

CHURCH BUILDING DEVELOPMENT GROUP

FINAL REPORT

DECEMBER 2015

“Architecture is ... about permanence and change, ... about providing a longterm framework that will permit considerable flexibility. It is thus healthily conservative - in terms of preserving, if also transforming the legacy of the past ... as much as it is innovative so as to meet new conditions, exploit new materials and techniques.”

Peter Buchanan, Architectural Review November, 2015.

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1. EXECUTIVE SUMMARY

The Church Building Development Group was tasked with exploring possible changes to the church building and the basement, in light of the evolution of the mission, worship and functions of the parish. The remit did not include the Parish House, nor the extended property around the church (referred to as the "Precinct" in this report).

The intention is to provide a cohesive vision and plan for the longer term development of the church building as it serves the ongoing life of the church community.

The group started by touring the church buildings on several occasions, noting how the various parts of the church are currently used, and a with focus on identifying problems and inadequacies. The Group then conducted consultations with several individuals and groups involved with various aspects of church life and the use of the building spaces.

From the observations of the Group, the tours and consultations many issues and opportunities were revealed.

A repeat series of sessions of "Re-pitching the Tent" were conducted loosely based on the book of the same name by Richard Giles. This was to offer the opportunity to members of the congregation to participate in the generation of ideas and possibilities for development within the church building.

Basic design drawings were developed to address the feasibility of potential alterations and additions to the building.

The Group offers recommendations arising from the observations, and drawings, but with the proviso that the whole context of any plans for the development of the "Precinct" and Parish House be taken into account.

The following areas of most concern became evident:

- Improvement to access and accessibility to and within all parts of the church building.
- The need for more useable rooms and spaces.
- Improved supporting facilities such as lighting, sound, washrooms, coffee and refreshment service.

The recommendations could be implemented in stages, with careful attention to the sequence of some of the changes as addressed in this report.

The Report does not offer any idea of cost estimates. In order to collect even initial budget estimates with any validity at all, it would be necessary first to consult with many specialists, including city building control officers and contractors, and to prepare construction drawings and specifications for their use.

There may be some funding sources that can be further investigated, particularly where accessibility is of concern, when the initial projects are contemplated.

2. TERMS OF REFERENCE OF CHURCH BUILDING DEVELOPMENT GROUP (CBDG)

Purpose:

To explore the possible changes to the church building in light of the evolution of the mission, worship and functions of the parish.

The scope:

Includes the church building itself and basement areas. It does not include parish house.

Method of Selection:

According to official position, or experience. Volunteer.

Term of Office of Members/Period of Mandate for Committee:

Undefined; until work is considered by the group to be complete.

Reporting Relationship/Frequency of Reporting:

- Consultation with congregation and relevant church groups.
- Updates on progress to Parish Council, Property Committee and congregation.
- Recommendations when necessary to Property Committee for action.
- Final recommendations to Parish Council, and Vestry

Responsibilities:

- To gather information on, and respond to evolving patterns of worship and work in the church.
- To identify current deficiencies, including accessibility and safety issues, where church building and spaces fall short of requirements.
- To assess ways in which the existing church buildings might be used or modified to enhance the worship and work of the parish.
- To recommend changes and options to Parish Council and Vestry.

Resources Available:

Human resources only.

Liaison Required With:

Parish Council, Vestry and Property Committee.

3. INTRODUCTION

This report is the result of the work of the CBD Group over the past year, 2014 to 2015.

The work included workshops offered to the larger congregation, and many consultations with individuals and groups who carry out specific activities in the life of the Church.

The Group itself consisted of the following individuals:

Anthony Barlow - Chair (retired architect)

Tony was an historic building consultant for English Heritage and served on heritage advisory committees in Halifax, NS and Kingston ON.

Rhoda Brodie-Smith (Retired project manager)

Rhoda played the lead for the Quo Vadis Group exploring changes in worship and life of the SJD parish.

