
- D The keys are critical to area security but are difficult to use on locks sometimes and would help if could be easier for everyone to use.*

Comment on the ability to sustain Family Promise within the multi-use spaces.

*The guests and volunteers appreciate the use of the Fahs room that is like a "family room" for variety of social events plus dinner and breakfast. And the guests appreciate the privacy of rooms, except for room divided by folding door that poses special challenges. The outside facilities and peaceful setting is highly valued by our families.*

3, Comment on the adequacy of sleeping areas, social areas, food prep

services area, bathroom facilities, storage needs, Volunteer/coordinator space.  
**Storage is the major problem for Family Promise volunteers. Other areas are adequate but improvements are possible. Access to the church kitchen would help when we need a large oven for heating up food. Since volunteers bring in all meals food prep is limited most the time. If plumbing was adequate for a dishwasher it could be an asset, but need all the under the counter space**

How might the Family Service program change that would represent a shift in facilities needed?  
**One change expected by Family Promise would be to expand the number of families but it is unlikely that churches would be expected to house 28 people. But many churches downtown are providing overnight winter shelter services for 50-100 homeless adults and UUSS is unable to help due to limited bathroom and sleeping in the Social Hall**

Comment on how the UUSS campus could best provide temporary lodging in the long term view?  
See Answers Above

## **G. GARDEN & GROUNDS**

**Annie Kempees, Chair**

### **Current Conditions & Assessment:**

1. Comment on the strengths and weaknesses of the current gardens, landscape areas, outdoor patio areas, walkways, parking, and campus 'grounds'. What functions of the grounds and gardens are desirable in looking into the future?

*Strengths: Oak Grove. Mature trees*

*Weaknesses: No comprehensive landscape plan. Inappropriate planting for the Sacramento Region or inappropriate planting for location (e.g. trees and bushes that need constant pruning for pedestrian access)*

*Desirable Grounds and Gardens Function: Overall the grounds should be a representative of Sacramento Native Environment with clear areas for congregational programs. It should not be mistaken as a local park or preserve. The Oak Grove is dying and should have a mixture of old to new native Oaks. Only play areas should have lawns. All other areas should be a combination of low growing native plants with weeds controlled by ground of mulch. Gardens appropriate to the Sacramento Regions would be allowed if endowed both for construction and maintenance.*

2. Comment on the qualities of the grounds and gardens: adequacy of spaces, nature of the landscape, sustainability, maintenance requirements, aesthetics, safety, security, storage needs, entrance, pedestrian and bicycle accommodations, recycle/trash area, signage, how the outdoor spaces support the congregation/community programs, how they support special events, how they encourage play and social interaction.

*Current grounds and gardens qualities: Overall – poor. Space – more than adequate for uses. Nature of landscape – none, more like a chaos of landscape. Sustainability – poor to dismal. Maintenance requirements – unsustainable. Aesthetics – poor. Safety/security – poor. Storage needs – poorly defined and managed. Entrance – at street level, poor. Pedestrian accommodation – poor access from street. Bicycle accommodation – adequate. Recycle/trash area – poor location for operation. Signage – practically none.*

*Outdoor space program support, play, and social interaction: Patio and adjacent grounds inadequate for special events like marriage ceremonies. Patio needs a portion covered for summer use. The patios adjacent Strawberry Trees are safety and maintenance problems. Play areas need to be redone to improve their safety (granite marker placed in woodchip playground) and play area lawns are just mowed weeds. A more forgiving turf is desired. Open space adjacent to west side of Social Hall has been used for events but the lawn is uneven and just mowed weeds. Memorial Garden is isolated and has no access for handicap. Major disconnect between the Community Garden and the kitchen.*

3. Which outdoor spaces are most commonly used?

Commonly used outdoor spaces: The patio is the most commonly used outdoor space followed by children's play area. The community garden though only a little over a year old is probably the third most used area.

4. What is the estimated amount of water used monthly for the gardens and grounds' irrigation system?

Water Usage: Question probably should be answered by David McMorris but a couple of years ago when we found out that we had spent \$2000 the previous August on water for the facility we directed that the lawns (mowed weeds) not be watered with the exception of the play area used by the children.

