

## Interior Design Subcommittee Response Template

Subcommittee: Clerk/Finance  
Subcommittee Point of Contact: Allison Terry  
Date of last subcommittee meeting: Jan 2012

1. What's on your subcommittee's "wish list?" Please briefly summarize key findings.

office as an "administrative hub" where members, committees + Board can access the computer + printer.  
A server allowing access to files + a shared printer

2. What areas may need more discussion among the membership?

3. Who are the constituencies who will use this space? (inside and outside the immediate church community)

treasurer + clerk. But committees will need access to computer/printer/wifi with administrative support from clerk sometimes.

4. What are the various functions of the space? Describe how it should work not how it should look.

Clerk needs to be easily accessible to members, Board, visitors/guests + the community. Clerk + Treasurer need separate office space

5. What new ideas from other churches or buildings would you like to see incorporated?

6. How will the uses of this space change? Throughout the week, throughout the year or over the longterm? How will it adapt for other purposes like holding a regional summit?

long term, paper files can be stored less accessibly since files will gradually be kept + digitally, not on paper.

### **Sub-committee notes for Clerk/Finance**

*1. Who are the constituencies that will use this space?/What are the various functions of the space? Describe how it should work, not how it should look.*

**Treasurer** – The Treasurer needs office space, separate from Clerk, to manage finances. Storage for files would be decreased as more of the paperwork is being saved digitally. Treasurer needs space for a computer to do work. Counting weekly contributions should be done in separate space to maintain best practices – in usher’s room or committee room. Space should also be able to accommodate assistant treasurer.

**Clerk** – The Clerk needs to be easily accessible to members, the Board, visitors/guests, and the community. Office space should be separate from the Treasurer/Board Room/Reading Room, but could certainly be connected. The space would need a desk and computer, and possibly large enough to accommodate an assistant clerk. The printer/copier could also be here, but should also be accessible to committees and Board. It is suggested that the church move toward digital files, keeping only what is absolutely necessary as a hard copy, in order to minimize storage space. For those older, less used, but still necessary files could be kept in a space that is separate from Clerk’s office. The Clerk could maintain/be in charge of an “administrative hub” space where members, committees, and the Board would be able to use a computer for their work. Ideally, we are looking to set up a server system that would allow people to access digital files required for their work, and share a printer.

It seems like the best area for these different needs would be a first-floor administrative area, with the Clerk’s office nearest to the door or stair entrance for accessibility to members and visitors.

**Board** – The Board will need a room to meet, which will need to be near/accessible to the Clerk’s office. The Board needs access files and printer, and possible administrative support from the Clerk.

**Committees** – Committees need a space to be able to meet and do their work, preferably with access to a computer and access to server/printer. Should also be accessible to Clerk’s office for administrative support.

*2. How will the use of the space change? Throughout the week? Throughout the year? For other purposes?*

Possible considerations for the space could be how it might be shared with Reading Room Librarian. It would be possible to share access to a printer/copier and other IT systems (perhaps server). Someone suggested putting a glass door between

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Reading Room space and administrative space. If there is a Clerk who works during the daytime, they could be a back-up for the Reading Room Librarian.

Other things to consider include the use of our church space by outside community groups. How will visitors/groups/maintenance use the front door? Will the Clerk be responsible for scheduling and meeting groups or maintenance workers? Depending on the Clerk's time commitment/availability, how will the function of the space and security work?