



Church Facility Master Planning Worksheet

A guided planning tool for church leaders considering growth, renovation, or long-term campus planning.

Church Name:

Primary Contact:

Date Completed:

SECTION 1:

Church Overview & Ministry Vision

Goal: Clarify mission and priorities before talking about buildings.

Church Name:

Church Location:

Denomination / Affiliation:

Optional

Average Weekly Attendance:

Primary Ministry Focus (Check all that apply):

Worship

Youth / Children

Community Outreach

Education / Discipleship

Counseling / Support

In One Sentence:

What is your church's mission or vision?

SECTION 2:

Current Facility Snapshot

Goal: Understand what exists today and where constraints are felt.

Current Facilities (Check all that apply):

This Space feels:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Too small	<input type="checkbox"/> Underutilized	<input type="checkbox"/> Hard to use
<input type="checkbox"/> Classrooms	<input type="checkbox"/> Too small	<input type="checkbox"/> Underutilized	<input type="checkbox"/> Hard to use
<input type="checkbox"/> Office Space	<input type="checkbox"/> Too small	<input type="checkbox"/> Underutilized	<input type="checkbox"/> Hard to use
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Too small	<input type="checkbox"/> Underutilized	<input type="checkbox"/> Hard to use
<input type="checkbox"/> Childcare / Youth Areas	<input type="checkbox"/> Too small	<input type="checkbox"/> Underutilized	<input type="checkbox"/> Hard to use
<input type="checkbox"/> Parking	<input type="checkbox"/> Too small	<input type="checkbox"/> Underutilized	<input type="checkbox"/> Hard to use
<input type="checkbox"/> Atrium	<input type="checkbox"/> Too small	<input type="checkbox"/> Underutilized	<input type="checkbox"/> Hard to use
<input type="checkbox"/> Fellowship Spaces	<input type="checkbox"/> Too small	<input type="checkbox"/> Underutilized	<input type="checkbox"/> Hard to use

Top 3 Facility Challenges Today:

SECTION 3:

Ministry Goals : Space Needs

Goal: Directly connect ministry growth to physical requirements.

Ministry Area	Current Challenge	Desired Outcome	Space Needed
Worship			
Youth / Children			
Outreach			
Education			
Counseling			

Are there ministries you want to launch but currently can't due to space?

Are any ministries sharing space that creates conflict or scheduling issues?

SECTION 4:

Attendance & Growth Projections

Goal: Get leadership thinking long-term instead of reacting later.

Today	Expected	Expected	Expected
Average Weekly Attendance	In 2 Years	In 5 Years	In 10 Years
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you anticipate:

- New Services
- New Programs
- Additional Age Groups

What Growth Factors Apply?

- Community Growth
- New Outreach Initiatives
- Mergers or Partnerships

SECTION 5:

Multi-Use & Flex Space Planning

Goal: Encourage efficient, stewardship-focused design thinking.

Which spaces need to serve multiple purposes?

Which ministries could share space if designed correctly?

Do you anticipate:

- Easily reconfigurable
- Technology-enabled
- Sound separation
- Storage flexibility

What activities currently compete for space/time?

SECTION 6:

Long-Term Campus Vision

Goal: Transition from short-term fixes to master planning.

Do you envision:

Renovation of existing buildings

Expansion

New Construction

Multi-Phase Development

Is additional land available for future growth?

Yes

No

What should your campus look like in 10-20 years?

What do you want your facility to communicate to the community?

SECTION 7:

Phasing, Budget, & Stewardship Considerations

Goal: Prepare churches emotionally and practically for phased planning.

Would phasing construction help maintain ministry operations?

Yes No

Budget Comfort Range *Optional*

<\$1M \$1-3M \$3-5M \$5M+

Key Concerns (Rank importance):

Budget Stewardship

Disruption to Services

Construction Timeline

Community Impact

SECTION 8:

Readiness & Next Steps

Goal: Soft qualification + Natural transition to a conversation.

Checklist:

- Leadership alignment on vision
- Growth projections discussed
- Facility challenges clearly identified
- Open to professional master planning guidance

What is the biggest question or concern you have about your church's facilities?