5. Comment on adequacy of the parking; how frequently is parking lot filled by a regular or special event.

Adequate Parking: Only once have I seen it filled, the Sunday after 9/11/01. For Sunday Service I have never seen it full. Special events I have attended or been on the grounds when underway, I have never seen it full.

6. Comment on priorities for maintenance and upgrades for the campus grounds.

Capital Maintenance Priorities: The Property Management Committee's Charter prioritizes Preservation and Safety over improvements. The PMC has a spreadsheet of Property Management Items that identifies indicates those priorities in more detail. I believe that spreadsheet was provided during the Assessment.

7. Comment on potential changes, additions, features: expanded vegetable garden, orchard, expanded playground area (s), pre-school playground, hard court, gazebo, labyrinth, outdoor barbecue, stage, amphitheatre, shade structure(s) for patios, water garden, covered bicycle racks, pedestrian walkway from Sierra Blvd., entrance gate, security fencing on all sides.

Potential Grounds & Gardens Improvements:

- The grounds and gardens should be planned using modern landscaping principles.
- In support of our Mission to come together to deepen our lives and be a force for healing in the world means first there should be a transitional feeling leaving the street (however on arrives) and entering the campus interior.
- The grounds should be clear as to areas for spiritual and social activities versus those for business and pleasure use.
- The creek area near the street was once a wetland that could be restored for water pollution control and nature interaction.
- For security a cobble stone berm from the wetland to the west driveway with landscaping would provide aid in the transition from street and provide better security since cobble stones are not easy to walk/run across. A gated pedestrian entry would be needed.
- All food development and handling areas should be collocated. Meaning an outdoor barbecue, should be near fresh vegetables, and a kitchen facility.

## **J. OFFICE ADMINISTRATION AREAS**

### **David McMorris, Lead**

#### **David Morris Summary:**

##### Executive Summary Office Space

Office space on the UUSS campus is primarily utilized by 2 full time ministers, 1 ministerial intern, 1 part-time RE Assistant, 1 part-time Music Director, 3 Business Office Staff, and 2 Custodians. The current space is inadequate for both program and office staff. Additionally, there is no room for growth in program or office staff within the current spaces used which will inhibit ability to support growth of the congregation if that occurs in the future. The table below begins to address some of the requirements of space and storage at UUSS. It is by no means complete.

##### Other concerns

The Bookkeeper's office space should include secure, fireproof record storage and filing cabinets for record storage. The size office assistant space is adequate and there is a need for adequate waiting space that is ADA compliant. The offices shall have space for computers, printers, several comfortable chairs, a small table, plenty of book space, filing cabinets and cabinet space. Program and Administrative Offices should be convenient and located to the in close proximity to each other. Lack of proper design space for new technologies to include computers and other electronic office equipment is inadequate. Computers are currently networked. New office space should be planned for all appropriate communications systems. Alarm system is required for all office space. Other space and storage concerns would be identified by architect as master plan is developed.

A thorough analysis of office space and storage should be completed by an architect familiar with church space needs and develop a plan to adequately address significant deficit in space and storage at UUSS current location

#### **Office Space (David)**

##### **A. Administrative Space**

1. Current Business office space inadequate for Business office staff to conduct business with members
2. More storage space needed for office.
3. Up to date building wired for current and future technology
4. Need planning for new space as staff expands.
5. History of shortage of office space and need for new construction
6. Logical to expand off the Social Hall with new office space and meeting space
7. If senior housing is built office space could be integrated with it
8. All staff should be in same area for better coordination

9. Office space needs better security to include alarms, possibly video security, better commercial doors and locks.
10. WI-FI and more space for technology like copiers, servers, computers
11. Space needed for volunteers during the week and access to computer network
12. New office construction needed
13. Current office space hard to configure due to hexagonal shapes of buildings
14. Better more comfortable furnishings
15. Office needs reception area and space to accommodate working with handicapped and people with walkers
16. Need audio and video wiring in spaces like Fahs, office, library or newly contracted office and meeting space so members can view sermon and activities in main hall
17. More organized space for mail distribution UUSS Office and Storage Space Needs

