

envision - design - build

Thank you for contacting Visioneering Studios @LifeWay. We are LifeWay's exclusive provider of architecture, engineering and construction services for church facilities. We believe environments can affect one's eternal destination; that done right, they can enhance both horizontal and vertical relationships with The Creator and His creation. Our church designs are not temples where God stays neatly tucked away, but more like postmodern Jacob's wells, where we hope to attract today's version of the Samaritan woman, where God chose to bust through time and space to meet her and change her forever. We help churches envision, design, and build environments that contribute to that happening over and over again in a third millennium context.

Rather than simply designing generic containers where form follows function, our designs are more about telling your story so that "form follows faith". Acting as cultural anthropologists to discover and design around the story of your Christ-centered community, we discover how this particular "finger on the body of Christ" does its thing, and build around that "big idea" with a soil-specific design.

Incorporating the benefit of years of experience we master-plan using principles of new urbanism, including seven-day a week mixed-use facilities that redeem place and space for the greatest Kingdom usefulness. We design and build multi-sensory destinations that shine a light into the community in a way that best fits that local expression of the body of Christ, bringing shalom (God's peace) to the local context through destinations that lift the spirit, now and forever.

This extension of LifeWay's ministry serves churches through a separate corporate structure in order to provide licensed services throughout the U.S. and around the world. Visioneering Studios currently serves clients out of six hubs. In addition to the one co-located with LifeWay in Nashville, TN we have operations in Irvine, CA; Seattle, WA; Denver, CO; Dallas, TX; and Charlotte, NC.

We welcome inquiries and invite you to discover how we can help address the physical needs of your church starting with a clear vision for future facilities that make the most of your opportunities.

## Visioneering Studios @LifeWay

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Nashville, TN 37211  
ph - 615-251-2466

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Now Departing LAX >> SEA >> DEN >> DFW >> BNA >> CLT

# On-Site Consultation

## AN INVALUABLE, AFFORDABLE WAY TO KICK START YOUR PROJECT

While visiting your church for two days of focused work, your Visioneering Studios navigator quickly engages your team to create momentum and excitement for your project. You receive an objective overview for your project, preliminary ministry-focused design solutions, and guidance for moving forward. This intensive on-site process includes:

- evaluating existing property and buildings
- exploring options for renovation and/or new space
- considering needs for additional property or relocation
- developing a preliminary project budget and financial plan
- a master site plan concept sketch
- conceptual floor plan(s) for new construction and or renovation
- Renderings of conceptual designs

This service, offered on a flat fee basis, includes our preparation, travel expenses, and creative design focused on your church's unique needs.

## GETTING VALUE-PACKED RESULTS— HOW TO PREPARE AND WHAT TO EXPECT

Preparation – Prior to the on-site consultation, your church is asked to complete a Church Ministry Profile that we provide. This questionnaire will supply crucial information needed for our consultant to prepare for the visit. As part of this process, your church is also asked to provide a professional topographic survey of the property and scale drawings of any existing buildings. Everything should arrive in our Nashville office several weeks prior the visit. Then, your consultant will arrive with the tools necessary to develop solutions appropriate to your ministry.

## VISIONEERING @LIFEWAY'S INVOLVEMENT INCREASES PROBABILITY FOR IMPLEMENTATION BY:

- Supporting the leadership's view that the project is a spiritual undertaking
- Creation of broad support from staff, leadership, and stake holders
- Early focus on feasibility
- Prioritization of needs and focused problem solving
- Drawing from a rich legacy and vast experience with diverse clients and extensive observations
- Increasing likelihood of financial participation through ownership in a collaborative process

