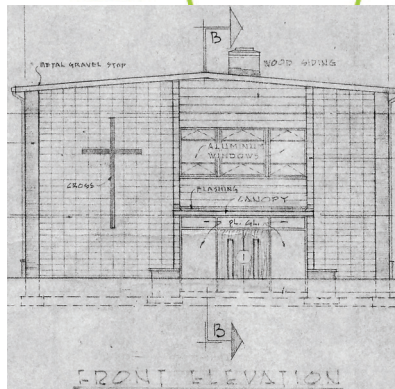
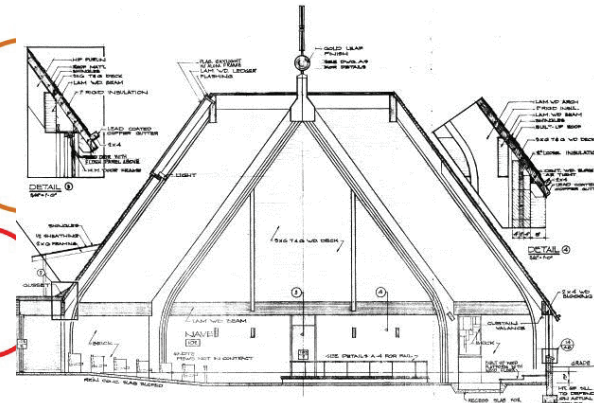
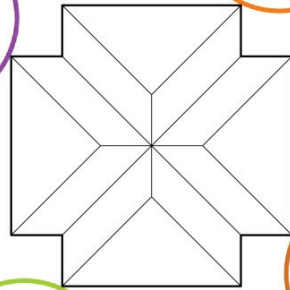
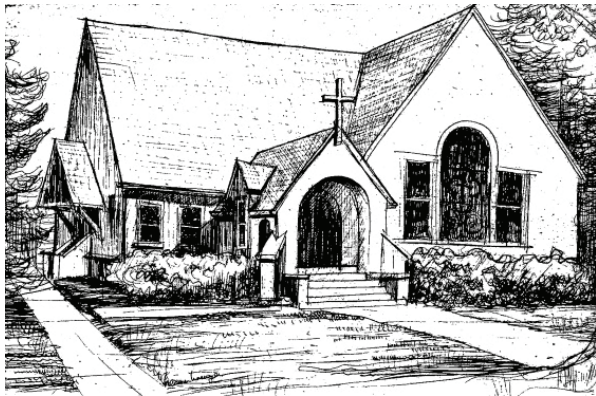
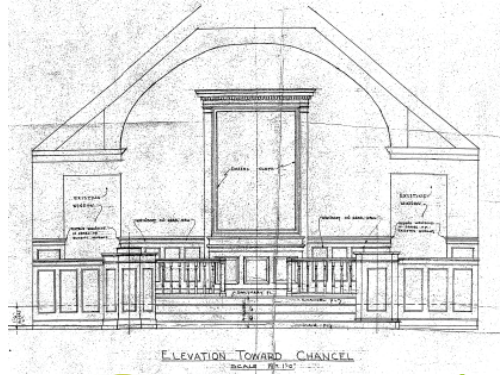


01/25/2015



Preliminary Report
Facility Planning Task Force
St. Matthew Lutheran Church, Moorestown

	Table of Contents	
Introduction		3
Things we have learned that shape our vision		4
Who are we? <i>St. Matthew Lutheran Church</i>		6
Understanding how accessibility affects our use of space and the inter-relationship of different building functions		10
Accessible floor area and the ministries and activities that happen there		12
Areas of concern		18
Goals for improving our church campus		19
Who are we? <i>The Facility Planning Task Force</i>		21
Methodology		23
1. Preliminary Recommendations to Improve Accessibility		26
2. Preliminary Recommendations to Improve and Expand Use and Upgrade Aging Facilities		30
3. Preliminary Recommendations to Increase Energy Efficiency and Upgrade Aging Facilities		38
Conclusions and next steps		40

Introduction

In 2011 and 2012 the congregation developed a long range plan called Mission 2015. A goal of that initiative was to assess the condition of our church campus, to determine long term strategies for maintaining it, and to envision improvements which would assist us in carrying out our mission and ministries.

In 2013 the Facilities Survey Task Force was created for the purpose of assessing the physical condition of the facility, to understand the congregation's perception of it, and to ascertain the congregation's expectations of what it should be. The Facilities Survey Task Force created and distributed the survey to congregation members and to non-members who use our facility. The survey contained 26 multiple choice questions and provided opportunity for written responses.

Respondents to the survey identified the following priorities:

- Accessibility
- Facilities Major Maintenance
- Toilet Rooms
- Air Conditioning
- Energy Stewardship

In 2014 the Congregation Council conceived a two phase capital campaign to fund the five priorities. Because of the variety and complexity of the priorities, the Council placed those items which were primarily about addressing end of life-cycle replacement costs of various building systems into the first phase along with the expansion of some building systems as well as some limited building enhancements. The council placed accessibility and other building enhancements into the second phase of the capital campaign because the scope of this work was not well understood and as such was impossible to understand the cost implications necessary to set monetary goals for the capital campaign. As requested, the congregation endorsed the first phase of the capital campaign. Monetary gifts have already been received and have been spent on replacing the roof of the Education Building and on installing roof insulation there.

In 2014 the Facility Planning Task Force was created to develop strategies to address each of the priorities identified in the Facility Survey Task Force and to strategize and coordinate the improvements of the first phase with those anticipated for the second phase.

Things we have learned that shape our vision

It is very difficult to talk about the future without talking about the past and without talking about our present time and the direction that we are heading. Knowing where we have been, and who we are, and the context of our time helps us to understand how we can shape our future.

Our church home has nearly 24,200 square feet that is distributed over five primary levels and one secondary level and contained within three distinct but connected buildings that reflect a 124 year history of religious use of this site. If you look with a knowing eye you will see some of the wood and furnishings from the original sanctuary building that the First Presbyterian Church constructed on this site in 1892: a pew in the foyer provides a place for us to sit and rest; the lectern, prayer book desk, and cabinet for our Memorial Book were made out of oak from that sanctuary interior; and on our table altar are the brass candlesticks that this congregation placed on the altar that we constructed in 1951 after we purchased this site and buildings from the Presbyterians. Our oldest building was also constructed by the Presbyterians in 1916 as their Chapter House. The Education Building was constructed by our congregation in 1961. Once the Education Building was completed the Chapter House became known as the Old Parish Hall and today we know it as our Gymnasium Building. Construction of our extraordinary Sanctuary Building began in May of 1971 and it was dedicated in September of 1972. Not only does our table altar stand at the center of our sanctuary it also stands at the same location where we placed our first altar in 1951.

We have learned that our sanctuary, the place where we gather to worship, is a strong testament of our faith and our commitment to minister to others. Its thoughtful design helps us to worship and gives us shelter.

Our classrooms help us to teach. Our meeting rooms provide space for us to carry out our ministries. Our kitchens help us to feed. And our Shockey Lounge, Fellowship Hall and gymnasium help us to gather for conversation, activities, meals and refreshment which help us to strengthen our relationships and help us to recharge so that we, as a community of Christians, can better carry out our mission and ministries.

We have learned that improving accessibility and making our facility barrier free means that more of our facility will be usable by more people than is currently possible. *Within our facility only 8,924 square feet of a total of 24,176 square feet meets the accessibility requirements of the Americans with Disabilities Act. This means that 37% of our facility is accessible and that 63% is not accessible.* The high percentage of areas that are not accessible greatly affects and limits our ability to minister to and with people who have disabilities or who are aged.

- *Improving accessibility means that more people can participate and help us to minister to others.*
- *Improving accessibility means that more people will have the opportunity to benefit from our ministries.*
- *Improving accessibility strengthens our mission of welcoming and serving all of God's people.*

We have learned that our ministries are constantly evolving, growing and shifting. In order to carry out our ministries it is important that we periodically review and address how our facility supports them. Our strategic plan *Mission 2015*, the work of the 2013 Facilities Survey Taskforce, and this task force are part of that review process.

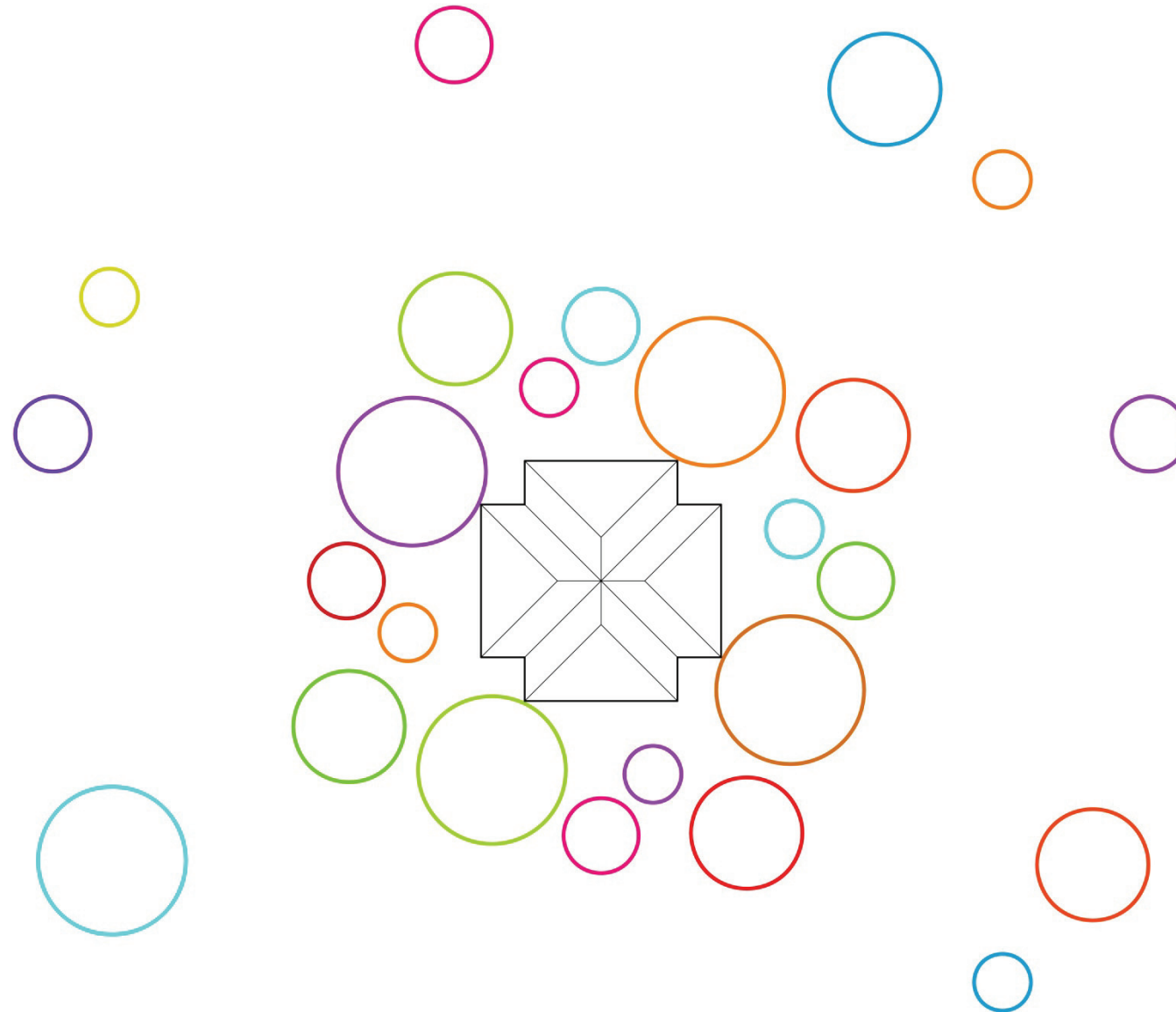
We have learned that our church campus, the buildings and their furnishings, the property and parking lot, lawns, gardens, and trees, can be thought of as tools that assist us in our mission and ministries. Just as our ministries change so too can our campus. While our facility is remarkably adaptable, we have learned that many of the rooms no longer function in an optimal manner which has resulted in some rooms being over-utilized while others are under-utilized.

