



Williamsburg
Unitarian Universalists



Staff and Support Functions Small Group Meeting Notes

February 24, 2014

Library

- Current library:
 - Acts as a storeroom or an impromptu meeting space for a small group
 - Choir music is stored here, but can be relocated
 - There are a few important books or documents that can be relocated to the offices for safekeeping
 - Is not used during the week because the sanctuary building remains locked when it's not in use.
 - Books are not "checked out" frequently, but used by children/youth – everything is available via the internet now
 - CD library of church services (no longer used, as it's available online now)
- Ideas for the new or renovated library space:
 - Should be easily accessed, located in a highly trafficked location, close to LFD classes, available to students
 - Design to be a comfortable place, seating to look through WUU brochures/materials – a great space for newcomers to relax and get acquainted with WUU members
 - A "sitting room," with an extension of narthex uses
 - Should be equipped with a computer station or area where a tablet can be used
 - Technology and use-wise, should be "a library for the future."
 - Provide tablets where newcomers can input their information directly into the database
 - There will not be a dedicated active librarian.

Technology

- Current technology:
 - Entire campus is on three separate wireless systems, need three separate passwords
 - No servers – backups are onto thumb drives
 - Video streaming is done live (other church services); only live audio is streamed for WUU, but video is recorded
 - Telephones – emergency phone at sanctuary and in Fahs – Parker has phones for administrative use
 - FM system – for hearing impaired – has interference in system – headset systems are handed out to those that need it

- Visual – projection screens – project order of service or illustrations from childrens’ books – words to songs – visibility of projection screens is poor in the daylight
- Speaker in nursery – worship service is piped into here
- Ideas for updated/new technology:
 - Telephones – wired for future (fast connections) – adaptable
 - Server for office use
 - Easy access to wi-fi (one password/systes)
 - Separate public access network vs. administrative access
 - Video distribution capabilities needed (pageants, skits, service, etc.) – streaming audio is currently piped over to Fahs and Parker
 - Overflow rooms and areas: stream live to view realtime
 - Want to have the ability to access internet and view on a screen, etc. for classes/education
 - A loop system for hearing impaired, which feeds directly into hearing aids – WRL has it currently in their theater

Wants, needs for Staff Offices:

- Consider relocation – currently, too remote, isolated from sanctuary building and fellowship areas
- Jennifer’s office should be soundproofed for private counseling – separate exit from counseling area
- Separate entrance into Jennifer’s office (privacy)
- Small conference/meeting space for Jennifer (could also be shared with rest of staff, multi-use)
- Finance office – audio privacy needed
- Couple of extra offices for future expansion of staff
- Visitors/deliveries often come to sanctuary instead of Parker house
- Window for each staff member
- Pastor’s office location – accessible (visible), or privacy buffer?
- Shared equipment (copier) and central supply storage, central workspace for assembling (counter)
- Conference room – conversation space – sofa, sitting room feel, relaxed – for a family of 4 to 5
- Conference room #2 – meeting table and chairs – 10 people to meet comfortably
- Finance office – space for about 4 people to look at screen, etc. – need privacy, data, no table, but seating – Jane, Vicki, Suzanne
- Offices should be proximate to one another
- Places/flexible work spaces for volunteers – 2 to 3 volunteers (cubbies)
- Finance office needs to be secured/lockable
- Reception area/desk – welcome area – no permanent position there currently
- Seating for elderly once they arrive at admin space

- Close to main entrance, inviting – but regular visitors/churchgoers don't need to pass by it when coming in – central
- **8 spaces - Minister, Finance, Program, Education, WALT, Ministerial intern, future, conference room (possibly additional conference space); work space/room for volunteers with cubbies**
- Ellyn – assembly space, work table, privacy to work, can shut door and work, but has visibility to lobby space
- Future reception/admin who answers phone, greets – plan for future, but could happen – use it for incubator space in meantime?
- Could there be office space that's rented out to local non-profits? Incubator space
- One-on-one counseling in separate conference areas – a place proximate to the sanctuary, private
- Kitchen area, depending on location – microwave, refrigerator with ice maker, coffee maker, sink – if it's not convenient to large kitchen
- One small private restroom for office staff
- Convenient location for phone/data outlets – flexibility of the space configurations for phone, computer, etc. – outlet access – no fax machine
- Plan for wireless connections for data, credit card, computer (desktop)

Thoughts on office storage:

- Finance currently has lots of files, but is moving towards being computerized
- Ellyn needs bookshelves for many binders
- A dedicated janitorial closet for a broom, mop, and mop sink is needed
- Several small closet spaces would enable flexibility for other users.

Ideas regarding long-term storage:

- Financial records
- Archives – 25 years' worth of records
- Accessible (accessed once a month, roughly)
- Safe, secure, DRY

Other Storage

- Christmas/holiday décor – Maypole, costumes for Christmas pageant (seasonal), auction paddles
- Tables and chairs
- Provide storage for other user groups – i.e., Church of God, youth groups, other renting user groups
- Choir, music library – extensive materials – bottom shelves in library, currently – Jamie Bartlett – linear feet, or boxes, etc.
- Hymn books are on a push cart currently – where does this cart go in new space?
- Store music near choir rehearsal areas
- Space for instruments – music/choir meeting

Other Thoughts:

- Visitors primarily come to Ellyn, Suzanne, Jennifer (consider elderly, access)
- Security – Ellyn and Suzanne are often alone in administration; how to see folks coming (CCTV?) and how to “lock down,” compartmentalize larger building on “off hours”
- LFD should be located closer to offices, for material/class preparation
- Locate offices close to main parking – logical approach when visitors park
- Offices close to fellowship hall
- Money carried across from sanctuary – counted in a/v room, in safe in a/v room, carried over from sanctuary to Parker House
- Shower on-site somewhere
- Restroom access – if not close to main restroom areas, then provide office suite restrooms
- Doors – have windows, visibility into doors (full-lite) with blinds
- Coats – separate from restrooms – before you enter sanctuary
- Share restrooms for sanctuary and social hall
- Family restrooms
- Preschool could be an alternative use for Fahs? – separate entity – preschool not integrated into church proper – separate, would serve underserved areas of community
- Children should feel sense of ownership, belonging in classrooms
- Can classrooms be multi-functional? WALT, meeting space – acoustical separation
- Can compartmentalize areas in order to provide access or use for other user groups
- If offices were closer to sanctuary, mailboxes, volunteer communications would open up – volunteer space – volunteers could carry over orders of service
- HVAC zoning – carefully planned and zoned, quiet
- Sustainability – invest in green building technology systems
- Extra-wide front door for tables, large equipment, auction items, etc. – removable astragal
- Handicapped access to all areas – walkers, wheelchairs – really think about this – do some areas need more than just “the minimum?”
- Kitchen area should have durable, cleanable materials
- Quality carpet tile – offices, meeting spaces
- DESIGN FOR FLEXIBILITY