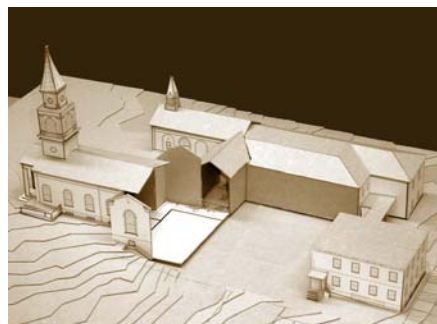
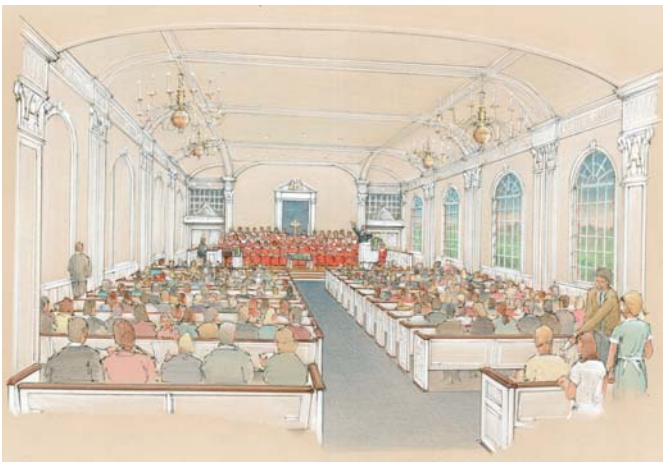


# Church Building and Renovation Seminar



# Overview

Rogers Krajnak Architects, Inc. has assisted many congregations in the planning process for the restoration, renovation or expansion of existing facilities as well as the construction of new facilities. The steps for this process are listed sequentially and organized into the broad categories of Planning, Design/Documentation and Construction.

We believe that it is helpful for committees to discuss the following topics as they begin the process in order to achieve ownership and maintain momentum with the process.

## Project Goals

- Define the need for the project.
  - Why are we doing this?
  - Does the congregation perceive the need for the project?
- Scope of project:
  - Short-term goals
  - Long-term goals

## Project Schedule

- Determine important project milestones:
  - Developing consensus
  - Fundraising
  - Planning
  - Design/Documentation
  - Construction
- Define the pace of the process

## Project Budget

- How will the project be funded?
- What is the congregation capable of raising?
- Who will raise the funds?

## Review and Approval process

- Committee
- Church council
- Congregation
- District

# Planning

**Facilities Analysis:** Our design team conducts a facility analysis of the existing facilities and site. We review the Owner provided documentation of the existing site, building and building systems. We photograph and field measure the existing facilities and create accurate floor plan base drawings. We evaluate the facility related to architectural layout, zoning code, building code, and the Americans with Disabilities Act. We evaluate the HVAC, plumbing, lighting, power and structural systems. We prepare a written report of findings that identifies deficiencies and recommendations and review the written report with the Owner.

**Programming:** The programming process includes gathering information about the current and projected space needs. We meet with key stakeholders and collect the space planning information in the form of a space needs questionnaire. We prepare the written reports of the Architectural Program Summary and an Architectural Program Description and Adjacencies document. We meet with the Owner to review and receive approval for the Architectural Program which becomes the basis for the design options.

**Facility Master Planning:** We develop Master Plan options including site plan, floor plans, written narrative of the scope of renovations and additions and preliminary cost estimates. We meet with the Owner to discuss the advantages, disadvantages and cost estimates of the various options. We assist the Owner in selecting a final Master Plan and presenting it to the congregation. Typically, the final Master Plan includes a colored site plan, colored floor plans, project narrative and cost estimate.



## Design / Documentation

**Schematic Design Phase:** We develop Schematic Design options which typically include floor plans, elevations or perspective images, written narrative of the scope of renovations and preliminary cost estimates. We meet with the committee to discuss the advantages, disadvantages and costs of the various options. The committee selects one Schematic Design Option as the final Schematic Design.