The ultimate goal of understanding the strengths and weaknesses of our campus is to re-align it so that it is a better tool for supporting our current ministries and activities and so that it can continue to support and be adapted as our ministries continue to evolve, grow, and shift during the next ten to twenty years.

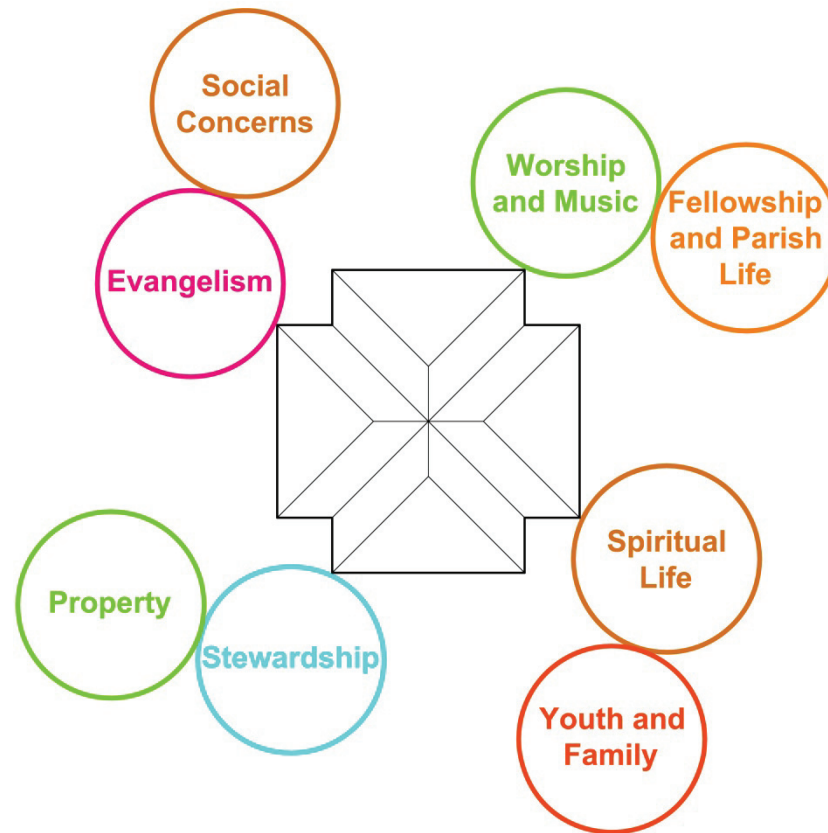
Who are we? *St. Matthew Lutheran Church*



We are juggling many ministries and activities



Our ministry categories at St. Matthew



Some of our ministry activities



Understanding how accessibility affects our use of space and the inter-relationship of different building functions

Making rooms and floors accessible requires space:

- People who use wheelchairs or walkers require additional clearance in order to open and close doors
- People who use wheelchairs or walkers require additional clearance in order to maneuver around and use plumbing fixtures
- People who use wheelchairs or walkers require additional clearance in order to turn or to turn around
- People with impaired vision may require signage and printed materials that are easy to read
- People with impaired vision may require brighter lighting or contrasting colors and textures so that it is easier for them to maneuver within a building and negotiate changes in floor levels
- People with impaired hearing may require visual aids or amplified sound

Making rooms and floors accessible may require that travel distances between functions and facilities may need to be decreased. Some able bodied people have special needs similar to people with disabilities:

- People who are recovering from illness or surgery
- People who are older and are able to move about on their own but at a slow pace
- People who are very young may need assistance because things are too complicated, too big or out of reach
- People who are caring for and assisting others

How can we make our facility accessible?

Our facility has a finite amount of space and nearly all of it is built out to its maximum capacity. In order to make room for accessibility improvements some of the rooms and facilities that we are familiar with will need to change. Understanding how we use this facility and how this facility works to support our ministries helps us to understand where to make changes.

If we have an elevator, why isn't the second floor of the Education Building considered wheelchair accessible?

In order for a space to be considered barrier free or accessible to people with disabilities it must comply with the minimum design requirements of the American's With Disabilities Act (ADA), a Federal law. When we evaluate our facility to understand how much of it is wheelchair accessible we use the statutory definitions and minimum design requirements contained in the ADA and in a companion document known as ANSI A117.1.

Although some wheelchair users are able to take the elevator to the second floor of the Education Building, the elevator does not comply with the minimum requirements of the ADA. Because some wheelchair users do manage to get there we can say that for those people the second floor is functionally accessible but does not meet the statutory definition of being wheelchair accessible.

There are many reasons why this elevator is not ADA compliant. Some of the reasons are:

- The area of the platform is less than half the minimum required area. A standard manual wheelchair will fit but a power operated wheelchair or a manual wheelchair with a reclining back will not fit. A wheelchair with raised leg rests will not fit. A bariatric wheelchair will not fit. The cab is not large enough for a companion to safely ride behind the wheelchair back.
- The weight capacity is less than that of many power operated wheelchairs or wheelchairs equipped with life-saving equipment.
- The entrance at the lobby side is a manual out swing door. An automatic sliding door is required by both the ADA and the NJ Elevator Subcode.
- The entrance inside the cab is a folding scissor gate. An automatic sliding door is required. It is not possible for a person seated in a wheelchair to reach behind them to close the scissor gate. It is not possible for a person with limited hand mobility to close the scissor gate.
- Because the doors must be manually opened and closed an usher or a companion is required to operate the elevator for a wheelchair user. Neither the ADA nor the NJ Elevator Subcode allows this type of operation.
- The controls within the cab do not have the required floor clearance for a wheelchair.
- The controls and signals do not meet the minimum standards for tactile, vision, or hearing disabilities.
- The required floor clearance for a wheelchair to travel and enter the elevator from the second floor is not provided.

The elevator was constructed prior to the enactment of the ADA and prior to the current elevator code adopted by the NJ legislature. While it is no longer legal to install an elevator as bare bones and as simple as ours, it is “grandfathered” and can remain in use for able bodied people as long as it is properly maintained and passes inspection.

This elevator has served us well and has enabled many people with limited mobility or who use a wheelchair to attend events held in the Fellowship Hall. Over the past 30 years about \$70,000 has been invested in constructing the elevator shaft, installing the elevator equipment, maintaining and servicing the equipment, and upgrading the machinery and controls. This money was well spent and we should rejoice that we have been blessed by this equipment.

If we have a rest room on the ground floor why isn't it considered wheelchair accessible?

While there is a single user rest room located on the ground floor of the Sanctuary Building it does not comply with the minimum requirements of the ADA and is not considered wheelchair accessible. The rest room is so small that it is questionable whether a person in a wheelchair can even enter the room let alone transfer to the toilet. It is equipped with grab bars and they do make it easier for people who use a cane or walker to use the rest room. Because this rest room is located within a private office that is kept locked during part of the day it is not required to meet the requirements of a public rest room. As a private office rest room it is prevented from being relied upon to meet the minimum fixture count for public rest rooms.

Accessible floor area and the ministries and activities that happen there

The following tables list the percentage of floor area of each building that is wheelchair accessible as defined by the ADA. A partial list of the ministries and activities that take place in each building is included.

Sanctuary Building: Ground Floor	Area	Percent
Total floor area	9,131	100%
Floor area that is wheelchair accessible	8,924	98%
Floor area that is not wheelchair accessible	207	2%
Floor area that is functionally accessible but does not meet the statutory definition of accessible (technically not accessible)	207	2%

Sanctuary Building: Ground Floor Uses

Ministries, activities, and essential facilities that are wheelchair accessible:

- Sanctuary: worship; concerts; meetings
- Foyer / Narthex: fellowship
- Library / Multipurpose Room: adult forum; Bible study; confirmation class; 12-step fellowships; OWLS luncheons; receptions; meetings
- Office: Office Manager; Pastor; Conference Room
- Shocky Lounge: adult forum; 12-step fellowships; Bible study; fellowship; meetings; IHN

Ministries, activities, and essential facilities that are not wheelchair accessible:

- Kitchenette
- Office Rest Room: not wheelchair accessible

Ministries, activities, and essential facilities that are functionally accessible:

- Kitchenette:
- Office Rest Room: not wheelchair accessible
- Water fountains: not wheelchair accessible

Education Building: Classroom Level (lower level)	Area	Percent
Total floor area	4,360	100%
Floor area that is wheelchair accessible	0	0%
Floor area that is not wheelchair accessible	4,360	100%
Floor area that is functionally accessible but does not meet the statutory definition of accessible (technically not accessible)	0	0%

Education Building: Classroom Level Uses

Ministries, activities, and essential facilities that are wheelchair accessible:

- none

Ministries, activities, and essential facilities that are not wheelchair accessible:

- Classrooms: Sunday School; Nursery; Family Circle Playgroup; Moorestown Ministerium Food Pantry; IHN
- Rest Rooms

Ministries, activities, and essential facilities that are functionally accessible:

- none

Education Building: Fellowship Hall Level (second floor)	Area	Percent
Total floor area	4,331	100%
Floor area that is wheelchair accessible	0	0%
Floor area that is not wheelchair accessible	4,331	100%
Floor area that is functionally accessible but does not meet the statutory definition of accessible (technically not accessible)	2,479	57%

Education Building: Fellowship Hall Level Uses

Ministries, activities, and essential facilities that are wheelchair accessible:

- none – see below

Ministries, activities, and essential facilities that are not wheelchair accessible:

- Classrooms: Sunday School; meetings; 12-step fellowships; IHN
- Elevator
- Fellowship Hall: Sunday School; luncheons and dinners; fellowship; 12-step fellowships; meetings
- Kitchen
- Office: Parish Coordinator
- Women's Rest Room
- Single User Accessible Rest Room: door is too narrow for a wheelchair

Ministries, activities, and essential facilities that are functionally accessible:

- Persons seated in a non-electric standard size manual wheelchair can use the elevator if it is remotely operated by an usher or by a companion
- Fellowship Hall

Gymnasium Building: Teen Den Level (basement)	Area	Percent
Total floor area	3,104	100%
Floor area that is wheelchair accessible	0	0%
Floor area that is not wheelchair accessible	3,104	100%
Floor area that is functionally accessible but does not meet the statutory definition of accessible (technically not accessible)	0	0%

Gymnasium Building: Teen Den Level Uses

Ministries, activities, and essential facilities that are wheelchair accessible:

- none

Ministries, activities, and essential facilities that are not wheelchair accessible:

- Teen Den: Sunday School; Lunch Bunch; Boy Scouts; Youth Group; meetings; 12-step fellowships
- Archives
- Storage
- Property woodshop

Ministries, activities, and essential facilities that are functionally accessible:

- none

Gymnasium Building: Gym Level (first floor)	Area	Percent
Total floor area	3,009	100%
Floor area that is wheelchair accessible	0	0%
Floor area that is not wheelchair accessible	3,009	100%
Floor area that is functionally accessible but does not meet the statutory definition of accessible (technically not accessible)	0	0%

Gymnasium Building: Gym Level Uses

Ministries, activities, and essential facilities that are wheelchair accessible:

- none

Ministries, activities, and essential facilities that are not wheelchair accessible:

- Music Suite: choir rehearsal; choir robing; Sunday School
- Office: Cantor
- Gymnasium: Family Circle Playgroup; Sunday School; Blood drive; fellowship
- Sacristy: Altar Guild
- Storage: Sunday School; instrument

Ministries, activities, and essential facilities that are functionally accessible:

- none

Gymnasium Building: Balcony Level (second floor)	Area	Percent
Total floor area	241	100%
Floor area that is wheelchair accessible	0	0%
Floor area that is not wheelchair accessible	241	100%
Floor area that is functionally accessible but does not meet the statutory definition of accessible (technically not accessible)	0	0%

Gymnasium Building: Balcony Level Uses

Ministries, activities, and essential facilities that are wheelchair accessible:

- none

Ministries, activities, and essential facilities that are not wheelchair accessible:

- Office: Sunday School
- Storage: Sunday School; St Matts Players

Ministries, activities, and essential facilities that are functionally accessible:

- none

All Buildings: Total Floor Area	Area	Percent
Total floor area	24,176	100%
Floor area that is wheelchair accessible	8,924	37%
Floor area that is not wheelchair accessible	15,252	63%
Floor area that is functionally accessible but does not meet the statutory definition of accessible (technically not accessible)	2,686	11%

Areas of concern

Having come to an understanding of how limited accessibility impacts our ministry, we identified four areas of concern in which improving accessibility also improves the usefulness and functionality of the facility for our able-bodied members. A fifth area of concern is improving the functionality and usefulness of other parts of our facility that are over-used, worn out, or too small and are in need of modernization. The sixth and final area of concern is improving our energy stewardship.

Building Entrances and Horizontal Access – *moving from one place to another on the same level – Goal 1*

Vertical Access – *connecting different floor levels – Goal 2*

Plumbing Access – *rest rooms, water fountains, and kitchenette – Goal 3*

Staff Access – *offices and facilities to support our staff and enable their ministry to and with others – Goal 4*

Functionality and Usefulness – *offices, classrooms, meeting rooms, and other support areas that enable us to carry out our mission and ministries – Goal 5*

Energy Conservation – *energy efficient building envelope (exterior walls, roof, doors and windows), energy efficient lighting, energy efficient heating and cooling equipment – Goal 6*

Goals for improving our church campus

These goals have guided this committee in our discussions and decision making processes. These goals correlate with the six areas of concern that we identified. They do not offer specific recommendations but have assisted us in evaluating and arriving at our recommendations.

Goal 1: Improved Building Entrances and Horizontal Access – *moving from one place to another on the same level*

- A. Create a new exterior ramp from the parking area to the west entrance of the Education Building.
- B. Improve ease of use of existing accessible entrances to the Sanctuary Building
- C. Widen doors to all class rooms within the Education Building
- D. Improve access to the Memorial Garden

Goal 2: Improved Vertical Access – *connecting different floor levels*

- A. Install a new full size hydraulic elevator connecting the ground floor of the Sanctuary Building with both levels of the Education Building
- B. Install a new wheelchair platform lift connecting the ground floor of the Sanctuary Building with both levels of the Parish House (gym building)
- C. Install new stairs from the ground floor of the Sanctuary Building directly to the second floor of the Education Building

Goal 3: Improved Plumbing Access – *rest rooms, water fountains, and kitchenette*

- A. Create one or two new single user, family friendly, accessible rest rooms on the ground floor close to the Sanctuary
- B. Create two new multi-user accessible rest rooms with showers at the class room level of the Education Building
- C. Create two new multi user accessible rest rooms close to Fellowship Hall at the second floor of the Education Building
- D. Reconfigure the ground floor kitchenette so that it is accessible
- E. Replace all water fountains so that at each location there is one accessible fountain
- F. Provide a single user accessible rest room for all vesting worship leaders.

Goal 4: Improved Staff Access – *offices and facilities to support our staff and enable ministry to and with others*

- A. Reconfigure and enlarge the existing church office on the ground floor to accommodate all full time staff within a single central location
- B. Provide private offices for the Pastor and Associate-In-Ministry; shared offices for administrative staff and office support volunteers
- C. Provide appropriate spaces for office equipment and supplies

Goal 5: Improved Functionality and Usefulness

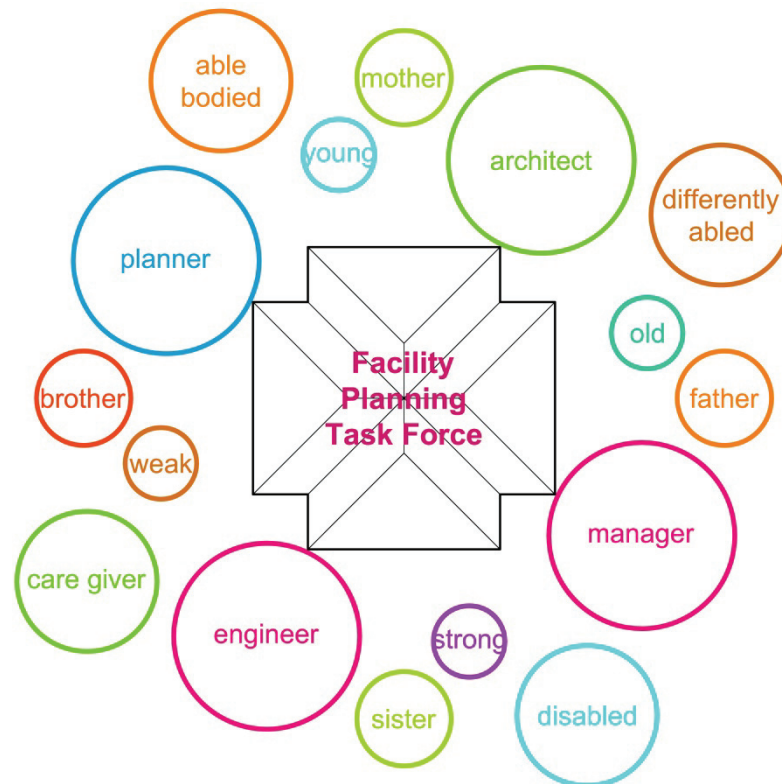
Many of the goals to improve accessibility also improve the functionality and usefulness of the facility, such as constructing new stairs to the second floor of the Education Building, or locating all full time staff within a single church office that is centrally located. Goal 5 is about projects that improve the functionality and usefulness of our facility but are not directly related to making our facility barrier free; nonetheless, all of these projects must maintain the same level of accessibility contained in goals 1 through 4. Some of these projects were first identified during the early 1990's when this congregation explored reconfiguring and enlarging the facility as part of the New Life in a New Century campaign (NLNC). Goal 4 – Improved Staff Access of this report was a pivotal goal of NLNC.

- A. Create additional multipurpose rooms for adult instruction and meetings (originally a goal of NLNC)
- B. Create an improved choir practice room that can also be used for meetings, seminars, and movie screenings (originally a goal of NLNC)
- C. Create a new sacristy on the ground floor level (became a later goal of NLNC)
- D. Create a new kitchen large enough to support dinners in the Fellowship Hall and ministries such as the “Lunch Bunch” (became a later goal of NLNC)
- E. Install telecom and data wiring in all ministry offices
- F. Improve the aesthetics and quality of some of the additions to the facility

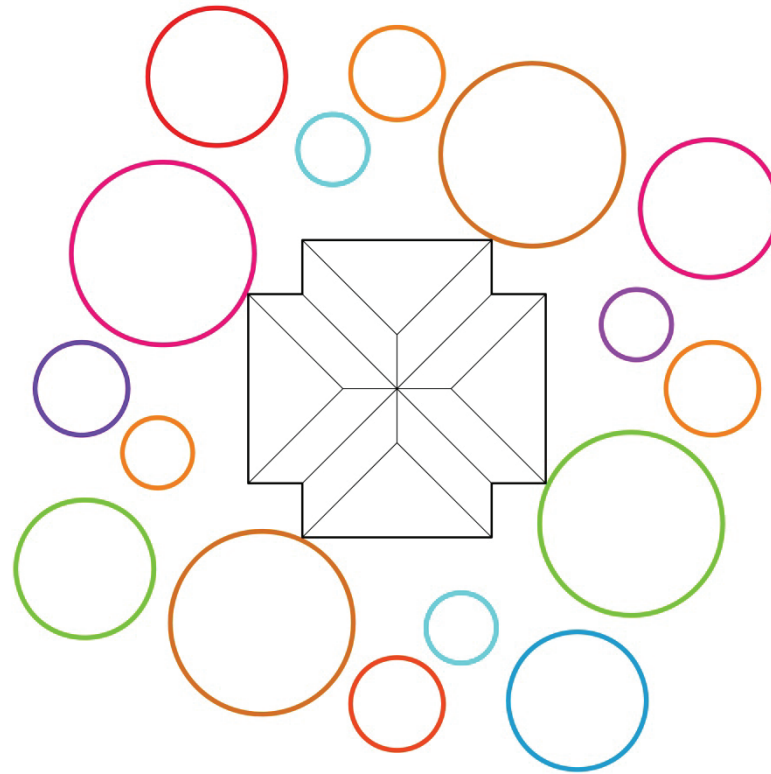
Goal 6: Improved Energy Conservation – *building envelope (exterior walls, roof, doors and windows), lighting, heating, cooling, and appliances*

- A. Install insulated glazing and new exterior doors at select locations of the Sanctuary Building
- B. Insulate select exterior walls of the Education Building
- C. Replace all windows of the Education Building
- D. Replace all lighting fixtures with new energy efficient fixtures that are style appropriate and deliver more lumens
- E. Replace boilers and gas fired equipment with zoned, sealed combustion high efficiency equipment
- F. Replace all kitchen appliances with new energy efficient equipment

