Sanctuary Rooms

What We're Building and What We Need From You

Status: Draft for review with young parents and small-group leaders (5L2F, Cantonese, others)

Last updated: May 28, 2026 · **Please reply by June 14, 2026**

Open the feedback form

In Short

We are building two small rooms inside the sanctuary, one on each side. During worship they give parents with young kids a place to step out, still see and hear the service, and not have to climb the stairs to the nursery. The rest of the week they work as breakout rooms for small groups like 5L2F and the Cantonese group.

This is still a draft. Before we hand the design to Ron Xie, we want to hear from the people who will actually use these rooms. Please read with your real Saturday or Sunday in mind, look at the floor plan and photos below, and answer the questions in the next section. Everything further down is background if you want the detail.

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1. What We Need From You

The two-room layout, the budget, and the structure are already set. Everything else on this page is still open to your input, so tell us what would actually make these rooms work for you.

Quick must-answer (please answer these even if you have no time for the rest):

1. **Today:** When your child needs to step out during worship, what do you do right now, and what is the worst part of it?
2. **What would make it work:** For this room to actually help you feel part of the service (not just a place to step away), what matters most? Be honest.
3. **Must vs nice-to-have:** What are your two or three absolute must-haves, versus things that would be nice but you could drop if budget got tight?
4. **Changing table:** Should the changing table be in Room A only (the one with washroom access), or in both rooms? *(Parents)*

If you have more time (the specifics):

5. **Doors:** Both rooms will have a sanctuary-facing door. Room A (the larger one) will also have a back door to the coffee station and bathroom area. Any concerns with this layout?
6. **Floor for tummy time:** Rug (warm but hard to clean), removable washable mat, or soft rubber tile? *(Parents)*
7. **Sound dampening:** Is light dampening enough for you, or do you want it tighter?
8. **Inside the room:** Anything missing from the list of furnishings (seating, outlets, stroller space, lighting)?
9. **AV for small groups:** Wall-mounted TV with a small computer, TV speakers for audio, a wired network drop, and a couple of outlets at the AV wall. Does that cover what your group needs? *(Alexander + small-group leaders, including 5L2F and Cantonese)*
10. **Power outlets:** How many outlets do you actually need, and where? Think bottle warmer, breast pump, laptop, phone charger, vacuum. *(Parents + AV)*
11. **Ventilation:** Adding a return / exhaust path (so the enclosed room does not get stuffy or hot) is extra work. Do you actually need it, or is it just nice to have? How stuffy is too stuffy for you?
12. **Storage:** Would a wall-mounted cabinet be enough, or do you need more?
13. **Aesthetics:** The direction is wooden frames and ledges per the concept photos below, not the gray-and-white modern rendering. Any concerns or alternative ideas?
14. **Anything else** the document missed that matters to you?

