

This information has been made available for your use by Paul F. Spite of AFD Consulting; P.O. Box 2237, Cookeville, TN, 38502. We specialize in providing architectural services to churches. Other resources available are “From A to Z in Church Building and Remodeling” and “Avoidable Mistakes in Church Building and Remodeling.” Both resources, or an editable copy of this form, can be ordered by contacting Paul at (931) 261-3269 or [afd1@frontiernet.net](mailto:afd1@frontiernet.net).

### DEPARTMENTAL NEEDS SURVEY

Department Name / Description \_\_\_\_\_

Department Head \_\_\_\_\_

	RESPONSIBILITIES IN AREA OF MINISTRY	MINISTERS TO WHOM?	# OF PEOPLE ACTIVELY INVOLVED IN EPARTMENT	# OF PEOPLE MINISTE RED TO
CURRENT				
PROJECTED 0-2 YEARS				
PROJECTED 3-5 YEARS				
PROJECTED 5-10 YEARS				

Interaction with other Departments

DEPARTMENT	SHARE SPACE?	VISUAL	CLOSE PROXIMITY	SHARED RESOURCES	OTHER (DESCRIBE)

Proximity Requirement

C O P I E R	S E C R E T A R Y	L I B R A R Y	F O Y E R	S A N C T U A R Y	M U L T I P U R P O S E	K I T C H E N	C L A S S R O M S	R E S T R O M S	O T H E R (D E S C R I B E)
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W=WITHIN SPACE

N=NO NEED FOR

C=CLOSE TO

R=REMOTE ACCESS

Special Departmental Needs

P R I V A C Y	S E C U R I T Y	F L E X I B I L E L A Y O U T	S O U N D I S O L A T I O N	C O M P U T E R L I N K	E A S Y C L E A N I N G	L A Y O U T S P A C E	W A T E R	O T H E R (D E S C R I B E)
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V=VERY IMPORTANT

N=NOT IMPORTANT

S=SOMEWHAT  
IMPORTANT

Type of Storage Needed \_\_\_\_\_

Amount of storage \_\_\_\_\_

Existing problems with your area? \_\_\_\_\_

Improvements desired in a five year plan? \_\_\_\_\_

What current aspects of your workspace do you wish to retain? \_\_\_\_\_

What type and size of space do you feel you would need to expand your ministry in the next five years? \_\_\_\_\_

Describe primary functions of your department \_\_\_\_\_

Do you need to have easy access to the congregation? \_\_\_\_\_

Special activities / projects within your department. \_\_\_\_\_

Do your operations and equipment continually change? (Explain) \_\_\_\_\_

WORKSPACE FURNITURE (amount of each required)

Write names of workspaces below.	FURNITURE / ACCESSORIES																			
	FOLDING TABLES	LECTERN	STORAGE CABINET	EXEC DESK	SECRETARY'S DESK	CRENDENZA	COMPUTER	DRAWING / LAYOUT AREA	CONFERENCE TABLE	CHAIRS	LOUNGE / SOFA	VERTICAL FILE	HORIZONTAL FILE	BULLETIN BOARD	CHALK / CHINABOARD	AV SCREEN	PROJECTOR	TASK LIGHTING	SHELVES	OTHERS (Describe on Back)