Anne Henderson (Rector's Warden, 2014)

Sarah Pullman (Representative of Congregation at Large, Counsellor)

Al Lehman (Sound and lighting experience)

Catherine MacKenzie (Parish Administrator)

Alistair McCollum (Rector)

Barry Salter (Deputy People's Warden, 2014)

Larry Scyner (Retired priest, Honorary Assistant)

Larry led the initial "Re-pitching the Tent" group that first explored the possibilities for making changes to the church, in 2012-2013.)

David Stratkauskas (Music Director for SJD)

There were many people who also contributed significantly to the work and the CBD Group wishes to acknowledge the contributions of **everyone** that played a part. This of course includes all those who participated in both series of the "Re-Pitching the Tent" and readily offered their observations and creative ideas.

The Group also wishes to thank the following individuals in particular who put in much time and effort over the year:

Craig Hiebert who played a lead role in offering the "Re-Pitching the Tent" for a second time, with Tony and Larry.

Rand Harrison, member of the Property Committee.

Ted Butler and all the folk who have been involved with making and serving coffee.

Karyn Lehman and all involved in "Out of the Rain".

Peggy Wilmot and members of the Food Bank crew.

What follows, then, are some of the issues and ideas for possible improvements to the church building that arose from the work of the Group and from the many consultations and workshops.

It is intended that the report will present a cohesive vision and plan for the longer term development of the church building as it serves the ongoing life of the church community.

It is hoped that a cohesive plan will mitigate against the inevitable confusion and conflicts of a piecemeal approach and prevent any unnecessary duplication of work.

The CBDG offers these along with some recommendations and includes linked consequences of some actions where necessary.

Please note: The Report does NOT offer any idea of cost estimates. This aspect was not part of the original remit, for the following reason: that in order to collect even initial budget estimates with any validity at all, it would be necessary first to consult with many specialists, including city building control officers and contractors, and to prepare construction drawings and specifications for their use.

The scope of the remit was to investigate the whole of the church building including basement space and immediately adjacent external space. It does NOT include the Parish House, nor the church office and the adjacent entrance, Those have been the subject of previous task groups.

4. THE INITIAL TOURS OF THE CHURCH BUILDING

The group started by touring the church buildings on several occasions, noting how the various parts of the church are currently used, and a with focus on identifying problems and inadequacies.

The notes consisted of firstly a description of the various parts of the church and their uses, then some observations made by the group (and others) on issues, and lastly initial ideas for alterations and ameliorations. (See Appendix A - "Tour Notes")

5. MOULD REMEDIATION

During the course of these tours it came to the attention of the Group that there was a mould problem in the basement areas of the Church. This was brought to the attention of the Property Committee as a matter of urgency, and a programme of regular cleaning and ongoing de-humidification was undertaken immediately.

6. REPITCHING THE TENT

A series of six sessions were held in the Fall of 2014, loosely based on the book of this title by Richard Giles. As in a similar series of workshops with the same title held in 2012/13 the intention was to offer the opportunity to members of the congregation to participate in the

generation of ideas and possibilities for development within the church building. This latter series was lead by Larry Scyner, Craig Hiebert and Anthony Barlow.

In the final session of each series participants were provided with basic plans and asked to sketch their ideas. Results of the sessions are incorporated in notes below.
(Also See Appendix B.)

7. OBSERVATIONS

These observations have been distilled from the several sources of discussion and consultations (as above). They reveal some of the issues, ideas, advantages, disadvantages of potential changes and possibilities.

ENTRANCES AND PORCHES

Quadra Street Entrances

- The Quadra Street frontage (including the baptistry flanked by the North and South entrances) is traditionally the principal public face of Saint John the Divine. But both doorways approached by flights of steps are not fully accessible.
- The church raised above street level appears aloof and uninviting, distancing itself from passers-by and the community at large.
- There is one freestanding notice board to the North of the church tower. Other notices are affixed to the walls of the church baptistry. These look cheap and unattractive. Well designed, good quality signage and display cabinets could be provided.
- For a more welcoming appearance at times of church services and public activities, new glass doors behind the existing exterior wooden doors could be installed (as at Christ Church Cathedral).
- To more clearly indicate the route to the Garden Entrance a portion of concrete block wall to the north of the church tower could be removed (as far as the existing metal gate), and an area of hard paving extending back from the sidewalk.
- Re-configure steps at the South Porch to provide an external landing and a shorter flight of steps (or ramp).