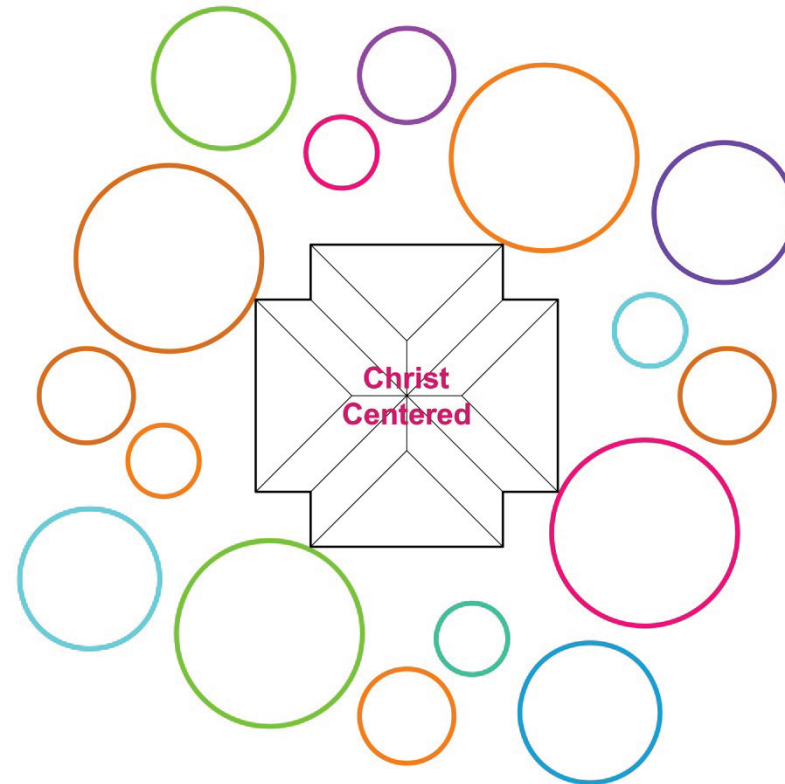
Who are we? *The Facility Planning Task Force*



We are juggling many priorities, dreams, and needs



The Facility Planning Task Force strives to balance our priorities, dreams, and needs so that we as a congregation can better carry out our mission and ministry



Methodology

The work of the Facility Planning Task Force has included the following:

1. Reviewed the results of the 2013 Facilities Survey Task Force
2. Identified areas of our facility that are
 - Accessible to all
 - Accessible to some with assistance
 - Are not accessible due to physical barriers such as stairs or narrow doors
 - Are not accessible due to the lack of necessary clearances for wheelchair users
 - Are not accessible due to the lack of assistive devices such as grab bars and door operators
3. Identified locations where our ministry activities take place
 - Ministry activities that take place in locations that are accessible to all
 - Ministry activities that take place in locations that are challenging for people with mobility limitations
 - Ministry activities that take place in locations that prevent people with mobility limitations from participating
4. Identified strengths and weaknesses for each location where our ministry activities take place
 - Is this room suitable for the ministry activity that takes place here?
 - Is this room under-utilized or over-utilized?
 - What are the characteristics of this room that makes it under-utilized or over-utilized?
 - Does this room require improvements and if so, what are they?
 - Should the ministry that uses this room relocate to another room that might be more suitable?
5. Reviewed construction drawings for our buildings and discussed the enduring legacy of the facility that the First Presbyterian Church constructed on this site in 1892
6. Reviewed preliminary drawings and notes from 1991 through 1995 when this congregation explored renovating and expanding our facility
7. Prepared sketches of different ways to improve accessibility now
8. Prepared sketches of different ways to improve our facility so that it better supports our ministries and activities
9. Some committee members have met individually or as a group to visit other church facilities:
 - First Baptist, Moorestown
 - First Presbyterian, Moorestown
 - Covenant Presbyterian, Delran (a Herman Hassinger designed church)

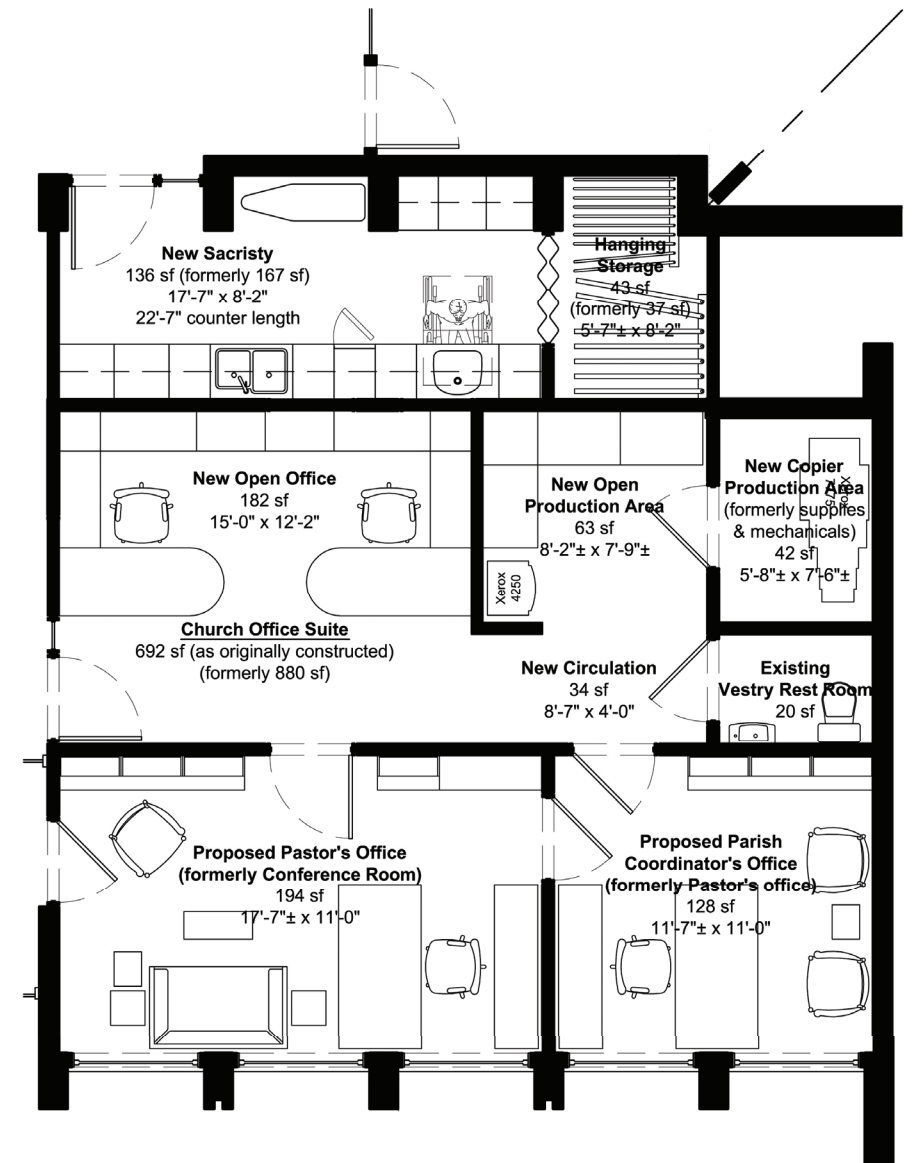
10. Some committee members have met individually or as a group with:

- Adult Forum (twice)
- Choir
- Congregation Council
- Executive Committee of the Congregation Council
- Facility Taskforce of 2013
- Finance Committee
- Lunch Bunch
- Mutual Ministry Committee
- OWLS
- Property Committee
- Worship and Music Ministry
- Youth Group
- Family Circle Playgroup
- Moorestown Ministerium Food Pantry

01/25/2015

1. Preliminary Recommendations to Improve Accessibility

Within our facility only 8,924 square feet of a total of 24,176 square feet meets the accessibility requirements of the Americans with Disabilities Act. This means that 37% of our facility is accessible and that 63% is not accessible.



1a. Relocate Sacristy

Move Sacristy from Gymnasium Building to main level of Sanctuary Building: In order to make room for the construction of new accessible rest rooms that are near the sanctuary and within the Sanctuary Building, the first recommendation is to move the sacristy to a new location. The current sacristy is not accessible and moving it to the same floor level as the sanctuary will make it accessible and more user-friendly. The proposed location for the new sacristy is the current vestibule and copier room of the church office. As part of the relocation of the sacristy, the open-office area of the church office will be reconfigured to include: a new entrance off of the foyer; a reconfigured work area for the office manager; and a new copier and production room. A new office entrance off the foyer will provide the office with more visibility to visitors and guests.

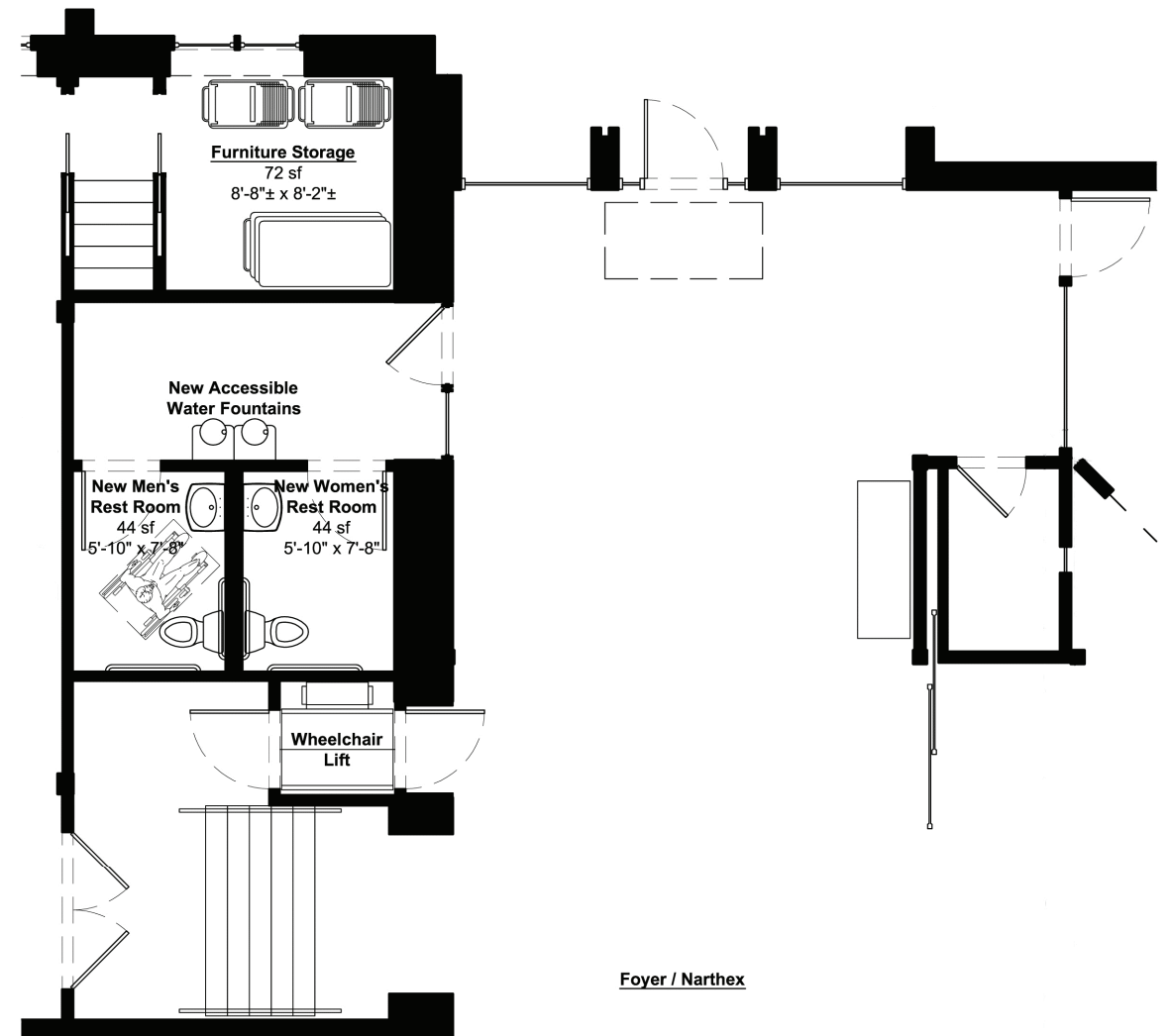


1b. Construct New Single User Toilet Rooms

Construct two single user toilet rooms at the general location of the existing sacristy: In order for this location to be wheelchair accessible, the floor level will be lowered so that it aligns with the floor of the foyer of the Sanctuary Building. A new opening will connect the foyer to a quiet waiting area for two new rest rooms. A new accessible water fountain will be located in the waiting area. Each rest room will be wheelchair accessible and will be large enough to accommodate a baby changing station. These rest rooms will be the first fully accessible rest rooms to be constructed on our campus. *This will make an additional 166 square feet of our facility fully accessible.*