UUSS UMP Requirements for Space	Needed	Actual	Comments	Type	Function
Lead Minister	300	250		1	Programs
Family minister	300	60		1	Programs
Intern Minister	150	0		1	Programs
RE Assistant	200	250		1	Programs
Music Director	200	200		1	Programs
Membership Coordinator	150	0	Position Approved by Congregation May 2009 for three years	1	Programs
Re Storage	200	100		1	Programs
Music Storage	150	150		1	Programs
Theater One Storage	500	100	Storage Spread all over campus	1	Programs
Minister	300	0	Additional future need	1	Programs
Committee Office space	300	0		1	Programs
Chair and table Storage	1500	600		1	Programs
Committee/Activity storage	800	0		1	Programs
Business Administrator	250	144		2	Office
Office Assistant	150	50		2	Office
Bookkeeper	150	50		2	Office
Volunteer	100	0		2	Office
Facility Manager	100	0	New Future Position	2	Office
Custodians and storage	500	165		2	Office
Office File Storage	200	25		2	Office
Office Supplies	200	25		2	Office
Office machines	250	50		2	Office
Waiting room seating for up to 6	300	0		2	Office
Board/Office Conference room	600	400		2	Office
Office Mail area	100	0		2	Office
<b>Office Total</b>	<b>2900</b>	<b>909</b>			
<b>Programs Total</b>	<b>5050</b>	<b>1710</b>			
<b>Totals</b>	<b>7950</b>	<b>2619</b>			
<b>New meeting space for up to 100</b>	<b>7000-8000</b>	<b>0</b>			

**Linda Hoganson Comments:**

Describe the aspects of the current office facilities and configuration that you like and which function well for the operations. [I like being able to keep track of the Business Admin and Bookkeeper. Sometimes information they have is very useful to me as I try to keep their asses out of hot water.](#)

Describe the aspects of the current office facilities and configuration that are inadequate for present needs. (i.e. location of work area, relationship to other work areas, size or layout of space, quality of space, privacy, access to support areas, accessibility, other)

Work area poorly laid out . . . making do with cast-off furniture that is not suited to the work or the work space. I offer no privacy to visitors to the office or people who telephone the office. Bookkeeper needs a bit more privacy from walk-ins, conversations and security of daily work notes and mail. Her desk needs to be inaccessible to people who volunteer or who use her telephone.

List all of the current functions and personnel that require offices or open office work stations. Are additional staff positions contemplated that will require additional office space?

Office assist needs an open work area with ease of access to business admin and bookkeeper. Knowledge of minister whereabouts when on campus. From time to time I need to sit and speak with potential renters, but that can be done somewhat adequately in the Library or Lounge. I have no idea about additional staff positions contemplated, but if that is the case, this office space is not able to provide adequate tools to allow them to do a good job.

Describe current storage needs

Storage needed for committee use so that their props and tools don't get stored in the office.

A storage area reorganized for paper & office supplies as well as computer / server / telephone. The current storage closes and the custodial storage area need to be reorganized and not used for items that people don't know what to do with.

Describe meeting space (private and/or open) needed for administration area.

The Library and Bus Admin office provide private meeting space when it can be scheduled. Bookkeeper needs a private or semi-private area. We do need a wait area to allow the employee to prepare for the walk-in or scheduled visitor, and to give privacy to other employees at the same time.

Comment on the current reception area for visitors, and whether additional space is needed for this function.

We do not have a reception area for visitors, unless they can be escorted into the Library. People who have appointments with the ministers usually appear in the business office . . . a phone call is made to let the minister know the appointment has arrived and generally the minister arrives promptly to escort him/her to whatever meeting place the minister has selected. If the minister or other staff has not yet come onto campus to keep the appointment, usually the guest is escorted to the Library to wait. Otherwise they sit in the front of the office near the door. Not at all good for privacy.

What is the desired location of offices in relation to the parking area/entrance? Social hall? Education/classrooms? Comment on current office location.

Two or three times a week visitors may ask to see the Main Hall as they contemplate a needed rental. Locating the office at the eastern edge of the campus necessitates additional time away from the office work to show the Main Hall. It is not customary for the custodian or the bookkeeper to show the Hall . . . although they have when needed.

Are there certain offices that can be separated from others or is it desirable to keep all staff offices together in one location on the campus?