North and South Porches

- Since both porches are essential escape routes they should be cleared of all unnecessary furnishings and stored rostra.
- Glass doors to the Nave in both North and South porches would make the church more visibly accessible.
- The flooring in the porches is not very suitable and could be replaced.
- The porches appear dark and uninviting and would be more welcoming with a light or bright colour on the walls.

Garden Entrance

- Existing doors not automated for disabled access from existing ramp.
- Garden entrance is used as the principal entrance to the church from the car park. But the interior space is limited and not welcoming.
- Safety gate to basement stairs awkward to operate and unattractive. Could be replaced with sliding gate.
- For comments on basement stair ref. basement access clause below.

Corridor from Parish House

- In 1963, when church rebuilt after the fire, the Parish House was a separate building with no enclosed link to the church. As a through route this corridor is cramped and inconvenient for the procession from the vestry in the Parish House to the church interior. It is also difficult for full access, especially for access with a motorized scooter.
- Alteration to broaden and straighten the route would involve relocation of the Sacristy and forming a new opening through a structural masonry wall.

Mason Street Entrance

- This entrance, 6'8" below sidewalk level, is approached by means of a metal staircase situated in the light well. This entrance is not accessible.
- The light well is surrounded on three sides by a metal grille fence. An opening in the fence is provided at truck tailboard height for the delivery of goods to the basement by means of a wooden shute (stored in the basement). Goods for the Food Bank arrive by small or low vehicles, are not suitable to be sent down a shute. Thus everything has to be carried by hand down the metal steps which could be hazardous.
- There is sufficient space in the light well to install a ramp for easier access.
- For observations on access from the Mason Street door to basement floor level ref. basement access clause below.

CHANCEL & NAVE

Sound and Lighting.

- The existing sound system is inadequate both for the general sound and also for the hearing aids.
- The lighting system is old and inadequate as it exists at present. Replacement fittings are no longer available.
- The Property Committee has already started to explore these issues. Initial budget estimates have been obtained. It is proposed that replacement be included for in 2016 and 2017 budgets.
- (See Appendix C.) Property Committee Internal Report of December 4th, 2015

Chairs

- The advantages of removing pews and replacing with chairs are that this would allow for greater flexibility in liturgy, the building could be used for a greater number of activities and events such as conferences, exhibitions, concerts etc.
- It was a general consensus at the Re-pitching the Tent that we should replace the pews with chairs.
- Advantages: allows variation in liturgical layout of nave.
- Greater variety of uses including concerts, meetings, exhibitions, social events, dance.
- Chair storage would be important – possible to build cupboards on side walls under stained glass windows.

Levelling of floor

- There is a 10 inch fall from West to East in the centre three bays of the Nave and Aisles
- Levelling the floor provides makes the church space more amenable to the accommodation of any future changes in patterns of worship.
- The building could be used also for a greater number of activities and events such as conferences, exhibitions, concerts, dramatic performances etc.
- Levelling the floor could allow for electrical and other service outlets to be installed at the same time throughout most of the nave and aisles
- Levelling would result in just one six inch step rise to existing chancel level.
- Levelling would require a short ramp at the garden entrance and to the chapel for full access.

Re-arranging Chancel

- Chancel level could be extended into Nave to allow for more easily accessible Eucharist.
- Semi-circular or other arrangement of extended Chancel level in front of chancel arch is possible with chairs.

Removal of carpet in Chancel

- This would be advantageous for acoustic reasons.

Coffee in the Church

There was considerable discussion and consultation about this issue. Please note that we talked to coffee-makers before the Summer and that the Hall has been used for coffee since that time.

