

St. John the Baptist Catholic Church
Programming Committee Meetings
Prepared by ZCA + HBL Architects
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Meeting #1 – Praise & Worship / Sacraments & Religious Education

1. Adoration

Restrictions: Small chapel.

Currently: used Monday – Friday, 7 a.m. to midnight in Chapel containing from 1 person per hour to small groups (20-25); Music warm up in same space as Adoration; currently seats 12-15; security is a concern - security door is solid, concerned with single visitors; currently storing candles in trunk.

Needs/Wants: larger to accommodate larger groups (25±); security door needs glass in the door; need storage; separate room/area for choir or cantors to warm up before mass.

2. Altar Society

Currently: Meet in small hall (25-30, 1 time/month on 1st Thursday); have storage (is adequate); sacristy is small and drawers pull out into walkway; sound travels; 45 altar servers +12.

Needs/Wants: need larger sacristy or redesign; large and small linen (deeper drawers) storages; poor circulation; a locked cabinet for supplies; father needs separate space/sacristy; can a Working Sacristy be added to the rear of the altar; need an activity room, for parish activities, that is connected to the church so after mass you could go straight from church to activity room.

3. Baptism Spanish

Currently: 20-50 members meet in this room.

Needs/Wants: Need storage space; book shelves; millwork – need 2 tall cabinets.

4. Baptism English

Currently: No designated space; both groups need storage; sometime English and Spanish happen at same time (sound conflict); no Ambry, oils are currently stored in sacristy – possible space where old tabernacle was; baptisms happen after Masses and every other month; Baptistery small is original from old church – portable.

Needs/Wants: Add an Ambry; new Baptistery – prefer emersion.

5. Sacraments/Reconciliation Rooms

Currently: Use hinged portable partitions with no privacy.

Needs/Wants: Would like 2 recon rooms with good acoustic privacy.

6. Men's Group

Currently – 8-14 adults meeting 1/mth; meets in Activity Room; not able to move; poor visibility @ classrooms.

Need/Wants: Media room with A/V with wall mount TV @ classrooms, good sound, blueray, lighting and acoustics needed; living room furniture configuration; coffee pot.

7. Adult Faith Formation

Currently: team of 15 adults with 25-35 average attendees per class, 38 is largest; major sound issues between most spaces; after 10 a.m. church, Tuesday/Thursday (try 3 days/week), last 6-12 weeks; currently hard to schedule space due to other activities – use parish hall, small and large halls, activity room; activity room too small for break-out sessions; not an adequate sound barrier between the large and small halls when 2 different groups are meeting; prefer lecture style furniture configuration; currently sharing storage space with RCIA, Caring Hearts and CCE classroom; host special events, i.e. inspirational movies or speakers, Lenten mission, retreats for 25-100 at various times throughout the year.

Need/Wants: need own office space with storage, 2 large bookcases and a file cabinet, desk and copy machine; need nursery to attract young families with kids (babysitting); would like to provide adult education classes at the same time as children's CCE; media room with better lighting for videos; an area for refreshments and welcoming people to class.

8. Spanish Prayer Group (RCIA)

Currently: 25± on Tuesday; 80+ on Friday at church; meet Tuesday – get moved around; host special events, i.e. picnics and dances.

Need/Wants: need storage.

9. ACTS Mission

Currently: using entire hall; 12 members core, 6 teams per year (40 per team) and 1 for Guadalupe; retreatants – 21-45 per retreat; meet 2nd Monday/month for 13-15 weeks; 80-100 total; March, April, July, August, October and November; preparation for retreats being approx.. 12-15 weeks prior to retreat; storage is scattered – use large and small halls; utilize kitchen for return meals serving 500-600 people; currently using trailer under pavilion and Bowman house storeroom for storage (may have some things in CCE hall); small closet in small hall; parking for retreat return meals is a major problem.

Need/Wants: Large storage to store supplies for meetings; needs 2 rooms for 50 people each to meet at the same time; larger space to host return meals; would like hall and meeting availability; common storage area for items not stored in the trailer.

10. CCE

Currently: Meets 27 weeks/year on Sunday, Tuesday and Wednesday afternoons currently using CCE Bldg and Parish Hall occasionally; 900± students total this year; 20 largest 1st communion class; 31 largest confirmation class using small hall; hosts special events, i.e. receptions, parent meetings, retreats and classes for adults with attendance varying from 00 to 300; staff-use bathrooms near offices.