Currently Staff meaning clerical staff need to be in proximity to assist each other. There could be additional staff, such as volunteer coordinator or membership coordinator whose location near clerical staff would be advantageous.

Provide a list of the highest priority items for improving the existing office/administration area.

Acquire furniture and arrange workspaces in accordance with today's work needs.

Comment on the following considerations:

member volunteer/committee work area? Need a designated space, with a work table. But if it's outside the office there would not be easy access to the printer, unless the space is with the printer, and in that case would serve same function as needed by office staff.

computer station(s) for committee members other than staff? Just Committee Members?? Is that meaning that such people need to be identified and access codes provided? And that they are competent to work unassisted with the computer and printer? Sure

Lunch/break room? I like eating on the Patio or in Library. Staff is small in number and a designated room seems too big. We don't tend to take lunches at the same time. Would be nice but not necessary.

Kitchenette; access to refrigerator, microwave, sink. That we don't clean up after using such items.

Mail distribution system; cubbies? Location for pickup? Mail weighing and posting for distribution? Mail could be received and delivered to the individual desks by the office assistant or other designated staff or volunteer. If a volunteer/committee work space is created, the weighing station could be a part of that area. But how to get the stamps to the pieces to be mailed? If the volunteer/committee has access to computer, they can weigh, purchase and affix postage.

Package delivery at reception? Yes, but signed for by any employee, or volunteer if so said.

Copier/fax center? A table for laying out papers and more appropriate display of staplers, pens, scissors, etc. Could be the volunteer/committee work area.

Work area/counters for collation and assembling material for distribution. The Library or Lobby works now. But how about a whole separate room that includes volunteer/committee needs of computer, printer, telephone, mailing station.

Phone messaging system; how does current system function? Sometimes messages voice mail messages seem delayed by 3 or 4 hours from time left until the time I notice the red light is on. If the light is not working and the staff is not using their phone often during the day, messages will go unnoticed for an inappropriate length of time.

Computer system, central server? Wireless network? Back-up system for UUSS files/archives

Poster/display board area? Yes needed, but for what I'm not certain. California and Federal Employer/Employee Guidelines? Coupons for 10 cents off a good

cheeseburger. It would be good to have a photo board containing only photos of UUSS staff and congregation.

**Lending library functions** People who are interested in UUSS could benefit from a Lending Library. Books recommended by the ministers. There are UU resources, (books rather than simple pamphlets) that could benefit individuals and members that provide history and background and project suggestions.

**Closet?** It would have to be locked with keys or codes accessible only to users . . . And one closet here and another in the RE side? Bringing valuable personal items to work, to be stored in a closet, is not an idea that should be encouraged.

**Security issues?** We're in a church, an old building poorly designed for today's office needs. Security issues are part of the landscape now and in the future, should UUSS upgrade. Education, awareness, and each person's participation in keeping the place as secure as possible.

**Desirability for staff parking close to offices?** Walking is better. How close? Right up to the door, on a regular basis? Gag me with octane. It's probably better to park away from the building so that the employee can have a view of the area around the car. If working late at night in an unsafe neighborhood, that is unwise, but sometimes unavoidable and hopefully not on a regular basis. Use the Buddy System, walk to the car with another. Park near another co-worker. Have the parking lot well lit.

### **Kate Throop Comments:**

1. Describe the aspects of the current office facilities and configuration that you like and which function well for the operations.

I can't think of anything that functions well. Over the years staff members have adapted to work in a space that is ill-suited and never was intended to be an office.

The Business Administrator's office is an adequate size but does not have appropriate storage either open or secure, and it is an expedient entry point to the supply room. It is also not soundproof.

2. Describe the aspects of the current office facilities and configuration that are inadequate for present needs. (i.e. location of work area, relationship to other work areas, size or layout of space, quality of space, privacy, access to support areas, accessibility, other)
  - A. As noted above, the Administrator's office needs adequate storage, lighting, work stations, and needs to be soundproof.
  - B. A separate work area for machines (copiers, folding machine, etc.) with a large work table for production work and adequate storage for paper and other related supplies should be provided, with enough distance from work areas and soundproofing so that machine noise does not interfere with normal levels of conversation.
  - C. Ideally the bookkeeper's work area would be separate from the receptionist/secretary's area so that confidential conversations can be held and so that financial records, checks, etc. are stored in locked files that are not in the main reception area.
  - D. The hex window wall in the current office is totally non-functional. Sheet rock or otherwise cover those windows so that valuable space is freed up for wall units/storage.