- There are certain advantages of serving coffee in the Church: more people tend to stay for coffee, there is more seating available than using chairs in the Hall, it would be useful for special events, weddings and funerals.
- Question is still left open – do we want to be able to make or serve coffee in the church?
- It was decided that it was not feasible to serve coffee in the Church if we are still using Parish House kitchen and the corridor for transportation. This is a very difficult arrangement.
- Drawings were done for built units at back of church in order to make and serve coffee in the church itself.
- For washing up in the church it would require a sterilizing dishwasher
- If preparation and clean-up is in the Church then there would have to be a water supply and drainage.
- Storage of crockery – cupboards in the church
- BUNN stored and used in the church
- Option – make coffee in church and wash up in Parish House. Dishes could be transported and washed later in the week.
- If an elevator was installed to provide access to the basement, then a kitchen in the basement could be used to make coffee and clean up.
- Seats and tables in the West end of the North aisle - this is an area that is poor for hearing and seeing
- Looked at the question of whether coffee should be obtained by take-out/delivery – this was dismissed by consensus of the group

SANCTUARY

- At the present time the Bread and Wine for the Eucharist are prepared at a portable table under the chancel arch. This table is rather small and somewhat unstable - the wheels frequently have to be careful re-chocked to prevent it moving. The High Altar itself is not used, but communicants have to make their way past the communion table and the choir to receive the Bread and Wine at the High Altar rail.
- A more immediate and intimate arrangement of sharing the Eucharist around the table could be achieved with the Chancel level extended into the Nave (see above)
- The reredos could be moved to the front of the Sanctuary arch and re-built as a free-standing screen at chancel floor level thus maintaining sight-lines of the East Window from the Nave. This arrangement, with the removal of the High Altar and associated steps, would provide a space which could serve as place of private prayer, meeting room, or for healing ministry.
- The choir stalls could be re-oriented to face West if so desired. Further to this, replacing the stalls with chairs would allow for flexible arrangements.

CHAPEL

- The general feeling of the group was that the chapel space, while treasured in its traditional uses, could also be used more fully for more activities at other times. For instance replacement of pews with chairs would allow for such uses as contemplative worship, healing ministry and more secular activities such as educational events and meetings.
- The folding screen doors are worn, not sound-proof need replacing.
- The addition of carpet would make the space more comfortable for more intimate uses.
- If access to the altar for Eucharist at the 10 o'clock service were sufficiently ameliorated for everyone, then the Chapel could be used exclusively for the healing ministry at that time.

HEALING MINISTRY SPACE

- South porch – could convert to healing space.
- Fire egress through South Porch must be retained with any changes.
- Outer doors to South Porch would not be accessible for church service.
- Healing space could also be accommodated behind a re-located “reredos” or in the Chapel (see above paragraph).
- Sound proofing would need to be addressed in every case.

MUSIC STORAGE

- Present space in the basement is not a suitable environment for storage of music documents
- Music storage could be accommodated in the loft above organ console – alterations to level the floor would be necessary.

BASEMENT

Access to Basement

The access to basement includes access from Mason Street to the basement and access to the basement from the Nave. Also includes emergency access and egress.

- More suitable (less dangerous) access from Mason Street is an urgent requirement for the Food Bank and Out of the Rain services.
- Contacted Angel Elevating Solutions for advice on access from Nave to basement.
- Class H elevator – one annual inspection cost \$200
- Estimated cost of elevator itself \$25,000 - \$35,000.
- Installation costs would depend on building code requirement for fire separation of basement and Nave
- Location suggested: North aisle near garden door. In the basement it would be where small “Music Storeroom” is now
- For emergency escape – would have to have
 1. Ramp in light well on Mason St
 2. Ramp or porch lift from entry landing to basement level considered. Use of “Porch lift” for emergency would not be acceptable.
 3. Need to get Heritage approvals from City for external work.