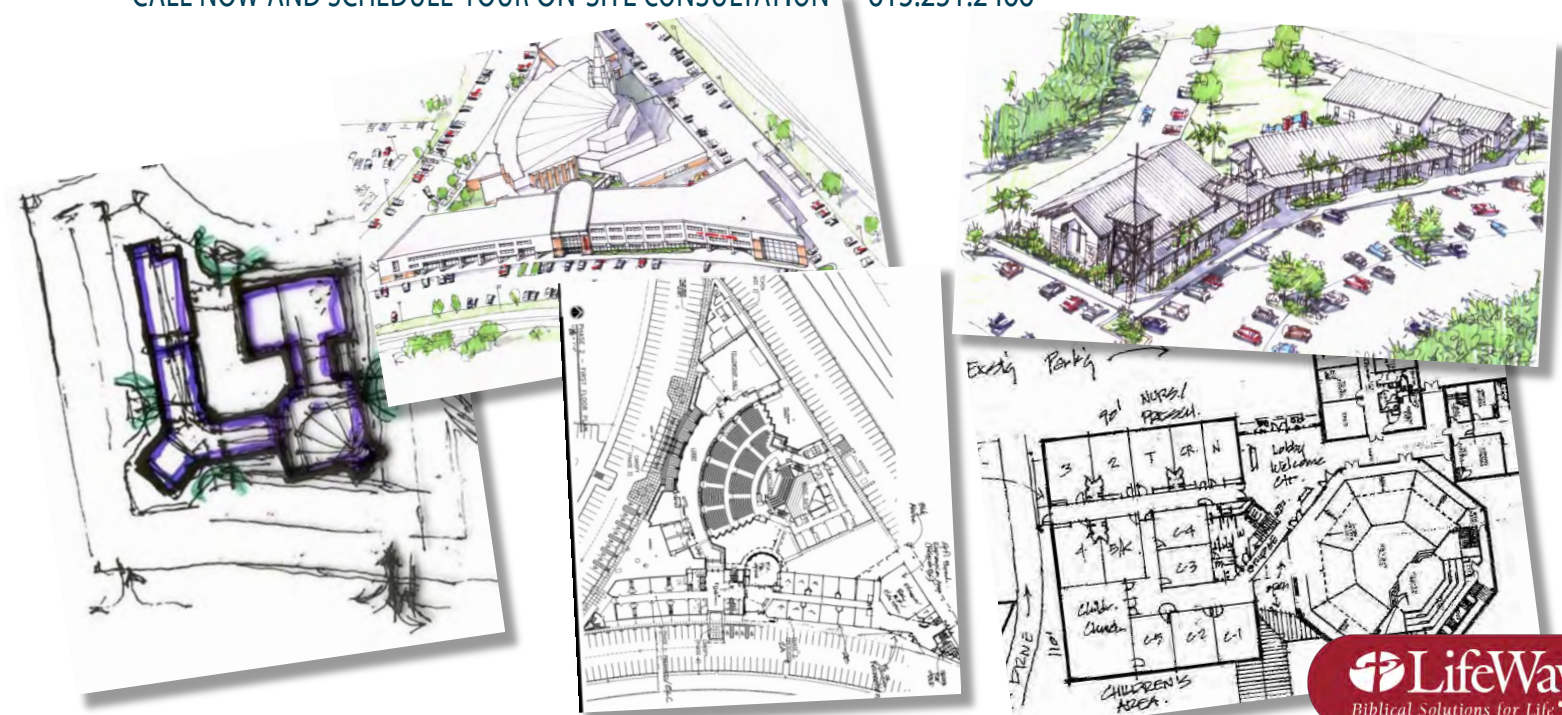


**DAY ONE**—The consultant begins the visit with a tour of any existing facilities and property, accompanied by a person who is familiar with how each space is used, followed by a meeting with the pastor. The first day concludes as your navigator leads an evening meeting with the team of leaders and stake holders responsible for the project to discuss his observations, pertinent church history, vision for the future, your community, the growth strategy, financial position, funding possibilities, known space needs, and general parameters for the current project and long term. They provide feedback and additional information in a workshop environment, so that when the meeting ends, the consultant is prepared for the next day's tasks with consensus for the direction of the design.

**DAY TWO**—Your navigator creates an improvised studio at the church where he completes design studies and refines his recommendations for a concluding evening meeting with your team by creating a conceptual master site plan, a strategy for the phases of construction, design drawings to communicate the plan concepts, and preliminary cost projections. That evening, the navigator presents his recommendations through the site plan, phase one floor plan sketches, and renderings. He hears additional input from the church leadership, and attempts to reach consensus on next steps for the project. Because of our ability to quickly grasp the key Issues and design creative and purposeful solutions, clients often tell us that this is the most valuable two days they have ever experienced.

By shifting the design process from a closed-door secretive process with little to no ownership, to a wide-open quickly developing problem solving session, it catapults the organization to a new level of effectiveness. The architectural navigators of Visioneering Studios @LifeWay count it a privilege to listen to you, hear your heart, learn of your church's journey, answer questions, and provide realistic solutions for your church.

**CALL NOW AND SCHEDULE YOUR ON-SITE CONSULTATION—615.251.2466**



**LifeWay**  
Biblical Solutions for Life



## Consultation Preparation Instructions

(keep this check list for your use)

*Please complete the items below to enable your church to gain the maximum benefit from the planning process. Consultant will make his own travel arrangements.*

### **Before the visit:**

- ☐ **Confirm the visit by email and send your \$500 non-refundable initial payment** to Visioneering Studios @LifeWay.
- ☐ Complete and send **floor plans, site survey and the Church Ministry Profile** at least three weeks before the consultation unless otherwise agreed. (see Ministry Profile for details).
- ☐ Secure **video projector** (if video projector is not available, contact consultant for further options). Allow for two power connections with extension cord as needed.
- ☐ **Call meetings** for your planning team, staff, and/or key leaders to be present for **7:00-9:00 PM each evening** during the consultation.

