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## PROJECT MEETING NOTES

Project Name: **Church of St. Joseph Master Plan Study**  
Project Number: 1037  
Date: October 18, 2010  
Time: 6:00 pm  
Location: Parish Office Meeting Room  
Purpose: Ministries/Outreach Focus Group Meeting  
Participants: Hagemeister & Mack Architects (HMA): Courtney Cooper  
Church of St. Joseph Gary Kraft, Jeff Botz, Bob Valek, Gary Renick, Joyce Stock, Kathy Wahl, Kevin Kluesner, Andy Hawkins, Marilu Hornstein, Marjorie Henkemeyer, Merle Bauer, Deb Baron, Rick Baron

The following information and discussions constitute the understanding by the Architect of this meeting. Any additions or corrections should be brought to the attention of the Architect.

1. Overview of master planning process:
  - a. The Programming and Facility Evaluation Team (PFET) worked over the last couple years to evaluate the current and future needs of the parish, in regard to programs and the facilities needed to support them.
  - b. The Planning and Design Committee is continuing the planning process. The committee requested proposals from architects to help in the planning process, and interviewed them this summer. Hagemeister & Mack Architects was selected, and has met once with the committee to discuss the project.
  - c. The committee organized six focus groups to meet with HMA to discuss the parish's needs. These groups are: Ministries/Outreach, Buildings & Maintenance, Parish Staff, Education, Special Events, and Worship.
  - d. Meetings with the focus groups are for the purpose of ascertaining the facilities that are required or desired to support the parish's activities, and to listen to the parishioner's ideas. HMA is not doing any design work until all the focus groups have been met with, and the input received has been analyzed.
  - e. After reviewing input from the focus groups, HMA will meet with the committee to discuss the outcome. HMA will then proceed to work on schematic ideas, probably exploring several significantly different options based on different or competing ideas that surfaced during the focus group meetings. Designs may also incorporate phasing to help prioritize needs and address budget limitations. Meetings will be held with the committee to get their feedback as design work progresses.
  - f. When the committee feels that a concept or concepts have been developed that address the parish's needs, the work will be presented at a combined meeting with all the focus

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groups to get their feedback. It is expected that this group's feedback will be a good indication of how the parish will receive the work done so far.

- g. The project will then be presented to the entire parish for their feedback. If the response is favorable, the parish will then submit the project to the Diocesan Building Commission for their review, probably in January or February. If approved by the Commission, the parish will then to proceed with undertaking a fundraising campaign for the project.

2. The parish's significant activities are:

- a. Funeral luncheons: Typical attendance is 150, but occasionally have been as large as 350.
- b. Funeral wake services and viewings.
- c. Wedding receptions, similar in size to funeral luncheons.
- d. KC breakfasts, similar in size to funeral luncheons.
- e. 4<sup>th</sup> of July festival, in parking lot across College Ave.
- f. Fish fries: Cooking is currently done outside.
- g. Quilt auctions.
- h. Baptisms.
- i. Preschool and grade school faith formation, and confirmation preparation.
- j. Adult faith formation & bible studies: Usually in a small group format at the lab school. Attendance is modest. Maybe attendance would increase with a better and more well-equipped space.
- k. Baptism prep classes: Meets once/month in parish office meeting room, typically 1 - 8 couples. Would like to use A/V equipment.
- l. Marriage prep: Priest meets with individual couples off-site. Would be better to have it at the parish's facilities, and have use of A/V equipment.
- m. Youth group activities: Movie nights, etc.
- n. Speaking events: Some take place in the church, while others happen at the old city fire hall.
- o. Parish and finance council meetings.
- p. The parish currently cooperates with Resurrection Lutheran to have a food shelf at the old city fire hall. It currently runs a few days/week. Maybe it could be open more often if it could be accommodated at the parish.

3. Many of the activities described above currently take place in the Lab School building. It would be better to have a space connected to the church, with an adjoining kitchen, that is more dedicated for these events, and that has contemporary audio-visual equipment.

- a. Using the Lab School for these activities creates conflicts. Funeral luncheons are usually preferred to be scheduled late morning or noon, but since the school kitchen and dining room are used by the school at that time, funeral luncheons have to be scheduled in the afternoon. Also, the classrooms in the Lab School are used for faith formation on Sunday and Wednesday evenings. While there is some convenience in sharing resources for evening faith formation and daytime school classes, it also causes some disturbance to the operation of the daytime classes.
- b. The large spaces in the Lab School tend to be very noisy with large groups of people.
- c. Given the attendance numbers above, maybe a good capacity to plan for would be 250 people.