E. Accessibility – the current office has so much furniture that a volunteer or staff person using a cane, walker or wheelchair cannot safely and easily maneuver.

3. List all of the current functions and personnel that require offices or open office work stations. Are additional staff positions contemplated that will require additional office space?

Not known to this respondent

4. Describe current storage needs

The shelving in the current store room is inadequate and poorly configured, requiring frequent use of a step ladder to access supplies and materials. This is inefficient at best and dangerous at worst. Large areas of the store room are taken up by electrical panels, the old safe, an old sink, etc.

5. Describe meeting space (private and/or open) needed for administration area.  
A table and chairs for informal conversations or staff meetings

6. Comment on the current reception area for visitors, and whether additional space is needed for this function.

The current reception area for visitors contains, if memory serves, one chair. Maybe two. Visitors are asked to wait and are in earshot of bookkeeper, secretary and administrator.

What is the desired location of offices in relation to the parking area/entrance? Social hall? Education/classrooms? Comment on current office location.

Wherever offices are located, clear and excellent signage and indication of appropriate parking spaces is important. Accessibility for visitors using wheelchairs etc. is important, as is accessibility for deliveries (UPS, etc.)

7. Are there certain offices that can be separated from others or is it desirable to keep all staff offices together in one location on the campus?

Often the professional staff offices (ministers, religious educator, possibly music director) are separate from the business office for the sake of privacy.

It is probably cost effective to keep offices together as much as possible and to use building materials that deaden sound to provide privacy.

8. Provide a list of the highest priority items for improving the existing office/administration area.

Better configuration of work stations, more space between workstations, separate workroom, better storage, reception area.

9. Comment on the following considerations:

a. member volunteer/committee work area? YES

b. computer station(s) for committee members other than staff? NO

c. Lunch/break room? NO

d. Kitchenette; access to refrigerator, microwave, sink. YES

e. Mail distribution system; cubbies? Location for pickup? Mail weighing and posting for distribution? YES

- f. Package delivery at reception? NO
- g. Copier/fax center? NO
- h. Work area/counters for collation and assembling material for distribution YES
- i. Phone messaging system; how does current system function? YES
- j. Computer system, central server? Wireless network? Back-up system for UUSS files/archives YES
- k. Poster/display board area? YES
- l. Lending library functions NO
- m. Closet? NO
- n. Security issues? Important
- o. Desirability for staff parking close to offices? (see comment below)

These all sound like great ideas, and would be “no-brainers” in a corporate environment. Or in a public school. Or at a state prison, for the staff.

Church staffs suffer from the twisted logic often employed by congregants that the staff should make do with less (hence the donation of old three-ring binders, semi-functional office furniture, leaky ballpoint pens, etc. for which staff are expected to be grateful). It’s hard to change that culture, it is really critical that the changes, whatever they are, be “marketed” to the congregation in such a way that folks end up saying “Why of course we should make these changes, why didn’t we think of this ten years ago?”

An anecdote re: #o in the above list: Many years ago two parking signs were installed in a certain area designating those two spaces as being for staff. The signs were installed by staff. They were torn down, literally, by a member of the congregation who was offended by their presence. So the staff member who had installed them began to come to work very early on Sundays so as to insure a parking space near her office, especially when she had heavy boxes of books and other teaching materials, gallon bottles of apple juice, etc.

### **Glory Wicklund Comments:**

Close to parking lot

Clearly defined entrance to “the office”

Staff parking near the office, preferably in a sight line

A security alarm button under reception/OA desk

Copiers located where accessible to all staff

Mail system that is easy distribution for office staff but accessible to recipients from an area that does not impede upon staff (a pass through wall?)