1c. Install wheelchair lift into Gymnasium Building

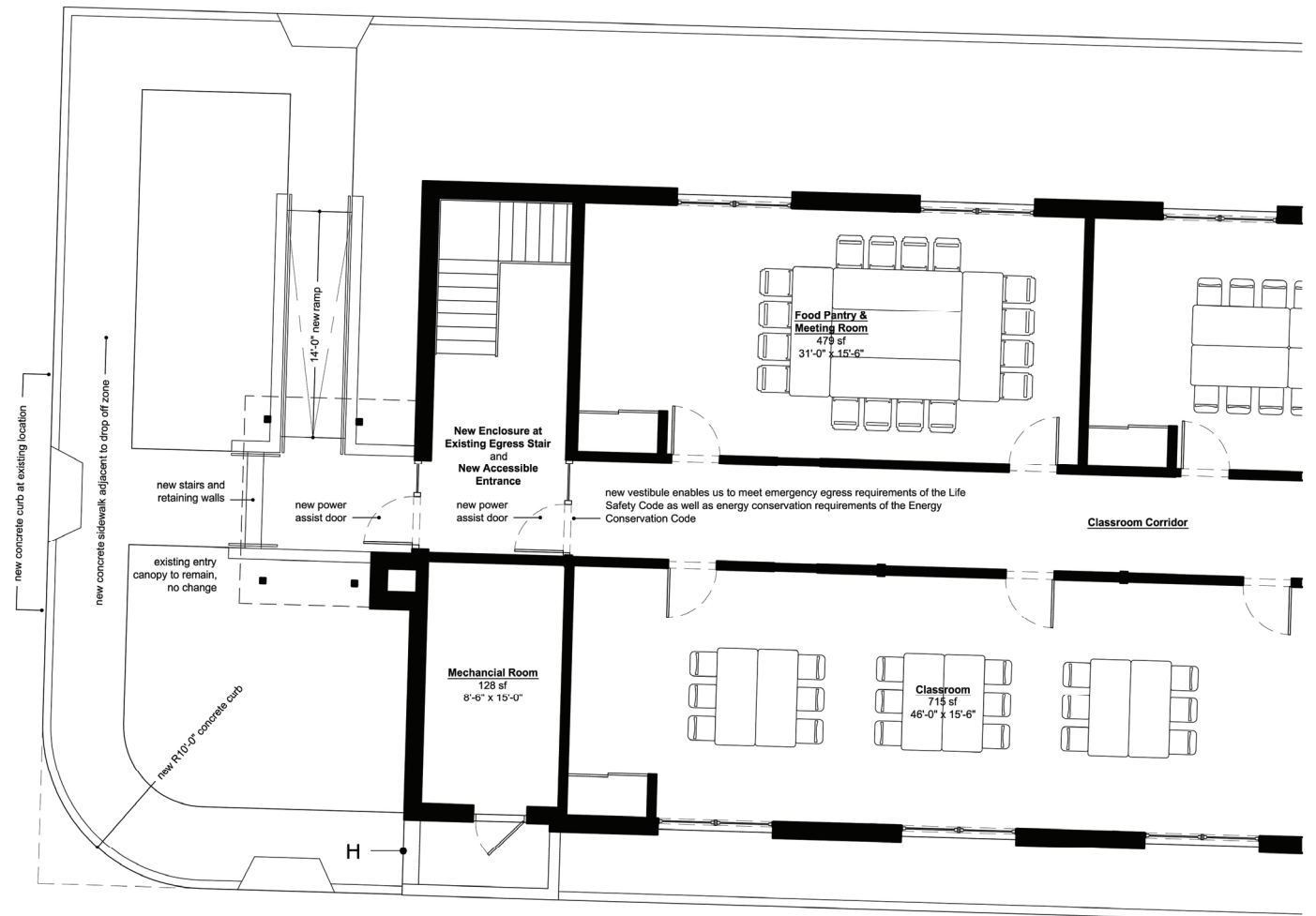
Construct and install an enclosed wheelchair lift to provide access to the gym level and the basement level of the Gymnasium Building: Construct and install an enclosed wheelchair lift that connects the foyer of the Sanctuary Building with the gymnasium level and the teen den level of the Parish House Building. The proposed location is the large storage closet of the existing sacristy. The Gymnasium Building is not wheelchair accessible and installing this wheelchair lift will make the majority of it wheelchair accessible. *This will make an additional 6,113 square feet of our facility fully accessible.*

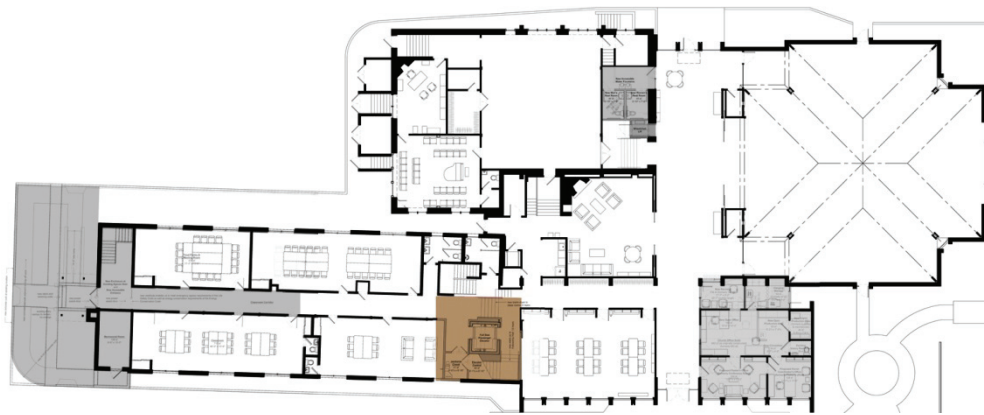




1d. Enhance accessibility of first floor of Education Building

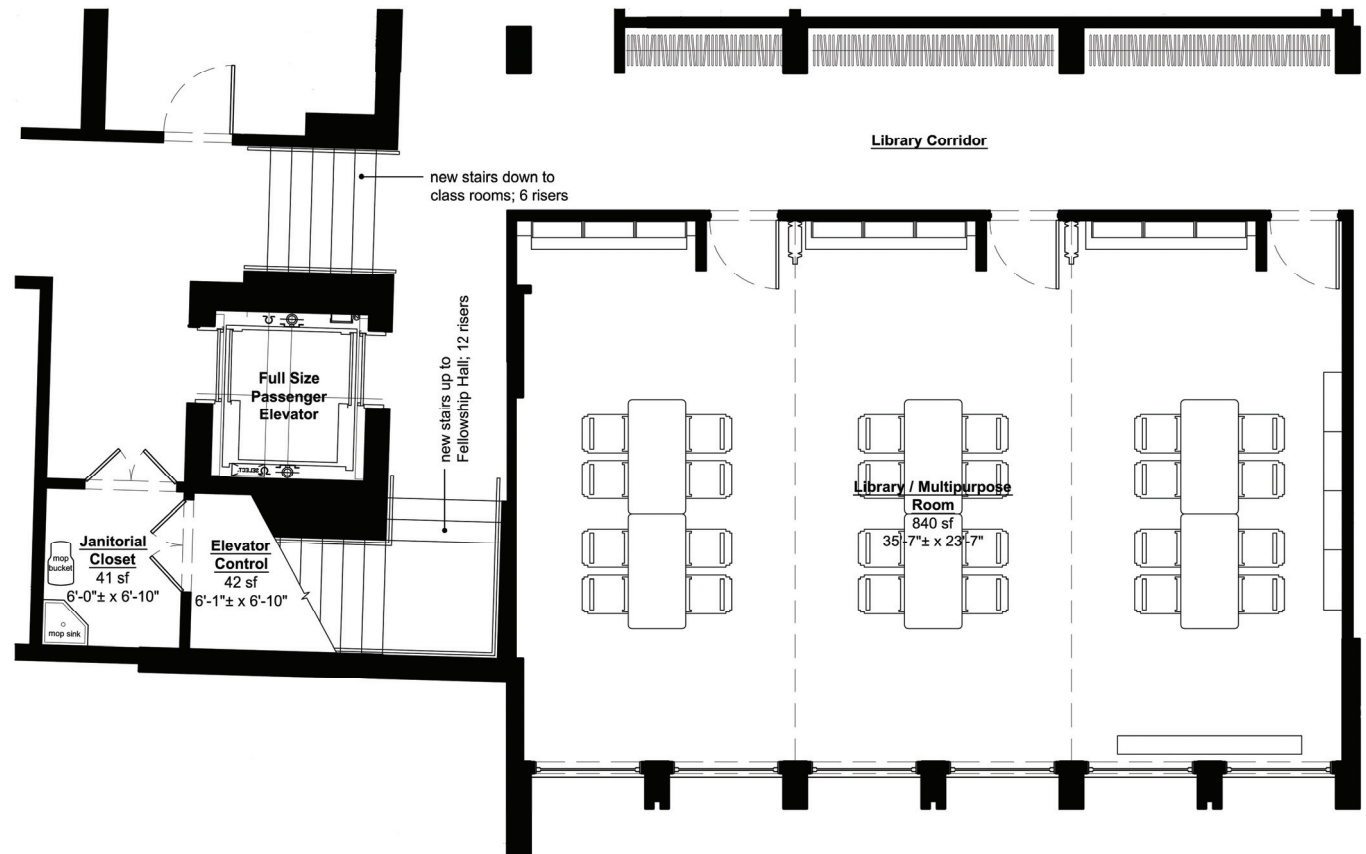
Enlarge the classroom doors, construct an exterior ramp, and reconfigure the west entrance of the Education Building so that it is wheelchair accessible: Neither the classroom level nor the second floor of the Education Building is wheelchair accessible as defined by the American’s with Disabilities Act (ADA). This proposed work will make the majority of the classroom level wheelchair accessible by widening the existing 28” wide classroom door openings. The exterior stairs into the classroom level will be replaced with a ramp and a single 36” wide door will replace the two existing 30” wide doors. This project will not make the rest rooms accessible nor will it make the connection between Education Building and the Sanctuary Building accessible. *This will make an additional 4,360 square feet of our facility fully accessible.*





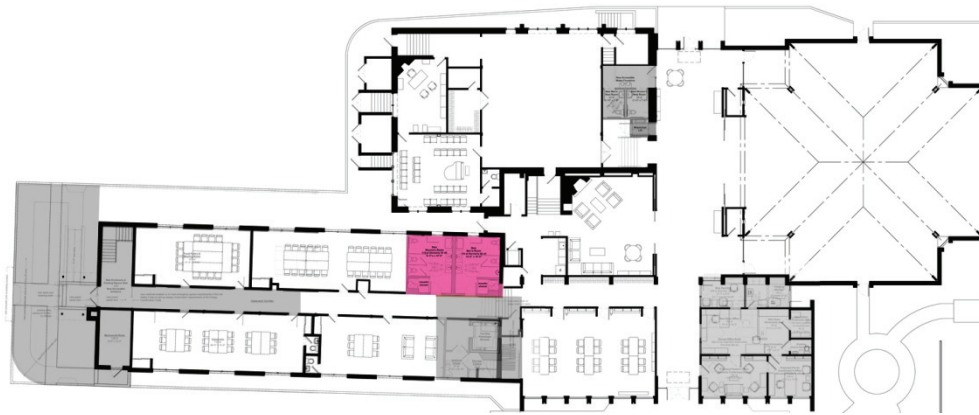
1e. Construct and install a full size elevator in the Education Building

Construct and install a full size elevator that connects the Library Hallway of the Sanctuary Building with the classroom level and second floor of the Education Building. In order to make room for a new full size elevator the existing preschool / nursery classroom will be made smaller. The new elevator shaft will be located within the northeast corner of this classroom and is adjacent to the stairs that connect the ground floor with the classroom level. The new elevator will be full sized with a 2,100 lb. capacity. The elevator's full size and modern controls will enable a person in a wheelchair to use the elevator without the assistance of an usher or other aid. The full size cab will make it easier for many people who have other mobility issues to more easily access and attend events in the Fellowship Hall. The existing elevator and shaft will be removed. This will make an additional 4,360 square feet of our facility fully accessible.