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- d. The space could be rented out for many of the events, possibly even for activities not related to the parish. The parish could also offer catering.
4. Ministries:
  - a. Befrienders: Currently involves 13 parishioners, meetings are once/month.
  - b. Cemetary director: Needs space for meeting with families. There is currently no space dedicated for this position.
5. Some activities/spaces were discussed that the parish does not have now:
  - a. Library/computer lab.
  - b. Estate planning and tax classes.
  - c. Parish nurse: Would involve space for consultations and some storage.
6. Parish office & rectory:
  - a. The parish office has some difficulties:
    - i. The 2<sup>nd</sup> floor is not accessible.
    - ii. The restrooms are not accessible.
    - iii. It's very inconvenient to have the meeting room on a different floor than the offices.
    - iv. The stair to the 2<sup>nd</sup> floor does not have adequate headroom.
  - b. Maybe they could be demolished. Could the priest be moved to an off-site residence?
  - c. Volunteer data entry (financial recording, etc.): Currently is done using computers in parish office. Would be better to have a space with a computer that is more dedicated for this purpose.
  - d. Office space should be provided for the cemetery director and volunteer workers noted above.
  - e. If new offices are provided, it might be good for some of them to have doors that are separate from the main reception area.
7. Discussion about the church and related spaces:
  - a. Lack of a gathering space at the main entrance is a hindrance to social interaction before and after Masses, especially in cold weather. It also makes it difficult to distribute printed materials to parishioners.
  - b. People needing accessible restrooms currently have to go over to the school, since the restrooms serving the church are not accessible.
  - c. The church is heated by baseboard radiators, which are inadequate for the space. There is no air conditioning, and the church can get very uncomfortable at large events during hot weather. Some parishioners go to church elsewhere during the summer for this reason. Steam for the radiators is supplied by the adjacent college.
  - d. Many families with young children attend Sunday Mass. A crying room or some other space is needed for children that are disruptive during services.
  - e. Some felt that a chapel for Eucharistic adoration should be a priority. It could also possibly serve as overflow seating for the church, and used for daily Mass. Attendance at daily Mass is usually around 60.
    - i. Adoration is currently scheduled for 8:30 - 11:30 am on Wednesdays, and Saturday mornings. It is difficult to get people to fill all the time slots.
  - f. Lighting in the church is too dim, and the sound system needs to be updated.

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- g. Areas of the floor are sagging, both in the nave and sanctuary.
  - h. The baptismal font should be moved to make more room for the choir. If a new gathering space is built, it could be moved there. It would be better if the font were heated.
  - i. The altar should be in the center of the sanctuary, rather than offset as it is now.
  - j. It would be nice to have a larger cross.
  - k. The sacristy is currently used for storage, including items for the choir. Water to the sacristy is not potable.
  - l. The door in the south exterior wall is sometimes used by the sisters when they attend Mass in the summer, and at weddings to take photos in the space outside.
  - m. The balcony is usually just used for storage. It is only used for seating at Christmas & Easter services.
  - n. The confessional could be moved if needed to accommodate other aspects of a new design.
  - o. Some liturgical items are currently stored in the attic of the parish office. It would be better if they could be stored closer to the church.
8. Parking:
- a. Both the on-site parking and the church's parking lot across College Avenue are used for services and other large events.
  - b. Lab School teachers park on the north side of the school.
  - c. It would be nice to have drop-off/loading areas at the school and church entrances.
9. Ideas were given about an addition:
- a. A new entrance and gathering space could be located either to the north or south of the church. Some indicated a preference for a south location, in order to leave the existing green space north of the church in place, and to avoid or minimize changes to the north façade of the church. Others argued that a north location would be better, since the entrance would have prominence on Minnesota Street.
  - b. The possibility of creating green space and other urban design elements along Minnesota Street was suggested. This, along with an addition to the north of the existing buildings, could provide an increased presence on Minnesota Street.
  - c. The green space south of the rectory could possibly be used for additional parking.
  - d. The PFET report indicated a desire to store 4<sup>th</sup> of July festival supplies on-site, which are currently stored off-site in farm buildings. It would require a warehouse to store everything for that event, so this is not very realistic. However, it might be a good idea for an addition to include a basement for storage of these or other items.

END OF MEETING NOTES