**Design Development Phase:** Based on the approved scope of the project from the Schematic Design Documents, we prepare documents that fix and describe the character of the architectural, structural, mechanical, plumbing and electrical systems and materials. Typically this includes site plans, floor plans, building sections, building elevations, wall sections, details, schedules, an outline specification and a cost estimate.

**Construction Documents Phase:** Based on the approved Design Development Documents, we will prepare final AutoCAD drawings and specifications documenting the specific details of the project. Typically this includes site plans, floor plans, building sections, building elevations, wall sections, details, schedules, a book form specification and a cost estimate.



## Construction

**Bidding/ Negotiation and Permitting Phase:** Based on the approved Construction Documents, we submit drawings for permit and bidding, respond to bidder's questions, issue addendum if required, review and comment on bids and assist Owner in awarding the Contract for the construction of the project. We review the proposed construction schedule and projected cash flow for the project.

**Construction Administration Phase:** During construction, we are the Owner's agent. Our role is to observe the progress of the construction to ensure that the Contractor delivers what the Owner bought. We review shop drawings, communicate with the Contractor and address requests for information, attend construction progress meetings and provide field reports, review contractor pay applications and Certificate of Substantial Completion, and prepare punch list.



# Rogers Krajnak Architects, Inc.



Rogers Krajnak Architects, Inc. is an architectural firm located in downtown Columbus, Ohio. Our firm is focused on creating environments for Worship, Education, Health Care, Business, Community and Family. Our role as architects is to design and document creative solutions within an efficient, practical process that leads to the construction of beautiful environments that are engaging and responsive to our clients's functional, financial and aesthetic goals.

Rogers Krajnak Architects, Inc. is led by principals Darryl Rogers, AIA, LEED AP and Peter Krajnak, AIA. Darryl's expertise is in design, project management, technical issues, code issues, coordination of consultants and the quality control of excellent construction documents. Peter's focus is on design, master planning, committee consensus building and marketing services. Darryl's "nuts and bolts" skills dovetail with Peter's "visioning" skills as they actively participate in each project with clients and the project team.

We have worked with over 80 congregations on the master planning, restoration, renovation, expansion or new construction on a variety of projects that range from simple room renovation to comprehensive campus master plans.

Darryl Rogers, AIA, LEED AP  
Principal

Peter Krajnak, AIA, NCARB  
Principal

## Selected Client List:

- Asbury North UMC - Columbus, OH
- Asbury UMC - Delaware, OH
- Atonement Lutheran Church - Columbus, OH
- Bellpoint UMC - Delaware, OH
- Broad Street Presbyterian Church - Columbus, OH
- Broad Street UMC - Columbus, OH
- Calvary Lutheran - Columbus, OH
- Church for All People - Columbus, OH
- Church of Christ - Lancaster, OH
- Church of the Epiphany - Washington, DC
- Church of the Messiah United Methodist - Westerville, OH
- Church of the Saviour UMC - Westerville, OH
- Faith Lutheran Church - Baltimore, OH
- First Presbyterian Church - Findlay, OH
- Good Shepard Lutheran Church - Columbus, OH
- Grace Evangelical Lutheran - Columbus, OH
- Grace Lutheran Church - Thornville, OH
- Heartland Alliance Church - Lexington, OH
- Hilliard UMC - Hilliard, OH
- Johnstown UMC - Johnstown, OH
- Maple Grove UMC - Columbus, OH
- Methodist Theological School in Ohio - Delaware, OH
- Ohio Northern University - Ada, OH
- OhioHealth - Central OH
- Our Lady of Bethlehem - Columbus, OH
- Riverside UMC - Columbus, OH
- St. Albans Episcopal Church - Bexley, OH
- St. Andrew UMC - Columbus, OH
- St. Catharine Church - Columbus, OH
- St. Francis of Assisi - Columbus, OH
- St. Margaret de Cortona - Columbus, OH
- Temple Beth Shalom - New Albany OH
- The Presbyterian Church - Circleville, OH
- Trinity Episcopal Church - Columbus, OH
- Trinity Episcopal Church - Toledo, OH
- Trinity UMC - Marble Cliff, OH
- Worthington Presbyterian Church - Worthington, OH



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