1f. Construct new stair to second floor of Education Building

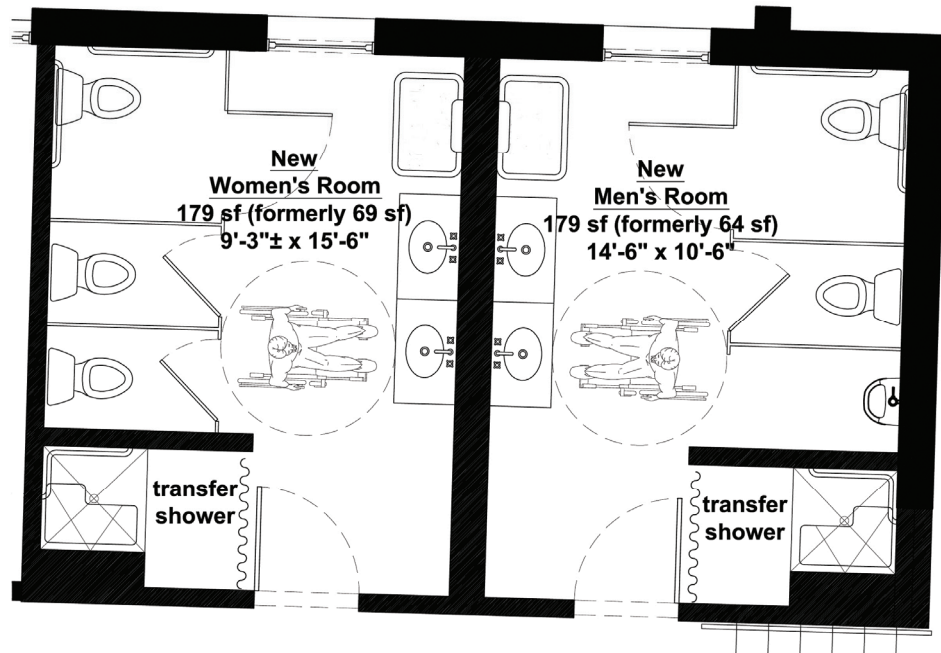
Construct a new stair connecting the ground floor of the Sanctuary Building to the second floor of the Education Building adjacent to the new elevator. Installing a new stair will provide room for the existing rest rooms of the Education Building to be enlarged and modernized. This new stair will make it possible for many people to more easily access and attend events in the Fellowship Hall. This new stair will correct the illogical condition that was created when the three buildings of our campus were combined in 1971; one will no longer have to go down the stairs to the first floor in order to go up the stairs to the second floor.



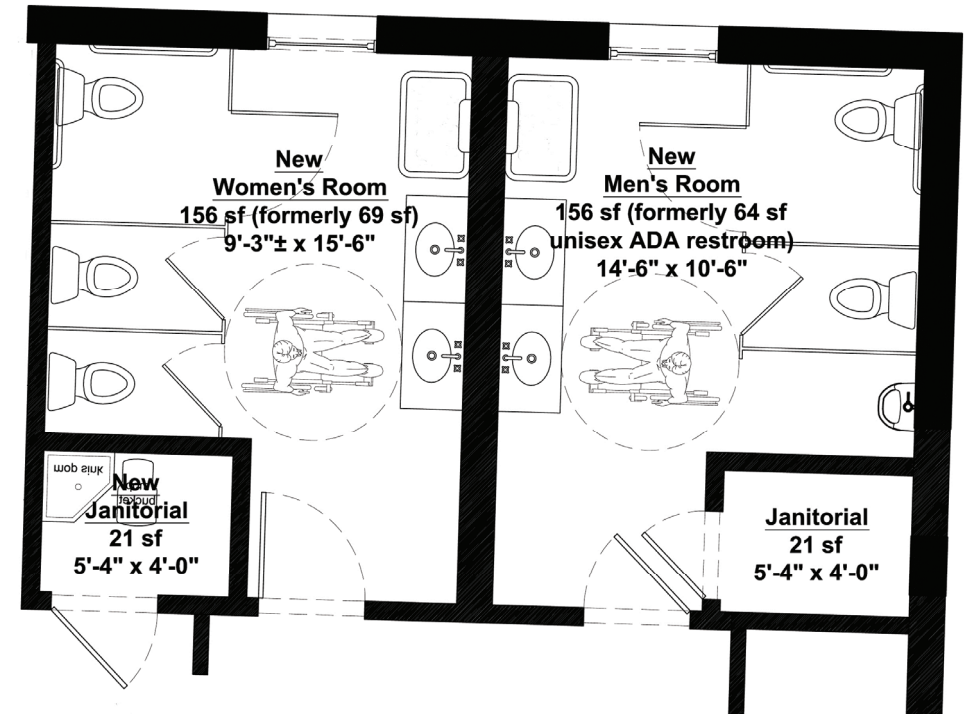
1g. Build ADA accessible toilet rooms on the first and second floors of the Education Building

Enlarge and modernize the rest rooms on both floors of the Education Building. The fixture count for each rest room will be increased so that there will be 3 toilets in the Women’s Room and 2 toilets and a urinal in the Men’s Room. The sinks and 1 toilet in each rest room will be wheelchair accessible. At the classroom level each rest room will include a wheelchair accessible shower and changing area. The showers will assist our ministry to homeless families. Each rest room will be large enough to accommodate a baby changing station. The increased fixture count will reduce the wait time to use the rest rooms. This will make an additional 800 square feet of our facility fully accessible.

First Floor



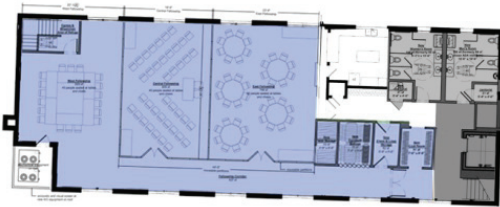
Second Floor



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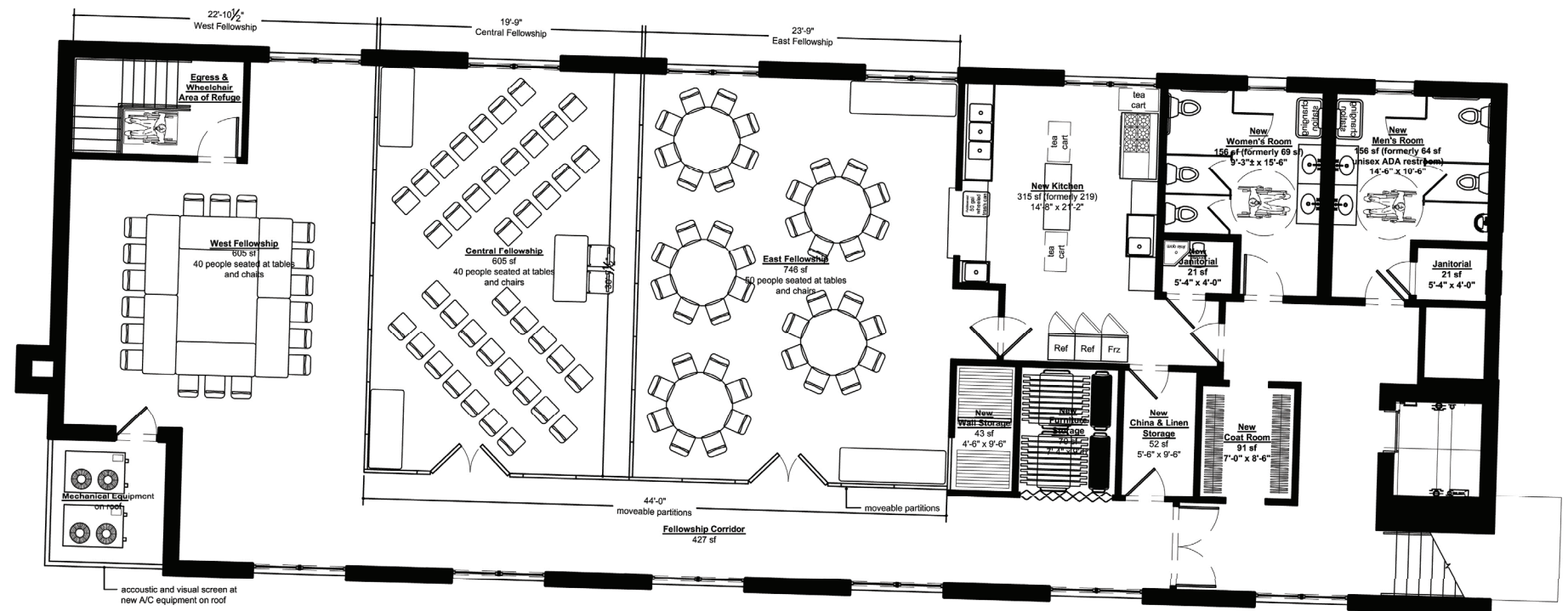
2. Preliminary Recommendations to Improve and Expand Use and Upgrade Aging Facilities

The following recommendations are made to increase the number of meeting rooms and to modernize our 54 year-old Education Building and the soon to be 100 year-old Gymnasium Building.