Needs/Wants: New building with more/larger rooms with windows, staging area between classes and built-in storage space (including bookshelves and white boards), perhaps 2-story to accommodate religions education classes, youth ministry and large group meetings or trainings; large room with 200+ person capacity for group meetings/trainings equipped with ceiling-suspended projectors/speakers, controlled by computer; waiting room/lounge/welcome center for parents waiting for their children; more safety for the classrooms with visibility from outside and safe exit during an emergency and protection from intrusion by outsiders; more classrooms and multi-purpose rooms for the different faith groups; library; nursery; large dedicated area for youth only; Catechist workroom with bookshelves for videos and access to religious education; kitchen adjacent to large room with oven/range and service area or window; dedicated spaces for pre-kinder and kinder with appropriate restroom/hygiene facilities; hospitality area with refrigerator, microwave and computer research stations for catechists, volunteers and waiting visitors; phones in every room; gathering prayer space; protected entries to the building and office area; emergency or 2-way communication system, intercom/bell system; more sound-proofing between classrooms; hallways that can be accessed mid-way for ease in movement around the building; would like to see classroom or living room furniture configuration; larger restrooms.

11. Young Adult Group (18-35)

Currently: 20 now, hoping for 50-60; would also use classrooms and prayer space; gym and playgrounds.

Need/Wants: media room for 50-60; outdoor meditation/prayer courtyard; move grotto, but keep it; access from Bowman house to facilities; retreat bunk space.

12. Prison Ministry

Currently: Meets at the Bowman house 1/week for 30; use Hall kitchen to prepare food and cold storage freezer for storing food; prepare for 125-130 people; hosts retreats in the prison's using prison facilities; store their equipment on the trailer.

Need/Wants: more freezer capacity in the existing kitchen.

13. Additional Comments

Inefficiencies in the A/C air temperature and flow between CCE building (8 units).

Is Large Hall too small?

Glass facing west in Ed Bldg is a big problem.

Art & Environment – separate group is upstairs; need lockable storage.

Have Special Needs class (about 10 children now).

Meeting #2 – Staff & Service Ministries

1. Office Spaces

Staff - 1 Priest, 2 Deacons (with 2 in formation), 1 office administration, 1 DRE, 1 DRE secretary, 1 secretary/receptionist, 1 youth minister, 3 curriculum coordinators, 1 office assistant, 1 maintenance, 2 custodial (1 FT and 1 PT) and 1 assistant (cleaning staff serve 6 locations), 1 Music; 9 a.m. to 5 p.m., Monday to Friday.

Currently: Parish offices and the rectory are in the same building. Rectory could relocate to another location (Bowman House). In this case, if the current office building is kept, the bedrooms and garage may be converted into the offices or meeting rooms. Use small hall for staff meetings; Music uses multi-office; small workroom; restrooms use auto-flush; office space for another Priest is available in current space, especially if relocate to Bowman House; hosts Festival with 20 volunteers currently using library to count proceeds.

Need/Wants: keep all staff together if possible; needs to be welcoming; accommodate more people; consolidate administrative; Priest's study; conference room; staff break room; larger workroom for volunteers; a spiritual direction office for 2-3; kitchen needs updating throughout; fire proof room for file storage; central office for CCE, main office and Caring Hearts; more storage with file cabinets, shelves; office needs to be handicap accessible; separate room to count proceeds; enlarge all storage areas.

2. Funeral Meals Ministry

Currently: uses small hall, approximately 125 men and women; meeting 3 to 4 times/year.

Need/Wants: storage within pantry (lockable); freezer; large microwave and convection oven for reheating food; more open area in kitchen.

3. Caring Hearts

Currently: Open 1 day/week.

Need/Wants: storage space and refrigeration; renovate kitchen (re-organize?) for meal prep; food pantry needs storage for consumables and refrigerated items.

4. Catholic Daughters

Currently: 85 members meeting monthly on 3rd Thursday; utilizes both parish halls and kitchen; hosts garage sale (held in large hall); also host senior breakfasts and blood drives; hub for Sacred Heart and Our Lady of Lourdes; training for 150-200 a few times/year.