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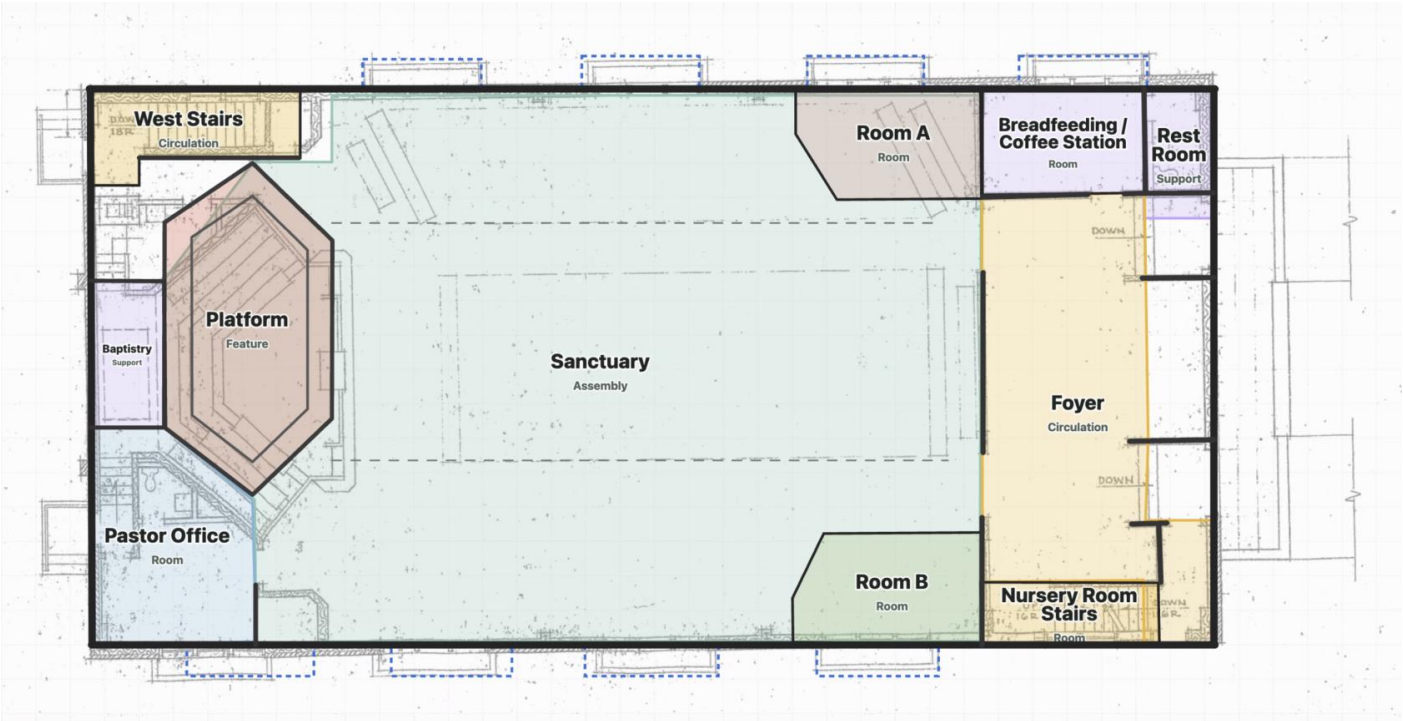
2. The Floor Plan and the Look We Want

Floor plan (from Ron's current drawing)

There will be two rooms, one on each side of the sanctuary near the foyer end, as shown on the floor plan below. Each has angled (chamfered) corners on the sanctuary side and a door facing the sanctuary, so people inside still see and hear the service. Room A sits next to the breastfeeding / coffee station and has a back door into that area; Room B is sanctuary-only.

- **Room A (with back door):** on the side next to the breastfeeding / coffee station; sanctuary-facing door plus a back door into the coffee station / bathroom area.
- **Room B (sanctuary-only):** on the opposite side; sanctuary-facing door only, no back door.

The labeled plan below shows the sanctuary, foyer, both rooms, the breastfeeding / coffee station, and the rest rooms.



Updated floor plan showing both rooms in context: Room A beside the breastfeeding / coffee station, Room B on the opposite side, the foyer along the east, and the nursery stairs.

The look we want

The concept photos below (wooden window frames, wood ledge / sill, warm finishes) show the *aesthetic direction* we want, not a literal final design. Final materials, finishes, and detailing will be decided with Ron Xie. Please look at these before answering the aesthetics question above.



Sloped wood beam header transitioning into white walls with warm oak window frames and sills.



Angled wood cornice cap with peaked ceiling and oak-framed glass openings above white walls.



White walls with chunky oak window frames and matching wood-framed glass door.



Flat white parapet with deep oak picture-frame windows and warm wood-paneled door.



Low-profile white cornice with oak-trimmed windows echoing the sanctuary's stained glass rhythm.

Background and Detail

The rest of this page is reference material: who the rooms are for, how each group will use them, and the full requirements. Skim what's relevant to you.

Purpose

We are building **two enclosed rooms** inside the main sanctuary, serving two groups at different times of the week:

1. **Worship services:** parents of young children (primary use)
2. **Other gatherings:** breakout space for small groups outside of worship (secondary use), e.g. 5L2F (older kids, youth, university), Cantonese group, and any future small group that needs a quiet, semi-enclosed space

Who the rooms are for

Group	Role	Represented by

Parents of young children	Primary Worship Service users	Gordon & Angie, Arthur & Grace, Ken & Kitty, Alexander & Shelley, Tim & Savannah, Milk & Brenda, Vincent & Monica
5L2F group leaders	Secondary users (small-group breakout)	Angie, Gordon, others
Cantonese group	Secondary users (small-group breakout)	TBD
Older kids / youth group	Secondary users (via 5L2F)	Angie / Gordon's group
Other future small groups	Secondary users	TBD
Children's ministry leads	Adjacent stakeholders	Kitty, Shelley, Sinnie
AV team	Design input	Alexander
Builder	Construction	Ron Xie (???)
Engineering review	Structural review	Gordon & Adam
Project lead	Coordination	TP (interim)

Primary use: worship services, parents with young children

Scenario. A parent brings a 6-month-old to 4-year-old to a worship service. The child gets restless, fussy, hungry, or needs a diaper change. Today the only option is the nursery room upstairs, which means walking up the stairs while carrying a baby (with the slip-and-fall risk that comes with that), or staying in the pew and disturbing others. Parents want to stay engaged with worship while caring for their child, on the same floor as the sanctuary.

