

We received this MEMO from Paul Shope of Rawlings, Wilson and Associates. It is his summary of the discussion on October 26. Please review the MEMO and send me any comments you may have. I would like to return any corrections or clarifications to him early next week.

Project: St. Cyprian of Carthage Orthodox Church

Meeting date: October 26, 2005

Present: Father David Arnold
Father Alexis Vinogradov
St. Cyprian Building Committee & parish members
Jim Rice, RWA
Paul Shope, RWA

Purpose: To meet with Fr. Alexis and the St. Cyprian building committee and discuss the visions and goals for the beginning of the master plan and schematic design phase.

1. The top five priorities of the Church should be included in the master plan.
2. From comments at the meeting, it seemed that worship was probably the first priority followed by fellowship and education.
3. It was discussed that the first phase of the new construction should have at least as much space as the current facility.
4. The Father George Memorial Library should be included in phase 1 of the new building.
5. Thought should be given to planning the worship space for 200 people now and planning internal expansion by removal of dividing partitions. This way the "extra" space in the worship area might be used for fellowship or education until the parish grows and these facilities are expanded elsewhere. **Paul and I spoke about this because he was not clear on our total membership figures. The consensus of opinion seemed to be that we end up with a nave that will support 150-200 people. If phase 1 can construct the footprint for that size nave, but temporarily divide the space with non-loadbearing partitions to support worship (nave) and education/fellowship space (commons area)**
6. Portable seating is desirable at the sides and back of the nave.
7. Natural light is important in the worship space. This could be accomplished by bringing light in from above, leaving the walls available for iconography.
8. Outdoor fellowship and meditation gardens were mentioned by several committee members. These items should be included on the master plan, but may be constructed by the parish themselves.
9. A warming kitchen should be included as part of phase 1. This can consist of a small room with some cabinets, a microwave, and a refrigerator. **Paul and I also spoke about this point as a question was raised if space would allow for a standard range/oven. The space can be planned to allow for standard as well as microwave ovens. In order not to have a contractor's mark up on these items, we will likely purchase and install these items ourselves. One possibility is that this small kitchenette be a part of the office suite/memorial library/conference room. Bathrooms may end up close to this suite so that plumbing can be centralized. Phase 2 can include a larger or conventional kitchen as part of the church hall.**
10. The pastor's office should be near the entrance and should be dedicated (i.e. no multi-use for this office). Consideration should be given to creating a suite with the library.
11. Fellowship and education might share space.
12. Security lighting should be provided outside the building. Consideration should be given to have these lights on a motion sensor for safety and energy savings.
13. The choir, if there is to be one, should not be separated from the nave by partitions, steps or risers. If it is to be separated at all, it might simply be placed in one of the transepts in order to keep the music stands out of the way. Placing electrical outlets in the floor for the music stand lights might be a way to minimize the impact of the music stands. Consideration might also be given to using cordless fixtures.

14. The Prothesis (the area where the Liturgy of Preparation is performed) might have access from both the altar area and the nave. This would allow the space to be accessed by parishioners for confession, as well as the priest for preparation of the Eucharist. This separate area accessible to both the altar and the nave allows for the procession at the Great Entrance to actually transfer the gifts from the Table of Preparation, where the bread and wine can be commonly received, to the altar, as opposed to a procession that starts and ends in the altar, restricted space.
15. The church should be designed in a simple style. It should say "Orthodox," but in a subtle way.
16. The parking should be kept a reasonable distance away from the building. This will facilitate future expansion of the building, allow for construction of gardens, and also present a better experience of approaching and entering the church.
17. The master plan should be carried out approximately 15 years.

If you find any omissions or feel there is need to clarify an item, please do so by making in-text remarks in another color.

Thank you,

Fr. David