Need/Wants: 4 car garage size space to store goods for annual garage sale, ministry supplies and decorations; small hall needs better sound system for large meetings; gathering space; A/V; would like to have their own meeting facility to enable spiritual retreats and training for members.

5. AMSIF

Currently: National organization through archdiocese; 80 that use 4 classrooms; 20 kids in child care; meet 2 times/week; arts/crafts; sewing; language classes; fundraising; have annual regional garage sale; aim is to empower, teach women skills in order to grow family.

Need/Wants: need storage and kitchen space for fundraising; storage for sewing machines; projector; A/V.

6. Youth

Currently: 300+ and growing; meeting Wednesday nights; meeting in classrooms; hosts community-wide Thanksgiving meal, dances, VBS, Christmas parties and live Stations of the Cross using large and small halls combined.

Need/Wants: large meeting room; would like an activity room to gather/bond, with snack bar, media area, video games, ping pong, etc.; gym; need storage or large closets for resources; more restrooms with showers for overnight retreats on campus; good lighting; separate by grade; fire extinguishers in case of fire; sound system; presenter/laptop; separate parking from student pick-up and drop-off at religious education classes; separate facilities for Jr/Sr High youth programs and activities; food area with seating and kitchen to accommodate meals for youth.

7. Festival (May)

Currently: currently "make do"; use pavilion, hall, BBQ pit and old BBQ building, grounds for booths and parking; feed in hall; kitchen becomes too small at Festival time; undeveloped ground holds water; pavilion similar to Our Lady of Lourdes; outdoor restroom in bad condition; meet 3 or 4 times before the festival.

Need/Wants: extend pavilion, possibly enclosed to include air conditioning) with enclosed storage and maybe restrooms; electrical power; storage for booths.

8. Janitorial/Maintenance

Currently: 1 maintenance, 2 custodial (1 FT and 1 PT) and 1 assistant; meet daily in office and shop; locations for janitorial and 4 locations for maintenance goods; currently communicate via radio/walkie talkie; use CCE washroom, hall bathroom, hall kitchen, church equipment shed, garage, white house, mechanical for CCE, rectory garage.

Need/Wants: cleaning staff needs storage for dry goods, supplies, communication system; maintenance needs a central command office with location for equipment, supplies, shop with sink and restroom; 20'x30' or 40' with 2 garage doors (for fueled equipment); work/wood shop 20'x20'.

9. Hispanic Ministries

Currently: 2; through archdiocese; volunteer; meet 1/month; breakfasts after Masses use large hall with kitchen; Spanish prayer group, Guadalupanas, AMSIF, Life & Prayer workshops, Spanish formation, Spanish Young Adults; sponsor couples; baptismal/sacramental preparation.

Need/Wants: could use another hall with kitchen for breakfasts and food sales; storage.

10. Wedding Coordinator

Currently: use cry room.

Need/Wants: brides' room with restroom; grooms room.

11. Church

Currently: size is adequate for now, but may need a bigger church in 5 years due to growth; Spanish mass is maxed out; daily mass held in church; accessibility getting in and during mass is a problem; no wheel chair spaces.

Need/Wants: a chapel the size of 150 people to conserve on electricity; interior lighting needs improvement; more access to outside (natural) lighting; sacristy and vesting room for Priest and ministers need to be separated; would like to draw a link between our Baptismal Font and our desire to make our parish more welcoming; interior acoustics need improvement to maintain a good balance between people who need silence and people who want to visit; bigger and more comfortable cry room; special consideration for the physically challenged; confessionals need improvements for safety and visibility from outside.

12. Parking Lot

Need/Wants: better and larger parking; accessible especially to the disabled; good flow from and to the streets; not retaining water when it rains; more lighting for security reasons.

13. Additional Comments

Inefficient A/C system for office and rectory size; ducts in need of repair.

Space for choir practice – currently using church.

Activity rooms that accommodate loud music or singing without disturbing other groups.

Room for small parties.

Storage room(s) to be used by the different groups.

Playground for the kids.

A shop or store for our social ministry to keep food and clothes items for the poor.

Sports facility to draw young people.

Outdoor prayer sites such as grotto and Stations of the Cross that could be designed to bring in people from different cultural backgrounds.