Basement Refurbishment

The main open space of the basement was the Church Hall at one time before the current Hall was built.

- Women’s washroom needs up-grading
- The men’s washroom is very small and in very poor condition.
- Existing music storage rooms are environmentally unsuitable for their present use.

- The storage room in the north-west corner of the basement has been used up to the present as a catch-all. It was felt that this is not the most efficient use of this space.
- Basement flooring is worn and of possibly questionable material given its age.
- Decoration and lighting need up-grading.-
- Masonry column bases are damaged and need greater protection from impact.
- Main space could be used as a room for larger meetings alternative to the Denson Lounge with tables and chairs and a screen etc.
- Aside from its scheduled outreach uses, the main space could serve as rentable accommodation for meetings etc.

Columbarium

- Considering this facility is meant to be a memorial to the deceased individuals it's physical environment is poor. Ventilation is non-existent and it's appearance is ramshackle.
- Access for relatives of the deceased is difficult.
- Ventilation (natural or artificial) is non-existent.
- Inter the ashes currently held in the Columbarium in the memorial Garden with record kept of location
- This is an inappropriate use for this space.
- Investigation has been made into legislation concerning the moving of remains.

8. DRAWINGS

(See Appendix D.)

It is through the above "Observations" that the Group arrived at some of its conclusions. It also became apparent that there was a need to further explore feasibilities through drawings. It is hoped that these drawings also aid in clarifying the possible stages and sequences for future financial, logistical and constructional reasons.

PLEASE NOTE: the following items are not shown in the drawings:

- **Pews** to be removed and replaced with chairs, in the case of all the drawings. It is suggested that the pews could be removed from the Chapel first and replaced with chairs as an initial trial of the chairs purchased. They could be assessed for usability, comfort and durability etc. (See "Chairs" in the above "Observations" paragraph.)
- The **sound and lighting systems** are not dealt with in these drawings. They are being dealt with by the Property Committee. This Group recognized the importance of both these systems, and have therefore included them as part of their recommendations (See Section 9 of this report). (See "Sound and Lighting in the above "Observations" paragraph.)

SJD 01 Main Level – existing

This drawing shows the church as it currently exists.

SJD 02 Main Level

- A platform is constructed in front of the Chancel occupying the first bay of the Nave. It is two 6 inch high steps up from the current floor level of the Nave and both aisles. It is 5 inches below the level of the Chancel.
- A Class H elevator to the basement is located in the North aisle adjacent to the garden entrance.
- New glass doors are installed at the Chapel entrance and to the North and South porches.
- Storage cabinets for coffee service are built in at the West end of the Nave on each side of the Baptistry.

SJD 03 Main Level

- Here the floor of the Nave and the aisles are levelled. The new floor level is at the same height as the West end of the Nave and the extended Chancel platform described in SJD 02.
- A ramp from the new floor level to the garden entrance is shown. Gradient not greater than 1:12.
- A ramp down to the Chapel floor level is shown. Gradient not greater than 1:12.

SJD 04 Main Level

- The high altar and supporting steps are removed.
- The present Reredos is moved to the Sanctuary arch and is installed at Chancel level. The Reredos to be used as a screen allowing full view of the stained glass window at the East end of the church to be maintained.
- Space behind the Reredos could be used for sacristy, and room for meetings, or healing ministry and contemplative worship.
- More storage for liturgical materials and hangings could be built into the back of the Reredos.
- Choir stalls to be replaced or refurbished with improved task lighting.
- The existing Sacristy to be moved to rear of Reredos.
- Electrical cupboard to be re-oriented.
- New washroom to be added and existing washroom enlarged and refurbished.
- New janitor's cupboard installed.
- New door cut through from existing nursery space to provide more direct route and larger assembly space for choir and clergy.
- The heights of the corridor doors to be raised for easier access for crucifer.