Ideally all admin offices in one area to increase communication, with an In/Out/wipe board so people can be located or leave message, ‘sick’, ‘back at 3’, ‘not taking calls-take a message’

Volunteer work room, separate from office staff, with counter space, computer and some supplies (noise control)

A conference/meeting room that can be used for staff meetings, private meetings with admin staff

A bookkeeper area that can be secured for confidential info

Ministers’ offices with separate access to their offices for the privacy of those of who

meet with them (ministers come in the office door and sign in at In/Out board)  
Reception area defined, but not large.  
Ideally the entire OA/Bkpr area should be for OA only and have files, computers,  
counter space, mail slots, and a desk for Custodians to check room reservations  
and work distribution  
Storage facilities should be increased  
Business Administrator should be have private office  
Custodial area should be separate and much much larger than existing  
Phone system seems adequate (as long as staff when in but not taking calls, puts a  
message on such as, "I have someone in my office and cannot take your call but  
will call you back....."  
Lost and found area accessible to congregants

## K.

### ADULT ENRICHMENT/EDUCATION

Carole Czujko, Chair

#### UUSS Facility - Focus Group on Facility User Expectations

- I. Long-Term Wants
  - A. Grounds
    1. Sanctuary nearer street, communicate welcoming, communicate purpose, community value
    2. Signage, clear, directing flow, telegraph fast routes for autos and foot traffic
      - a. Prominent signage to identify UU identity
      - b. Ample directional signage
      - c. Buildings & units to have high-visibility external signage & event/activity postings
    3. Sanctuary central location, open vista for nature view
    4. Sanctuary central location, easy access to other units
    5. Covered outdoor space for events, meetings, providing inclement weather protection
    6. Outside amphitheatre, seating for weddings, celebration, performances, services,
    7. Central fountain, pond
    8. Dedicated outdoor worship space, meditation space
    9. Memorial garden area, memorial plaques, donor plaques
    10. Natural landscaping, traffic flow
    11. Abundance of Trees
    12. Abundant trees within parking area, shade & appearance
    13. Covered walkways to connect units, parking
    14. Circular walkways, good flow planning
    15. Outside play area - for kids, basketball hoop, soccer field
    16. Outside Chimes for "Call to Worship"
  - B. Facility Design
    1. Storage planning - generous chair & table storage planned for all areas, best hidden or camouflaged
    2. Layout options - need to make choice
      - a. Central location Sanctuary, central to clustered functional units (11 acres = spacious California open)
      - b. Centralized, multi-story (Multi-story, efficient)
    3. Focus Group Preferences
      - a. Consider UUSS Name Change - *Has big effect on outdoor signage/identification. "Society" doesn't communicate what we are; sounds more like a club, fraternal or interest group. Group felt that the current name is counterproductive for the purpose of signage identification of this place, to the wider community. We should perhaps consider changing to something like "Unitarian-Universalist Congregation of Sacramento." Communicates "spiritual community," without loaded concept of "church."*

- b. General appearance
    - (1) Welcoming appearance, airy, light, bright, open, to highlight community value
    - (2) Homey, down-to-earth, comfortable
    - (3) Sanctuary focus on being a spiritual place
    - (4) Windows, numerous, large, open, light, bright area - Natural outside vista
    - (5) Main entrance door, highlight openness, welcoming
      - (a) "Welcome station" near entrance, with sitting area, welcoming space
      - (b) Name tags close to entrance
      - (c) Obvious coat hooks, coat closets near entrance
      - (d) Directed flow into Sanctuary, Clubhouse, functional areas
      - (e) Clear signage & flow control to ministers offices, admin area
    - (6) "Get rid of the little-bitty windows!"
    - (7) "Eliminate dinginess"
    - (8) "Clean & Crisp"
    - (9) Get rid of cold, hard, institutional appearance, go towards warm and friendly
      - (a) No harsh lighting, use LED lighting planning, away from cold institutional fluorescents
    - (10) Update/refresh bathrooms
    - (11) Electric fireplaces in meeting areas
  - c. Color schemes suited to use: serene, colorful, active, quiet
  - d. Improved bathrooms, added shower units, where appropriate
  - e. (Healthy) vending machines for convenient refreshment, when no coffee/refreshments available
  - f. Cleaning closets central and convenient to rooms
4. Sanctuary
- a. Seating, good, comfortable, inviting - with good storage access
  - b. Picture window vistas from Sanctuary (Garden, trees, landscaping)
  - c. Direct access from Sanctuary to coffee and events area
  - d. Effective audio & video design
5. Admin Space - All staff housed in one building or section
- a. Ministers offices
    - (1) Spacious, airy, comfortable
    - (2) Generous storage, shelving
    - (3) Convenient to conference rooms, meeting spaces
    - (4) Broadband, wireless
  - b. Church office
    - (1) Clear division between Reception & work areas
    - (2) Comfortable seating in waiting area
    - (3) Design for workflow efficiency
    - (4) Ample storage, shelving
    - (5) Utility areas