Library needs more plugs for machines.

Prayer Line – 16 adults who use the internet to notify members of prayer requests; use phone to notify members of an emergency situation; do not use church facilities.

Improved lighting in several rooms.

Bigger restrooms in church.

Meeting #3 – Liturgy

1. Art & Environment

Currently: 5 with numerous helpers throughout the year; meeting mornings or evenings quarterly or as needed; meeting in church or hall; currently storing decorating items in church; host the decorating and preparation of church, foyers and halls throughout the year and for all seasons, Easter, Christmas, etc.

Needs/Wants: would like to add murals to wall behind Altar and device to raise and lower banners; update of overall church appearance; larger storage (floor level) for decorating items; meeting room; workroom with flower refrigerator; large video screen on foyer wall.

2. Lectors - Spanish

Currently: 16 adults meeting every Sunday; host Ash Wednesday for up to 750 people using church.

Needs/Wants: room to practice with sound system; bigger church with all facilities up to code.

3. Choir - Cantors

Currently: currently 3 Spanish choirs and bi-lingual choir; 20-30, more on special occasions; meets at least 3 days a week; participate in Christmas, Easter, Lenten services, weddings and funerals using Church and chapel (warm-up area); cantor is not visible at current stand; organ is not working.

Needs/Wants: more monitors; improved speakers; a dedicated practice/rehearsal space in close proximity to the actual choir area with a piano, plug-ins, instrument storage, music/folder storage and closet space to accommodate extra musicians and extra singers particularly for special occasions; would like to angle the choir area diagonally facing the altar with either built-in risers or a raised area to project the sound; a wood floor would be better acoustically; hanging mics or some kind of way to mic choir; would like a grand piano and electronic keyboard; need to conceal cables and power cords.

4. Baptism Team - English

Currently: 10-50 in ministry meeting on Thursday evenings; use TV, DVD and music; Baptism Sunday every other month using the church.

Needs/Wants: storage space; office and welcome area; better (bigger) baptismal font; would like to meet in Adult Ed separate from CCE.

5. R.C.I.A - English

Currently: 10-30 attendees (12 team); meet Thursday evenings and Sunday afternoon; having to redo space each week; no prayer space; host special events i.e. Rites (prayer experiences) during Fall and Spring in the church.

Needs/Wants: storage; office needed for interviews and planning; prayer space; fellowship area.

6. Festival Committee

Currently: 15 main core meeting in parish hall; meet about 8 times during festival time; currently storing supplies in storage building, parish hall and CCE building; host parish festival in the spring (May) using the hall, pavilion and the parish grounds; serving lunch and have bingo in the parish hall.

Needs/Wants: new storage for tables, chairs, equipment and supplies; current storage building in need of repair, better and larger place to store or new storage building; add to the pavilion; leveling out the grounds for standing water issues; more parking; sidewalks for wheelchair and stroller use; addition of another section to parish hall for larger groups; larger kitchen for BBQ and meal prep; sound system for auction; ground speaker throughout ground to play music; outside his/her restrooms with sharing sinks (would like to see at parks); picnic tables; rebuilt BBQ away from the main ground with his/her bathroom attached alongside large kitchen.

7. Prayer & Life Workshop

Currently: adult class varies between 7 to 15; children class never more than 15; meet in summer and fall; 2 semesters – adults are 15 weeks and children are 10 weeks; currently meeting in a classroom, church, chapel, grotto; children pray with nature, but on rainy days inside, not enough windows.

Needs/Wants: a quiet (sound-proof) space for practicing silencing exercises and praying preferably close to nature with access to the outdoors – participant's need to be able to relax and concentrate; storage for children's workshop materials and bigger items.

8. Guadalupanas

Currently: 8 members meeting once a month in a CCE room; using hall; host Our Lady of Guadalupe with 500-600 in December using the hall; not enough seating.

Needs/Wants: storage for can foods, pots, pans and decorations; would like a meeting facility like the hall.

9. Additional Comments

Site lighting is a big need.

Monitors for parish wide messaging.

Theater style classrooms with good A/V for 50 to 100.

Electronic monument sign at the corner.

Lector rehearsal space, may share with choir (rehearsal room).

Need better casket access to the church for funerals.