Visual access and feeling part of worship

- Parents must not feel confined or cut off from the service.
- Large glass windows facing the sanctuary so the room still feels like part of the worship space.
- Even where the door is on the side, the sanctuary-facing wall should be mostly glass.

Audio access

- Parents must be able to hear the service clearly from inside.
- Options to confirm with Alexander: a live audio feed piped into the room (speaker, volume control inside), or glass that is not fully soundproofed so ambient audio carries through.

Sound dampening (not elimination)

- A crying baby or active toddler should be dampened, not silenced. It is okay if the congregation hears a little; we are not trying to over-engineer this.
- Walls and ceiling should reduce sound transfer but do not need full acoustic isolation.

Doors and entry

- **Sanctuary-facing door access is a must for all rooms**, so parents don't have to walk through two doors to leave and re-enter the room.
- **One of the two rooms will have a back door** in addition to the sanctuary-facing door, leading to the coffee station and bathrooms. Useful for parents who need a longer break, to warm a bottle, or to use the washroom without crossing back through the sanctuary.
- Doors must be operable one-handed; parents are usually carrying a child plus a bag.

- Door location should minimize disruption to the congregation when used mid-service.

Inside the room

- Seating for at least 4 to 6 adults
- Space for a stroller or two
- A changing surface (changing table or counter). *Open question: Room A only, or both rooms?*
- Outlet for a bottle warmer or breast pump
- A small bin for diapers (lined, lidded)
- Coat hooks or shelf for bags
- Floor area for tummy time and crawlers (rug, removable washable mat, or soft rubber tile; *open question*)
- Dimmable lighting (for sleeping infants)

Air

- The existing furnace vent supplies air; no separate climate control is planned, as independent temperature control would be a lot of work and is out of scope.
- Because an enclosed room with several people inside will get stuffy and hot, **we are planning to add a return / exhaust path** (transfer grille, ceiling return, or small exhaust fan). Ron and Gordon to size it.

Safety

- Door openable from inside without a key (egress).
- Outlets covered or tamper-resistant.
- No sharp corners at toddler height.
- Visible from the sanctuary side (glass) so parents inside are not isolated.

Secondary use: small group / breakout room

Scenario. Outside of worship, several groups already use the building: 5L2F (multiple groups running alongside each other), the Cantonese group, and future small groups. The sanctuary is shared and the lower-auditorium nursery is too small. These groups need a space to discuss without disturbing or being disturbed by others. 5L2F is the most frequent secondary user today, but the room should not be designed solely for them.

- **Lower interruption (not full acoustic separation):** reduce mutual interruption between groups; same dampening level as the worship case is fine.
- **Multi-purpose capacity:** comfortably fit 8 to 12 people; configurable seating (circle, classroom, clusters); light stackable chairs, no fixed furniture.
- **Display and AV:** a wall-mounted TV (its speakers double as room audio), a Mac-mini-sized computer to drive it, laptop input (HDMI, USB-C), a wired network drop, and dedicated outlet(s) at the TV/computer wall. Confirm exact spec with Alexander.

Cross-cutting requirements

Ceiling. Drop ceiling, working within the existing roof that slopes from 9.5 ft down to 8 ft. Ron to design into the drawings.

Doors. Sliding vs hinged to be decided with Ron. Sanctuary-facing required on all rooms; one room also has a back door to the coffee station / bathroom area. Width must accommodate a stroller (minimum 36 inches recommended).

Windows / glass. Tempered or safety glass where reachable by children. Sanctuary-facing wall mostly glass. Window pattern and frame style should follow the wooden-frame concept photos above, not the gray-and-white modern rendering.

Storage. Space is limited; a wall-mounted cabinet may work but needs more thought. For worship: wipes, diapers, small parent supplies.