### **Day of the Visit:**

- ☐ Arrange for a work room with a table and chair, good lighting, internet connection, and an electrical outlet where the consultant can work uninterrupted.
- ☐ Set up a room with the Video/data projector, projection surface, power, and enough chairs for the attendees at both evening meetings.
- ☐ Have someone meet the consultant at the church to tour the facilities at 3:00 PM.

### **Proposed Consultation Schedule**

#### **Day One:**

- 3:00 PM Consultant arrives – Tour of existing facilities/property
- 4:30 PM Conclude tour- Consultant meets with pastor
- 5:30 PM Break - Consultant will use this time to prepare for evening meeting – have a room or office available (see above). Snacks and diet sodas are welcome, but not necessary.
- 7:00 PM Consultant meets with Ministry Team or Committee
- 9:00 PM Dismiss for the evening

#### **Day Two:**

- 9:00 AM Consultant arrives, develops concept building/site sketches
- 11:30 AM Lunch Break
- 12:30 PM Consultant develops building solutions/recommendations/illustrations
- 6:30 PM Set up for meeting, run copies of handouts for attendees
- 7:00 PM Consultant presents concepts and illustrations to key leaders and staff
- 9:00 PM Dismiss (Consultant will leave sketches with contact person before he leaves)

### **Follow Up:**

- The consultant will provide a copy of his preliminary drawings and PowerPoint® presentation describing foundational principles, recommended building capacities and layout, and budget parameters for the project at no additional cost to the church.
- The Consultant may follow-up by developing the plans in greater detail, incorporating any changes requested by the committee. If authorized by the church. This presentation package might include CAD drawings of the master site plan, floor plans of existing and proposed phase one buildings, and/or full-color artist renderings for an additional fee which can be quoted at the conclusion of the consultation.

## Pre-Consultation Church Ministry Profile

(Rev 6-14)

The following information is needed to prepare for the planning process for your church. Please be as thorough as possible in completing this information. Feel free to add pages and make additional notes of explanation, as you deem appropriate.

Church Name \_\_\_\_\_

Church street address (for UPS delivery): \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Church Telephone: (\_\_\_\_) \_\_\_\_\_ Church Fax: (\_\_\_\_) \_\_\_\_\_

Date completed: \_\_\_\_\_

### Ministerial staff:

Name:	Position:	Full or Part time?	E-Mail Address	Yrs @ this church
	Pastor			

(Attach additional Sheets as necessary)

Name of Planning committee or task force responsible for project: \_\_\_\_\_

Committee Chairperson or Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Daytime Phone No. (\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

**Current Church Community:**

How would you describe the current setting?    rural    suburban    urban    \_\_\_\_\_

Briefly describe significant changes to community that are affecting the church: \_\_\_\_\_

**Church Property and Parking:**

Acres of property owned: \_\_\_\_\_ (please attach survey - see page 6 for instructions)

Parking spaces currently available on property you own: \_\_\_\_\_

Parking spaces currently available on the street within walking distance: \_\_\_\_\_

Parking spaces currently available on nearby properties: \_\_\_\_\_

Total parking available: \_\_\_\_\_

Provide number of cars and attendance at peak attendance time for three representative Sundays:

	Time	Cars Present:	Attendance on campus this hour:
Sunday 1			
Sunday 2			
Sunday 3			

**Worship Space:**

Existing Worship Center Capacity (20" per person on pews)      Congregation: \_\_\_\_\_ seats

Choir loft: \_\_\_\_\_ seats

Instruments used in worship (describe type and number for each service):

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Average Weekend **Worship** Attendance:

Service	Day & Time	Congregation	Choir	Total In worship Center	Extended Sessions & Children's Worship	Total Worship Attendance
1						
2						
3						
Total						

(If currently conducting more than three services attach separate sheet)

**Fellowship / Recreation:**

Approximate capacity of fellowship hall: \_\_\_\_\_ Typical attendance at fellowship events: \_\_\_\_\_

How often do you have such events? \_\_\_\_\_

Do you have a weekday evening meal?    Yes    No    Average attendance \_\_\_\_\_

**Recent Trends:**

		Current Year	Past Five Years (identify years)					
Total Membership								
Resident Membership								
Sunday AM Worship Average attendance each service	1							
	2							
	3							
Sunday School (Sunday AM) Average attendance each session	1							
	2							
	3							

**Current Education Program Space Needs:** Use brackets to show grouping/grading.  
Photocopy and complete separate form for more than two sessions.