- (6) Secure areas
- (7) Technology control console area - centralized maintenance of PBX, loudspeaker/audio, video, signage, access control
- 6. Kitchen - New, appropriate facilities, effective workflow & traffic design, improved usability, attractive, good access to areas being served
- 7. Chapel space - for weddings, memorial service
- 8. Family Center, "Clubhouse" facility - emphasis on this function, open & available extended hours  
(Check out family centers at big churches, perhaps schedule volunteers, young people for staffing, control)
  - a. Congregation/People attraction, invite gatherings, presence
  - b. Family hangout, Adults & young people areas
  - c. Coffeehouse hangout, inviting, conversation
  - d. Good seating, comfortable, sidewalk cafe atmosphere
  - e. Kitchenette, Refrigerator
- 9. Music & Drama Space
  - a. Piano
  - b. Rehearsal area, soundproofed, audio
  - c. Smaller performance space, besides Sanctuary space
  - d. Ample storage space
- 10. Meeting rooms
  - a. Multiple, generous
  - b. Some larger ones, bigger than current Fahs room or Library
  - c. Broadband access
- 11. RE spaces
  - a. Good traffic flow planning
  - b. Attractive, comfortable
  - c. Storage, cabinets, with counterspace
  - d. Whiteboards - generous provision
  - e. Convenient bathrooms
  - f. Broadband access
- 12. "Family Promise" hosting space - planned from multi-purpose space, convertible from other use
  - a. Welcoming, family-comfortable, not makeshift & shabby
  - b. Nearby kitchen facility
  - c. Bathroom, showers, utility sink
  - d. Cabinets, lockers for personal effects
  - e. Kids play area, informal group space
  - f. Broadband access
  - g. Communication - Web access for jobhunting, education, services; local telephone for job-seeking
- 13. PARCOUR (???)
- C. Decor/Design Notes
  - 1. Display galleries for art, projects, exhibitions, seasonal, event-focus
  - 2. Main Bulletin Board, White boards - centrally located
  - 3. Central, large-sized events calendar - perhaps use digital signage or LCD display reflecting posted Web calendar

- D. Amenities
  1. Ample storage space, incl. closets, cabinets, shelving
  2. Comfortable seating everywhere
  3. Bright, attractive internal painting, color schemes suited to purpose
  4. Rooms identified by using different paint colors; "Oh, take that down to the Blue Room."

- E. Technology
  1. Technology/Communications -  
(Focus Group recommends standing committee is needed for effective control and planning in this area)
    - a. Media equipment
    - b. PBX/Telephone
    - c. Internet broadband access
    - d. Signage
    - e. Access control & Security
  2. Broadband/wireless networked throughout facility
  3. Multimedia conference room, for meetings, classes, remote video-conferencing,  
e.g., District meetings, UUA, RE usage, remote committee work
  4. Flexible, well-planned Sanctuary audio system
  5. LARGE screen video for sanctuary, prefer 2 built-in pulldowns
  6. Controlled access entry security - hopefully eliminate key control problems
    - a. Use coded keypad doors, with networked control from admin offices
      - (1) Access controls easily set from office
    - b. Alarm system integration
  7. Digital signage investigation, for internal & external information & flow control
    - a. External events information directing
    - b. Room usage labelling
  8. Electronic Whiteboards - for meetings, presentations, educational sessions, calendar posting

## II. Near-Term Possibilities

- A. Grounds
  1. Signage
    - a. Signage - better streetside signage
      - (1) Current is poor
      - (2) Bigger letter fonts for easy view
      - (3) Possible use of colors/graphics
      - (4) Suggest Welcome, Identity, Spirituality
        - (a) "All are welcome"
        - (b) "A Spiritual Place"
        - (c) "Liberal Religious Community"
      - (5) Possible congregation name change, "Lose 'Society'"
    - b. Signage - directional signs to UUSS from Fulton and Howe intersections  
(majority of focus group approach from Fulton St.)