SJD 05 Main Level

- New extension of garden entrance built alongside the North aisle.
- Roof lights would allow daylight illumination of stained glass windows in North aisle.
- Staircase within existing garden entrance to be removed.
- Class H elevator to be installed in northwest corner of garden entrance area.
- New extension includes "welcome lobby".
- New easier staircase built to basement (this would meet current building codes).

SJD 11 Basement Level - existing

This drawing shows the basement/crypt as it currently exists, including stairs up to Mason Street in the light well.

SJD 12 Basement Level

- Existing external staircase from Mason Street to basement entry level in light well is removed.
- A ramp is constructed from the East end of the light well down to basement entry level.
- An interior ramp to be constructed from the entry lobby to the basement floor level.
- All new ramps here to be not greater than 1:12 gradient.
- Class H elevator to the North aisle located adjacent to existing stairwell entry.

SJD 13 Basement Level

- Current music storage space converted to new kitchen and serving counter. Music storage to be moved to loft above organ console.
- Storage area currently used for sales and bazaar items to be refurbished as office or meeting space.
- Current women's washroom refurbished as non-gendered washroom.
- Existing kitchen converted to second washroom and showers.
- Existing Columbarium relocated to Memorial Garden, and refurbished as storage area for bedding etc for "Out of Rain" shelter.

SJD 14 Basement Level

- The basement level of new extension includes spacious storage cupboards.
- Elevator located in northeast corner below the existing garden entrance.
- Existing music storage area becomes additional storage for basement activities in general.

9 RECOMMENDATIONS

Firstly, it is hard to offer complete and definitive recommendations, or set priorities, for the Church and the Crypt without looking at the whole context including the Parish House and the “Precinct” property redevelopment. The use of space in any one of these latter facilities, and the resources which could be created through redevelopment, would affect, or be affected by, the use of the space in the church and the basement/crypt.

It is therefore strongly recommended that the work of this Group needs to be thought of in conjunction with plans for the Parish House and the “Precinct” Re-development. Any final decisions must be made with that context in mind. Therefore, the creation of a holistic vision and plan should be the number one priority.]

But secondly, in order to support the present life and worship of the Church, there are certain practical issues that need to be addressed at this time, regardless of whether future development of the Parish House or “Precinct” could provide useable facilities for current needs.

The following areas of concern became evident:

Access	Access and accessibility to and within all parts of the church building
Space	Use of rooms and spaces within the church building. The need for more accessible, flexible meeting spaces, some large enough for post-service gatherings and other activities.
Facilities	Physical support facilities within the church building e.g. lighting. sound, more and better washrooms (non-gendered), coffee and refreshment services.

The focus falls on four areas in the building that need attention:

- the basement
- the church worship space
- the entrances
- the connections to the Parish House.

Since the present church hall has to be booked in advance for any activity, and is only accessible for those individuals with mobility problems through the elevator in St. John’s Court, the additional availability of a second more accessible space would prove useful. The provision of an elevator and ramps to service the church basement, would offer far more space for many of the activities that make up the life of the church community.

So one major key to all these changes would be the removal of pews and replacement with chairs, the second important key is installation of an elevator. There are two preferable locations for placement of an elevator: both near the Garden Entrance (See Drawings for these locations).

The recommendations of the Church Building Development Group are as follows:

1. **Lighting.** This is a high priority item. Replacement can be carried out in two phases; first, general lighting over all the area of the church; secondly, performance lighting for liturgical use as well as concerts, exhibitions etc.