Division	ages/ grades	Department / Assemblies	Number of Classes	Session 1 Average Attendance	Session 2 Average Attendance	Notes	Weekday program/school Attendance
<b>Preschool</b> (age)	Birth-1yr						
	1's						
	2's						
	3's						
	4's						
	5's						
<b>Children</b> (Use brackets to show groups that meet together and designate year of transition to Students)	Gr 1						
	Gr 2						
	Gr 3						
	Gr 4						
	Gr 5						
	Gr 6						
	Gr 7						
	Gr 8						
<b>Students</b> (grade)	Gr 9						
	Gr 10						
	Gr 11						
	Gr 12						
<b>Young Adults</b>							
<b>Median Adults</b>							
<b>Senior Adults</b>							
<b>Others</b>							
Totals							

**Church Finances:**

Undesignated budget income of church last full year: \$ \_\_\_\_\_

Current year annual budget: \$ \_\_\_\_\_

Present church indebtedness: \$ \_\_\_\_\_ Present building funds available: \$ \_\_\_\_\_

Are you currently in a capital campaign?    Yes    No    When will it be completed? \_\_\_\_\_

Are you planning a capital campaign?    Yes    No    When will it start? \_\_\_\_\_

**Building Project:**

Describe any unusual current building/space issues:

Describe the church's requirements and priorities for your proposed next building project:

Have you established a target date for construction to begin?    Date: \_\_\_\_\_

**Scope of Service:**Which of the following types of service are you needing at the current time? *(Check all that apply)*

On-site Consultation        \_\_\_\_yes    \_\_\_\_no    \_\_\_\_maybe

Master Site Planning        \_\_\_\_yes    \_\_\_\_no    \_\_\_\_maybe

Design-Build Services        \_\_\_\_yes    \_\_\_\_no    \_\_\_\_maybe

Capital Fund Raising        \_\_\_\_yes    \_\_\_\_no    \_\_\_\_maybe

Construction Documents    \_\_\_\_yes    \_\_\_\_no    \_\_\_\_maybe

Strategic Ministry Planning    \_\_\_\_yes    \_\_\_\_no    \_\_\_\_maybe

Geo-demographic Study    \_\_\_\_yes    \_\_\_\_no    \_\_\_\_maybe

Other (specify) \_\_\_\_\_

Other (specify) \_\_\_\_\_



**Long Range Planning:**

What is the church's mission/vision?

Purpose Statement:

Describe the growth strategy of the church:

Most Important strengths of the church:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Most important issues/challenges/opportunities confronting this church:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Further explanation of the church’s requirements for the current project:

**MATERIALS TO BE SUPPLIED BY THE CHURCH:**

Completed

- ☐ Program information as requested on these forms. This information is necessary for an understanding of your needs and to provide competent professional services. Please feel free to add any other information deemed appropriate to the understanding of the project. Alternative forms may be used if they are neatly printed or typed and contain the necessary information.
- ☐ A property survey, prepared by a registered land surveyor or civil engineer, showing all existing buildings, improvements, easements, setbacks, significant trees, sewer or septic system, property boundaries, topographic contours, finish floor grades of all levels of existing buildings, and spot grades of significant features relative to a common bench mark.
- ☐ Accurate floor plans of all existing buildings on the subject site drawn to a standard architectural scale with overall and interior dimensions. Label each room, show wall thickness, plumbing fixtures, doors, and windows.
- ☐ For interior studies and studies to include exterior design: elevation (side view) drawings showing heights of walls and building elements to scale if possible.
- ☐ Local code requirements, zoning ordinances, deed restrictions, and other special requirements for the project.
- ☐ Clear photographs of church property and buildings taken from all angles of view to depict color, shapes, rooflines, equipment locations, and relationship to adjacent properties. For interior studies, interior photographs should be included as well (include diagram to illustrate point of view of photographs).

Visioneering Studios, Inc. is not responsible for the accuracy of the information supplied by the church. The information on this form is intended as a means of communicating the desires and needs of the church and reflects the church's current understanding at the time of its completion. It does not constitute a binding agreement to provide services on the part of Visioneering Studios.

Form completed by: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Unless other arrangements have specifically been made with the consultant, all materials including building floor plans and the site survey should be received by Visioneering Studios at least two weeks in advance of the scheduled consultation.

Mail completed worksheet and supplemental materials to:

**Visioneering Studios at LifeWay**  
**One LifeWay Plaza**  
**Nashville, Tennessee 37234-0168**

**Fax: 615.251.2466**  
**Email: carch@lifeway.com**