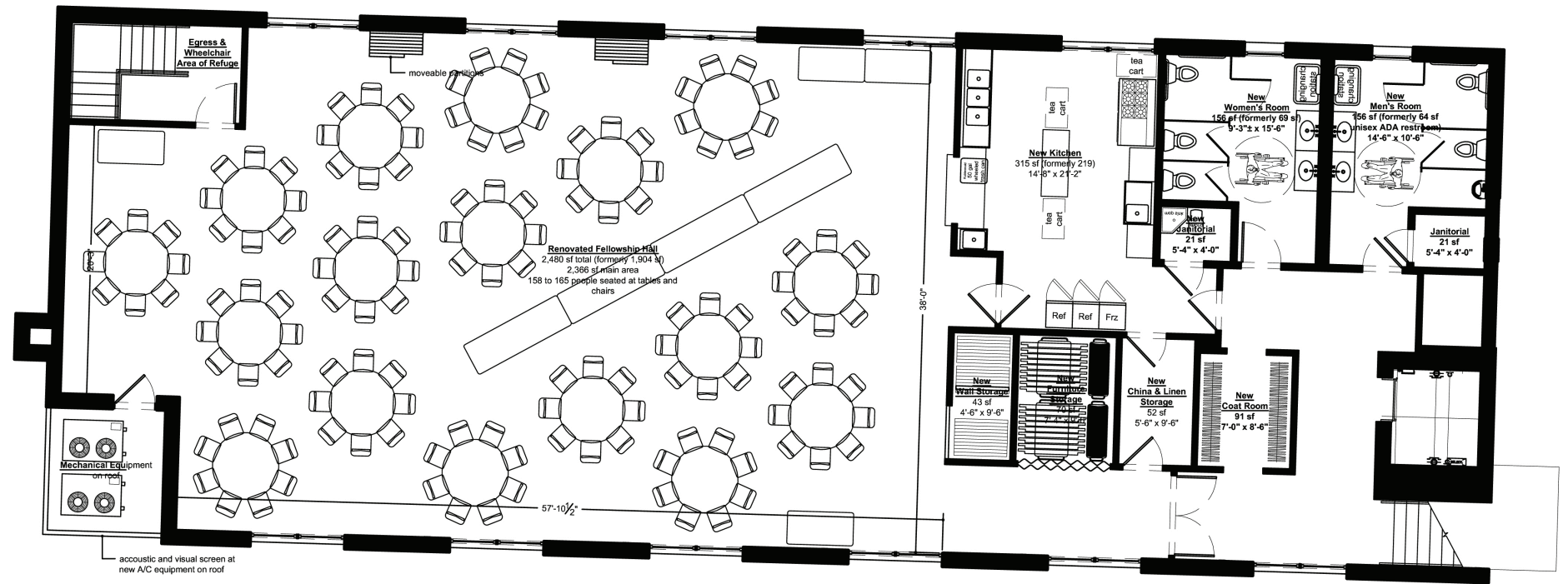


2a. Reconfigure and expand the Fellowship Hall

Reconfigure and expand the Fellowship Hall so that the room is more user-friendly and can be divided into smaller rooms thus increasing its function. Installing moveable partitions will enable this large room to be used by up to 3 smaller groups at a time. Constructing dedicated storage for folding tables and chairs will make it easier to accommodate different furniture layouts for different users

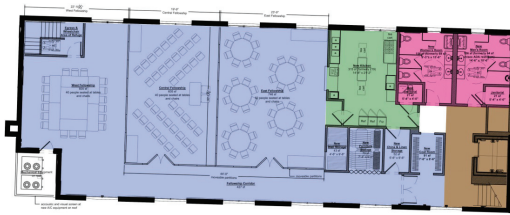


Fellowship Hall divided into 3 spaces



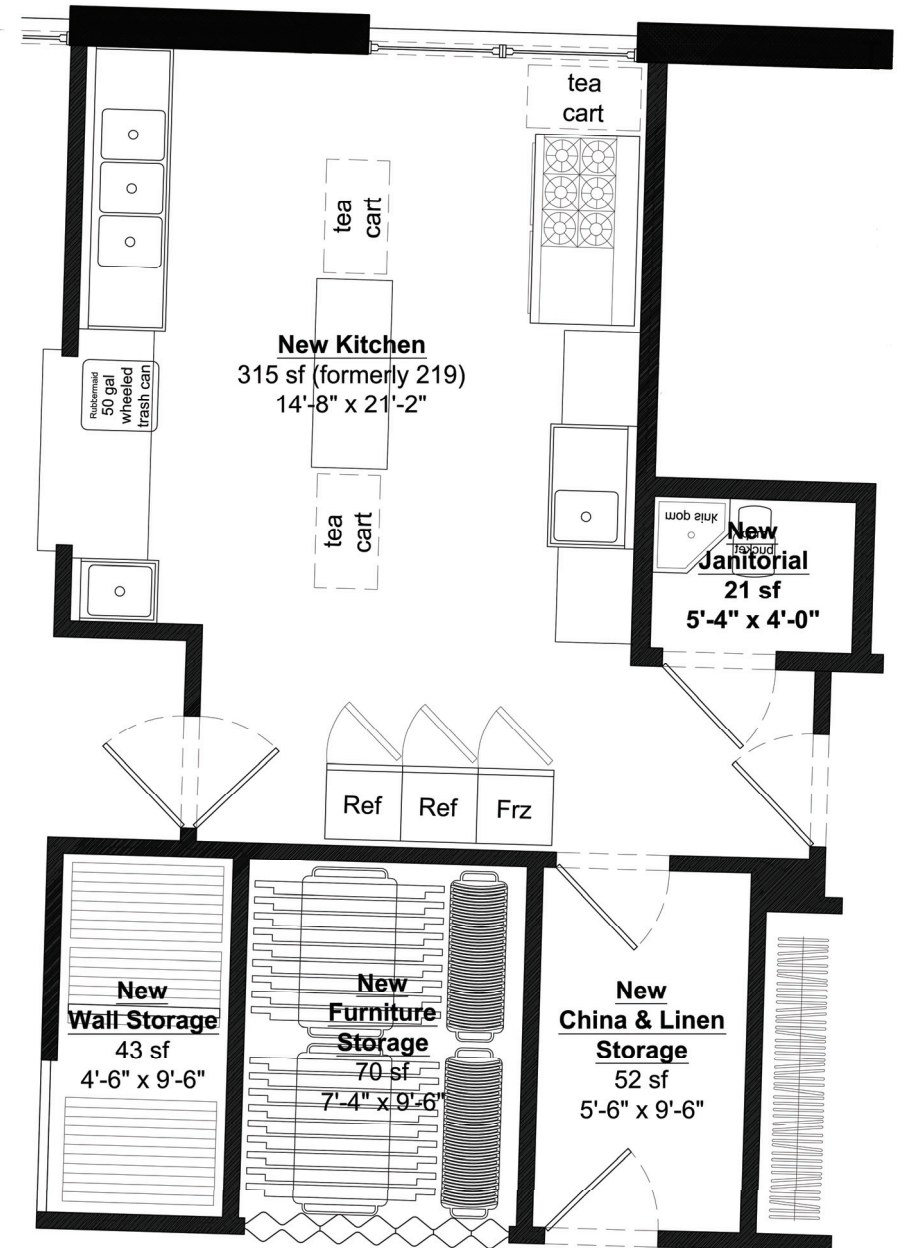
Fellowship Hall as set up for a single large event

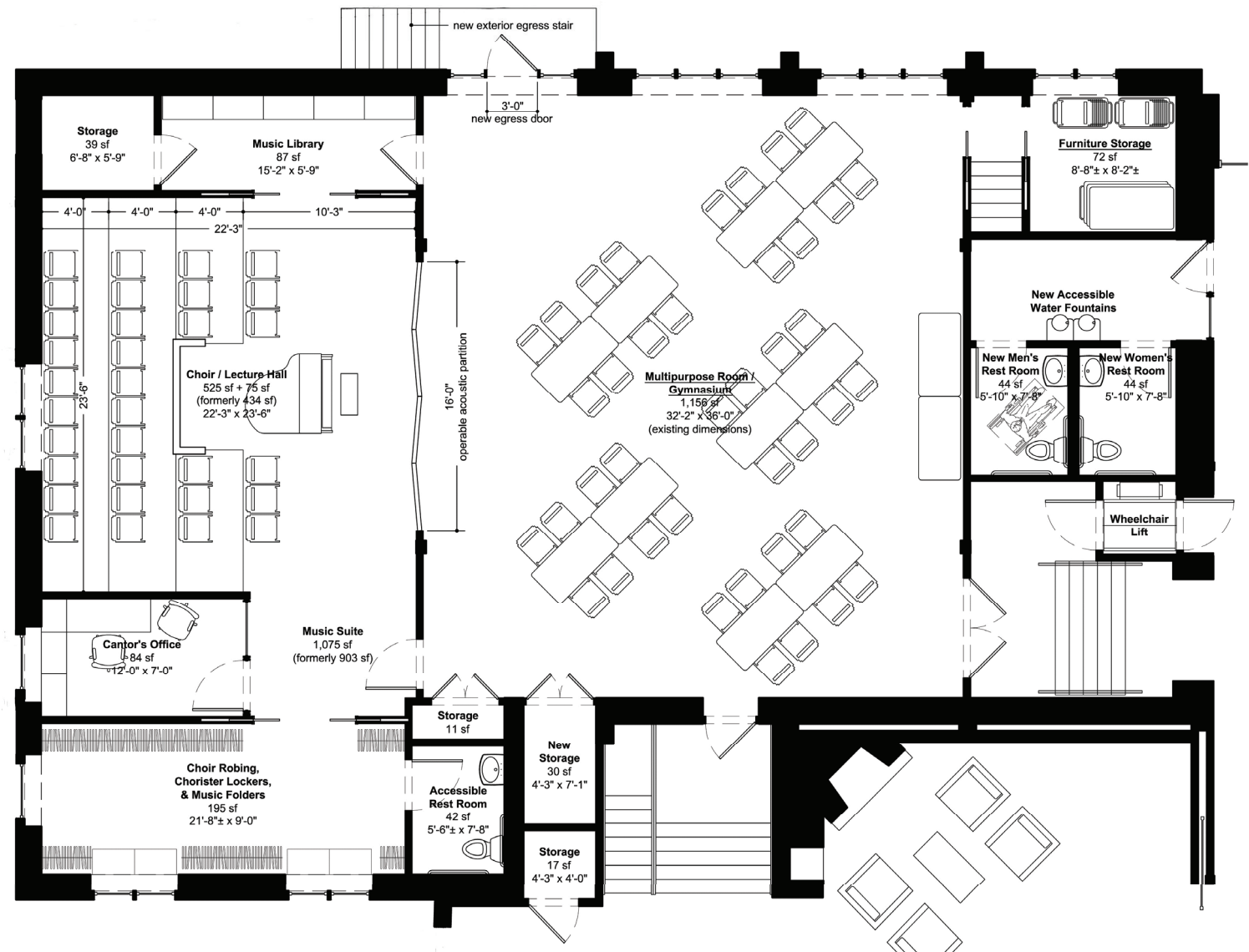
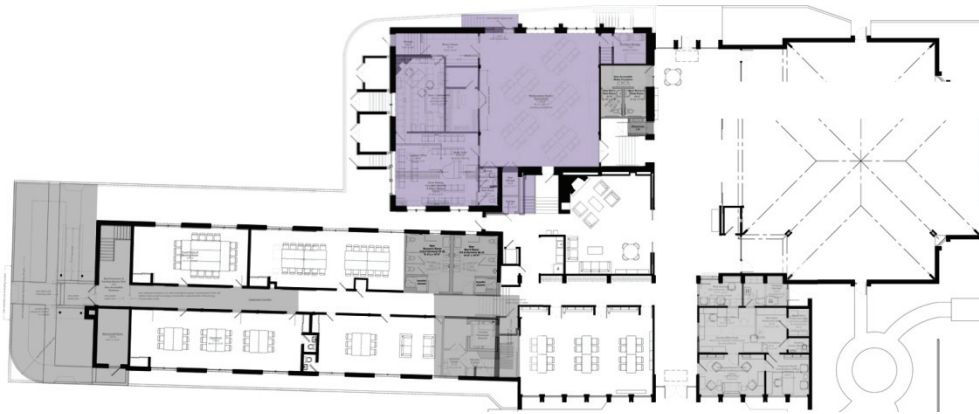
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2b. Enlarge and modernize the Fellowship Hall kitchen

Enlarge and modernize the Fellowship Hall kitchen so that it is fully functional, more user-friendly, can better accommodate the preparation of meals served here or off-site.