2. **Sound system.** This needs to be easy to run and efficient. It does not include the headphone system. There is a need to ensure that when using more than one head microphone the system is still easy to balance.
3. **Chapel refurbishing.** The removal of pews and provision of chairs would allow immediate flexibility of use of this space. The existing folding screen door is outworn and inadequate and needs to be replaced. Glass doors would be preferable.
4. **Accessibility.** The Basement amelioration is of high importance for accessibility reasons. The introduction of ramps and elevator would greatly improve the safer operations of the Food Bank and Out-of the Rain shelter. A Class H elevator could cost anywhere from \$25,000 to \$35,000 with \$200 per year maintenance/checks. This would also allow use for everyone of the basement hall for many church events such as meetings, coffee service and catering for funerals and weddings etc. Accessible toilets would be essential as part of the changes.
5. **Basement improvements.** The basement as it is presently is not a pleasant environment. All the suggested changes and improvements to the basement areas would facilitate the outreach activities and the social aspects of the church community life. A new kitchen, better washrooms, more useable storage and meeting areas are all desperately needed. All these new facilities could be provided in an improved basement and would be more accessible to everyone.
6. **Chairs.** The replacement of pews with chairs would allow for immediate flexibility of use. Flexible seating in the nave (chairs of good quality and practical, stackable design). Care needs to be taken to acknowledge the donors who have their names on pews.
7. **The extension of a permanent platform** from the chancel into the first bay of the Nave would provide greater integration of liturgical and congregational spaces within the church, safer access for all at the Eucharist, and a better performance area.
8. **The levelling of the floor** should accompany the change from pews to chairs. In the centre three bays of the church nave the concrete floor slopes 10 inches from East to West. Any slope in the floor precludes full flexibility of arrangement. A level floor would reduce the need for steps to the Chancel to one 5 inch step only.

Levelling of the floor would allow for electrical and other service outlets to be installed at the same time throughout most of the nave and aisles

Short shallow gradient ramps would be necessary in order to give access to the new floor level from the garden entrance, and the Chapel

9. **Altar and Communion Table.** At present communion is prepared at a small inconvenient table beneath the Chancel arch, and the communicants pass this table to receive the bread and wine at the rail of the "high" altar. This presents a dichotomy that seems to make the "high" altar redundant. Moving the reredos and extending the chancel floor (See # 6 and # 7) would provide space for a larger altar/communion table and could accommodate rails for kneeling around the extension.
10. **Reredos** to be moved forward, and re-erected as a free standing screen behind the choir. This will provide spaces for other uses behind the screen, along with storage possibilities within the re-built screen structure. The rebuilt reredos/screen should stand at the main chancel floor level so as to maintain site-lines to the East Window from the Nave seating.

11. **Columbarium.** Considering this facility is meant to be a memorial to the deceased individuals it's physical environment is poor. Ventilation is non-existent and it's appearance is ramshackle. The Memorial Garden would seem to be a more appropriate resting place for the remains, and would allow easy access for visiting family and friends. The possibility of re-interment should be investigated for legal purposes before any move is made. Internment in the ground could be offered or a Columbarium wall could be built.
12. **Washrooms.** Accessible non-gendered washrooms are part of the plan for the re-furbishment of the basement. Also two washrooms are proposed for the Parish House corridor area. The latter would be accessible from the main floor of the church.
13. **Chancel re-furbishment.** Remove carpet from Chancel for acoustic reasons. Choir stalls could be replaced with chairs for more flexibility of use.
14. **Loft above Organ Console.** The existing tiered floor needs to be levelled for safe access and to provide space for music storage. Better lighting is needed also for the staircase to the loft. Consideration must be given to the provision of an adequate load-bearing floor structure.
15. **Parish House Corridor.** Movement along this important link is difficult. It would be advisable to straighten and widen the route. In doing so the sacristy would have to be relocated but the other facilities would be improved, such as the provision of a second washroom and janitorial storage.
16. **Sacristy.** When the Parish House Corridor is straightened and widened, the sacristy can be re-located to the area behind the re-positioned reredos/screen.
17. **Entrances.**

The **garden entrance** has become de facto the main point of access to the church for most people due to its proximity to the car park and the inaccessibility of the entrances on Quadra Street. To more clearly indicate the route to the Garden Entrance a portion of concrete block wall to the north of the church tower to be removed (as far as the existing metal gate), and an area of hard paving laid extending back from the sidewalk.

The existing doors need to be automated for disabled access from existing ramps.

The safety gate to basement stairs to be replaced with a sliding gate.