- c. Signage - Clear entrance sign, where to turn off Sierra, multiple drives are confusing
  - 2. Improve frontage appearance - begin transition to final plan
  - 3. Chalice - big graphic/sculpture to highlight Sanctuary, front door
  - 4. Covered picnic/relaxation area nearer street
  - 5. Outdoor sculptures, area planning
  - 6. Wooden bridge across creek, for better & more attractive foot traffic access
  - 7. Outdoor seating for relaxation, conversation ... not just Rm 12
  - 8. Gazebo for events, informal, general atmosphere
  - 9. Labyrinth
  - 10. Access Road - needs improve & repair
- B. Facility Improvements
- 1. Interim storage space improvements
  - 2. "You Are Here" campus map
  - 3. New signage for existing buildings,
  - 4. Central events/location calendar
  - 5. Whiteboards/frames for posting event signs/notices on room doors
  - 6. Whiteboards in classrooms & meeting rooms
  - 7. Place for big art & group projects
- C. Decor/Design
- 1. Remodelling of Rm 12, more attractive, functional, whiteboard, storage
  - 2. Window shades
- D. Amenities
- 1. Cushions/Pillows available for existing seats
  - 2. Comfortable seating - for Sanctuary, for informal activities
- E. Technology
- 1. Campus network & wireless access - begin installation toward final plan
  - 2. Better door access technology
    - a. Needs to work better than current, solve nagging problem of keys
    - b. Possible early implementation, conversion to revamped facility
  - 3. HUGE wide screen TV
  - 4. Video projection for hymns
  - 5. Investigate outside LCD screen for daily events posting

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## **L. DUPLEX PROPERTIES**

Colene Schlaepfer, Chair

### **Background:**

The primary reasons the Unitarian Universalist Society of Sacramento (UUSS) purchases the duplex properties were to have control of the existing property and prevent someone from building something undesirable. The first duplex was bought in June of 1966—six years after the original 5 acres of the church property were bought. The second one was bought as soon as it came on the market. The price for each was \$27,500.

### **Challenges:**

UUSS is a “Church of Open Minds and Loving Hearts”, not a landlord.

However, the income from the duplexes is used to balance the Church’s budget. Net contribution to the operating budget has varied from about \$12,000 to \$30,000 per fiscal year. Because of the age of the buildings maintenance expenses continue to rise reducing the net income. The net income does not include the Church staff’s time to manage the properties.

Land use is a complicating factor. The lot lines for both properties extend through what is called the Volley Ball Field to the fence around older children’s play area. The Volley Ball Field is a both a visual and outdoor use resource for the church.

Because the Church is pledge poor and land rich selling of the duplexes or a portion of them is financially attractive. But selling and using the funds to supplement the Church’s fiscal year operation budget is also recognized as a poor short term financial plan. Selling of the current parcels especially if reduced to incorporate the Volley Ball Field into the UUSS campus may make the remnant parcel of limited value for development based on the housing in the neighborhood.

### **Opportunity:**

UUSS has more property then probably needed now or in the future for church programs. Sell of excess property to fund Master Plan elements would probably be highly supported by the congregation.

### **Alternatives: (Ranked by Preference)**

OPTION 1: Sell the eastern parcel without a lot line adjustment and with conditions governing what can be built on the property. The Volley Ball Court is on the western parcel and church activities rarely make use of the eastern portion.

OPTION 2: Sell the two parcels after adjusting the property lines to:

- a. Incorporate the northern portions of the existing lots into the UUSS Campus
- b. Consolidate the remnant parcels into one property
- c. Include in the property line adjustment a portion of the UUSS Campus that is on the east side of the drainage ditch (creek) adjacent the street.

OPTION 3: As part of the Master Planning process issue a Request for Proposal to what a professional would recommend.