Cleanability. Floors and surfaces should wipe down easily.

Aesthetics. The rooms sit inside the sanctuary and need to **blend in**, not look like an office partition or construction walls. Direction is **wooden window frames, wood ledge / sill, warm wood tones** per the concept photos above. Ron's earlier gray-and-white modern rendering is *not* the direction. Specific materials and finishes to be aligned with Ron before fabrication.

Constraints

- **Budget:** approximately $25,000 from the church building fund; volunteer labor.
- **Structural:** already reviewed by Gordon and Adam.
- **Code and permit:** no city permit required based on the engineering review.
- **Construction timeline:** estimated 1 to 2 weeks once materials are on hand and a small crew is committed.

Next steps

1. Circulate this document to young parents and small-group leaders (5L2F, Cantonese, etc.) for review (TP).
2. Collect responses by **June 14, 2026**.
3. Consolidate feedback and update this document.
4. Share final version with Ron Xie so design (ceiling, door layout, and finishes) can be revised.
5. Bring updated plan back to the A-team.

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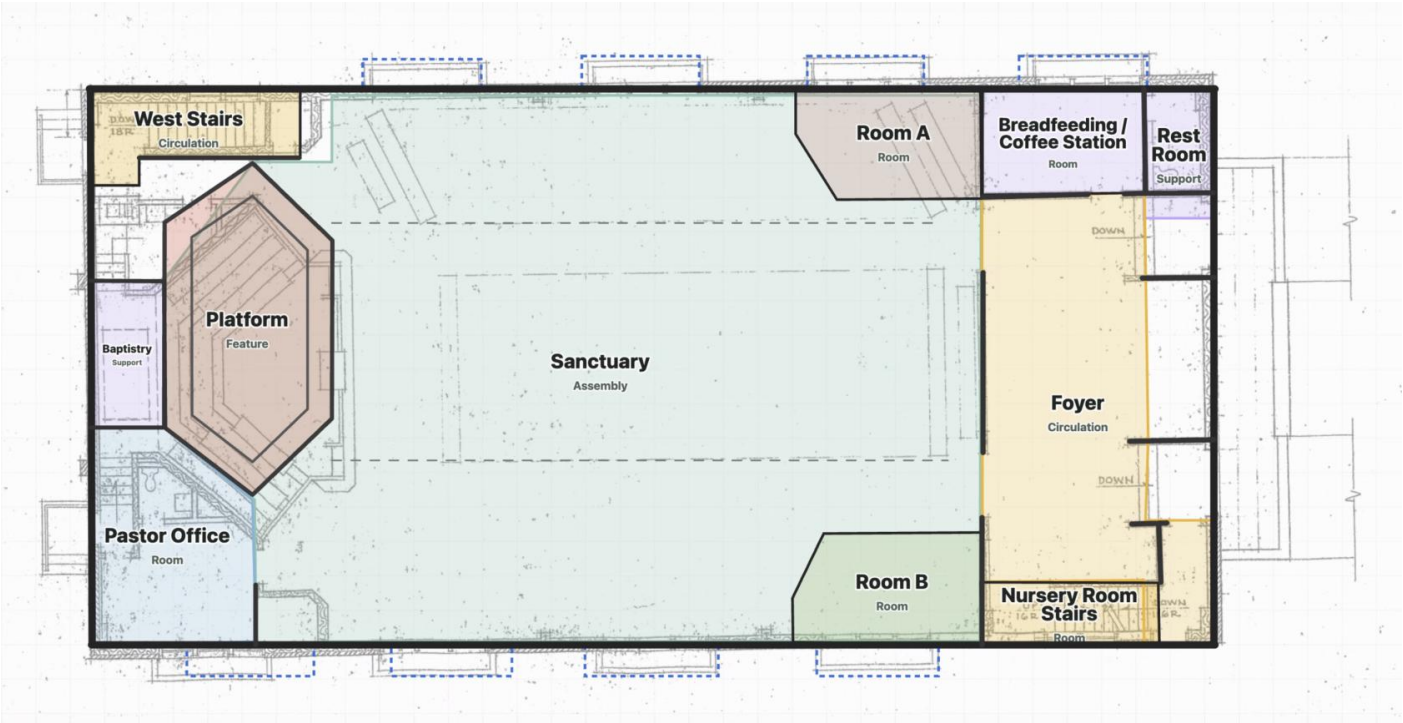
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