On the **Quadra Street entrances** some well designed, good quality signage and display cabinets should be provided.

The feasibility of installing new glass doors behind the existing exterior wooden doors should be carefully investigated, due to the proximity of the existing steps to the present doors. The provision of adequate fixed handrails would also be essential.

Since both North and South porches are essential escape routes, they should be cleared of all unnecessary furnishings and stored rostra.

Glass doors to the Nave in both North and South porches would make the church more visibly accessible.

The flooring in the porches is not very suitable and should be replaced.

The porches re-painted with a light or bright colour on the walls.

Re-configuration of the steps at the South Porch to provide an external landing and a shorter flight of steps (or ramp) could be investigated for feasibility.

18. Garden Entrance Extension.

This is the preferred alternative solution to improve the entrances to the church and basement.

A new extension at the garden entrance to be built alongside the exterior of the North aisle. Roof lights would allow daylight illumination of stained glass windows in North aisle. The existing staircase within the present garden entrance to be removed. A Class H elevator to be installed in northwest corner of the present garden entrance area. The new extension will include a space to be used as a “welcome lobby”, and a new staircase built to basement that would meet current building code.

19. It is recommended that a complete **Space/Use Study of Parish House** be carried out.

20. Logistical sequence of building works.

It should be noted that there are certain stages and sequences that would be reliant on one another as the project is undertaken. As already discussed the placement of the elevator is a key to some of the sequences of building work.

If the elevator is to be placed in the North aisle of the church then its installation should occur at the time of the building of a ramped access to the basement, and before decorating and other improvements of the basement. The installation work would involve cutting through the church floor creating some mess.

If the elevator is to be placed in a new and enlarged Garden Entrance then work within the basement could be completed independently of its installation.

If a new Garden Entrance is to be built then improvements to the interior of the church could be carried out independently.

If the Parish House corridor is to be straightened and widened then the reredos should be moved first and the sacristy relocated behind it.

If the new Garden Entrance work is to be undertaken, it should be done first as it involves excavation and concrete work.

10. FUNDING

It is possible that we can apply for funding for access to the basement areas. It is recommended that we seek funding from a number of agencies that are concerned with supporting disadvantaged persons. We need to make it clear that we are applying for safe access for both clients, and volunteers using the basement. This includes those working with us to bring in food supplies; for those less mobile seniors and people with disabilities of all kinds who use our outreach services.

The Victoria foundation and the Vancouver Foundation will consider requests for funding related to safe access to food supplies.

Co-operatives such as VanCity and Coast Capital are possible sources of funds through their community outreach programs.

The current Advocate for Seniors in B.C. is Isabel McKenzie. She should be approached for funding advice.

New Horizons for Seniors is another group who might be contacted for funding advice. Similarly, agencies serving people with disabilities should be contacted.

The Federal government has funding for access: see the following link www.esdc.gc.ca/senior

It also might be worthwhile asking for special consideration and charitable help from contractors, suppliers etc.

11. IMPLEMENTATION

This report is respectfully submitted to the Rector, Wardens and Parish Council of the Church St. John the Divine for implementation, in the hope that it will contribute to the flourishing life of the Church of St. John the Divine.

The above recommendations of the Church Building Development Group, while they may be divided into phases, involve major works to be undertaken, and therefore will require certain procedures to be followed:

1. Careful selection of consultants.
2. Hiring of consultants to provide the necessary drawings, and specifications and supervise the work.
3. Obtaining cost estimate for each phase from a quantity surveyor.
4. Obtaining at least three quotations from contractors for each phase.
5. The Contract(s) should be fixed price.
6. The Contract(s) should include a contingency fund of 15%.

In order to realize these changes the Group recommends that the following be started as soon as possible:

1. Decide on methods of fund-raising/financing
2. Look for grants and project-specific funding from charitable foundations, government or other sources.
3. Decide on feasible timelines.

4. Have a communications plan and a team ready to start as soon as possible.
5. The Wardens and Parish Council must take a strong leadership role throughout.