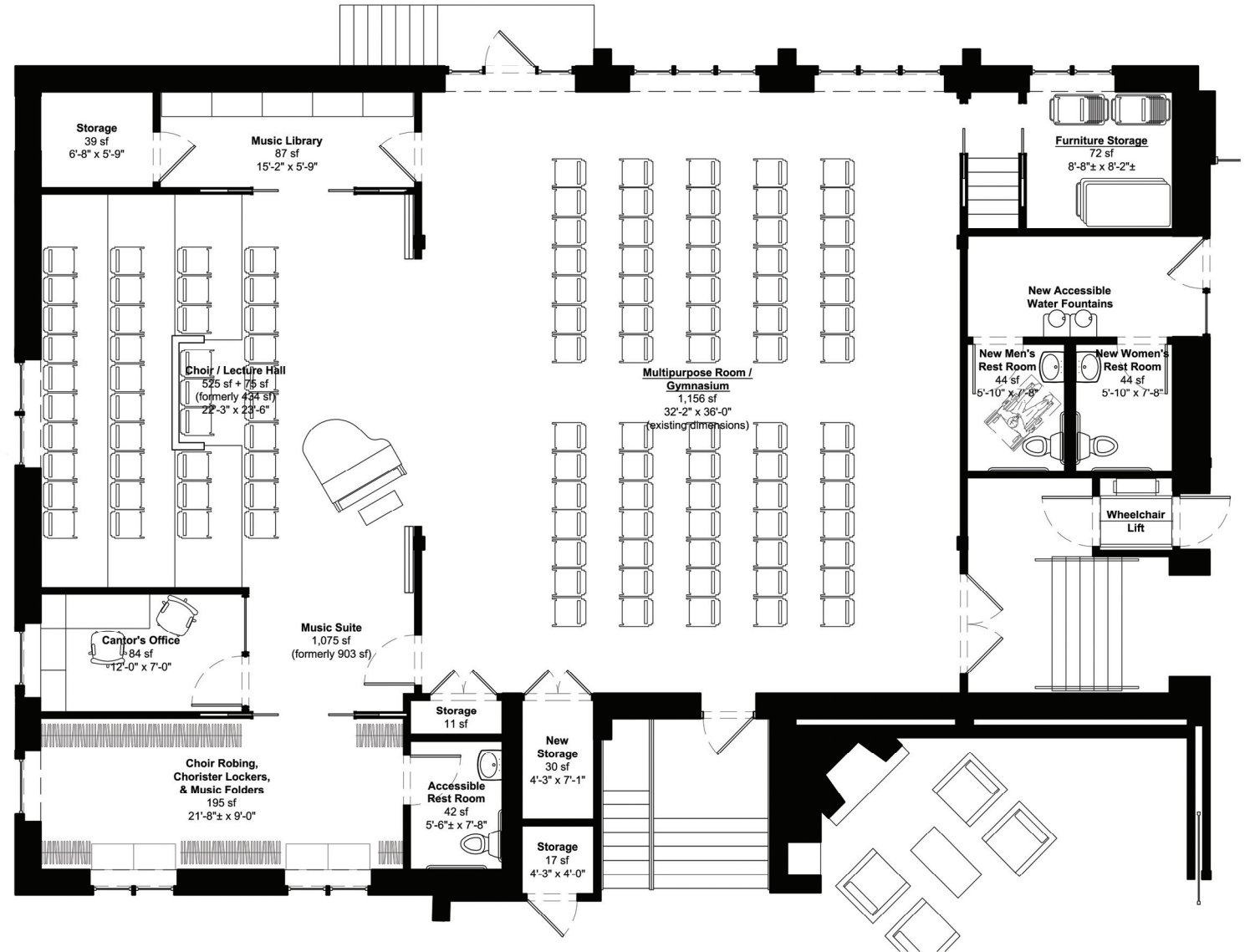




2c. Reconfigure and modernize the first floor of the Gymnasium Building

Reconfigure and modernize the first floor of the Gymnasium Building. Expand rooms used by our choirs so that they are appropriately sized, function better, and can be more easily used by other groups for meetings, lectures, and movie screenings. Obtain furniture (folding chairs and tables) and create dedicated furniture storage areas so that the gym can become a multipurpose room that is user-friendly and can easily be configured for gym, meeting, or fellowship use.

Choir and Gymnasium as set up for typical use



Choir and Gymnasium as set up for a single large event

2d. Reconfigure and modernize the basement of the Gymnasium Building

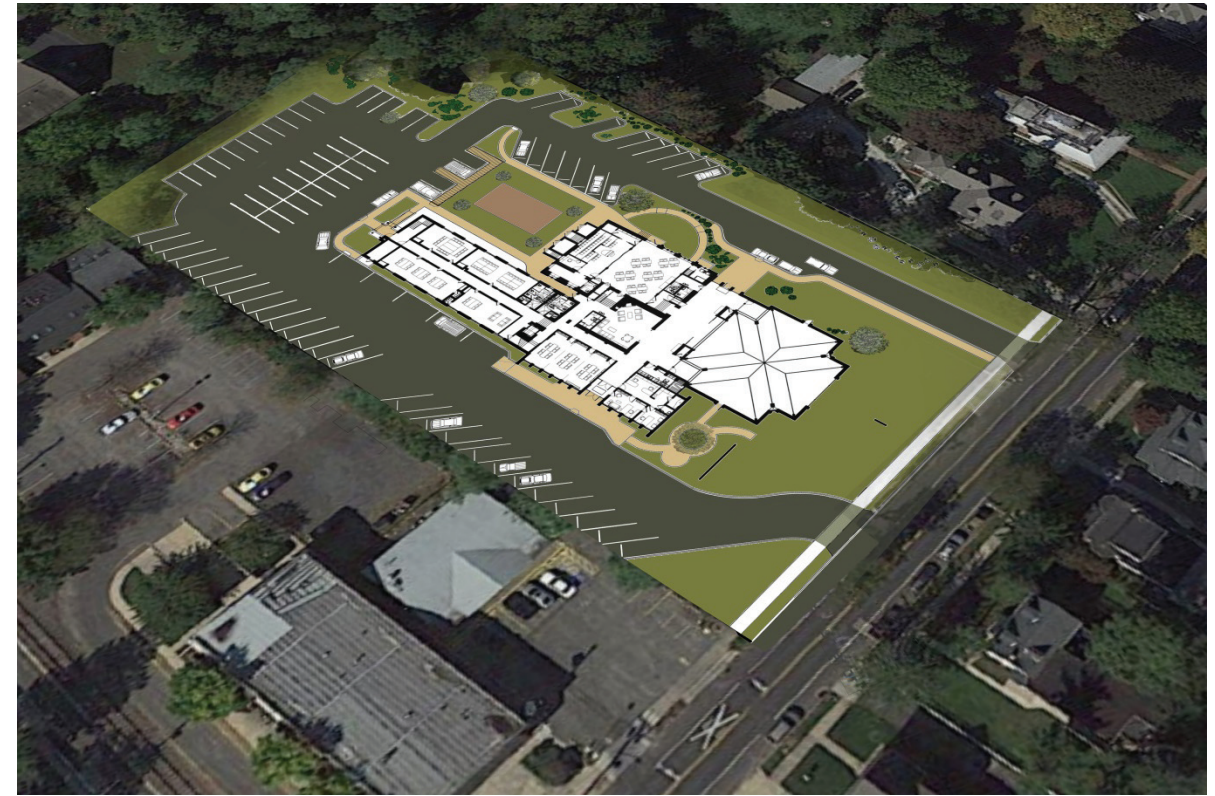
Reconfigure and modernize the basement of the Gymnasium Building so that it is more attractive and user-friendly so that more people and ministries can use it and so that storage areas are more efficient.

2e. Construct an outdoor playground

Provide a dedicated outdoor play area for our children and the children who attend the Family Circle Playgroup. This improvement will be done in conjunction with improvements to pedestrian safety and traffic flow in the parking lot and driveways.



Existing site



Proposed site improvements



Proposed site improvements

3. Preliminary Recommendations to Increase Energy Efficiency and Upgrade Aging Facilities

The following recommendations are made to be better stewards of God's earth and to decrease future costs to heat and cool our buildings.

The Education Building and the Gymnasium Building were constructed without insulation. In order to expand our central air conditioning system into these buildings they must be brought into compliance with the NJ Energy Subcode and the NJ Rehabilitation Subcode. This past autumn the roof of the Education Building was insulated as part of our energy conservation compliance. Because each building was constructed using different materials and technologies different strategies for making them energy efficient will be required.

3a. Education Building

1. Re-skin the building exterior so that the walls can be insulated without adversely affecting the interior room dimensions or the location of the perimeter radiators
2. Install new high performance insulated windows and doors
3. Install new sealed combustion high efficiency boilers for use with the existing radiators
4. Install new zoned high efficiency air conditioning
5. Install new energy efficient lighting

3b. Gymnasium Building

6. Re-skin select portions the building exterior so that the walls can be insulated without adversely affecting the interior room dimensions or the location of the perimeter radiators
7. Install roof insulation
8. Install new high performance insulated windows and doors
9. Install new sealed combustion high efficiency boilers for use with the existing radiators
10. Install new zoned high efficiency air conditioning
11. Install new energy efficient lighting

3c. Sanctuary Building

12. Install new high performance insulated windows and doors at the building entrances
13. Assess the thermal and lighting performance of the existing skylights and replace as required
14. Install new sealed combustion high efficiency boilers for use with the existing radiators
15. Install new energy efficient lighting throughout the balance of the building

3d. Sanctuary

16. Install new high performance windows with solar control coatings at the choir loft
17. Assess the thermal and lighting performance of the existing Kalwall skylight and replace as required
18. Restore the window pockets so that the stained glass window at the choir loft can be fully retracted as originally constructed
19. Re-zone the heating system so that the radiator at the choir loft can be shut off during worship times
20. Install new ventilation at the choir loft so that the consumer fans can be retired
21. Install new energy efficient sanctuary lighting as designed and specified in 2011



Conclusions and next steps

The Facilities Planning Taskforce has spent the past 12 months gathering information from the congregation about the hopes for the future of our campus. The information we gathered was used to “test” many different solutions to the questions of improving accessibility, energy efficiency and enhanced function. This report represents the best of our “blood, sweat and tears”. We submit our work to you, our fellow congregation members, with humility and love and our hopes for your prayerful consideration. The next steps will be decided by you, the congregation of St. Matthew Lutheran Church.

In His Service,

Jim Merrill, FPTF Chairperson, former Property Com. Chairperson

Dave Barger, Architect

Steve Cathcart, Engineer

Rene Cherson, Facilities Planner

Ray Fausak, Construction and Business Management Consultant

Lloyd Flores, Architect and Renderer

Max Frable, Architect

Peter Jensen, Architect