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PROJECT MEETING NOTES

Project Name: **Church of St. Joseph Master Plan Study**
Project Number: 1037
Date: October 26, 2010
Time: 2:30 pm
Location: Lab School Meeting Room
Purpose: Parish Staff Focus Group Meeting
Participants: Hagemeister & Mack Architects (HMA): Courtney Cooper
Church of St. Joseph: Karl Terhaar, Sr. Joyce Iten OSB, Andy Loso, Sandy Scholz, Fr. Joseph Feders OSB, Bernadette Ethen, Joann Rueckert, Deacon Tom Murray, Dawn Carrillo, Molly Weyrens, David Orzechowski

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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- j. Cemetery Director (part-time. Not a paid staff position; receives stipends from Cemetery Board).
 - k. Faith Formation Director (full-time): Dawn Carrillo.
 - l. Faith Formation Assistant (part-time): Stephanie Hart.
7. Facility needs relating to parish administration:
- a. All the staff listed above currently have, and will continue to need, offices, except the Deacon, Cemetery Director, and custodian (who has a custodial space in the Lab School).
 - b. The faith formation staff currently have offices in the Lab School. It would be better for their offices to be near the offices for the rest of the parish staff.
 - c. Locked exterior entrance to administrative area, with video and intercom link to secretary's desk.
 - d. Waiting area and place for coats.
 - e. The largest meeting room in on the parish campus is next to the gym in the Lab School, which does not work well during school. The other meeting room in the parish office is not very large. New meeting space is needed, with rooms of various sizes. This could be accommodated to some degree with multi-purpose rooms elsewhere in the facility. Meeting space should be publicly accessible, but without allowing access to other parts of the facility that may need to be secure.
 - f. There is currently a combined break room/work area. These should be separated. More work area is needed.
 - g. More storage in general, central in location to administrative area.
 - h. More safe/archival storage, maybe 15' x 15', fireproof & secure.
8. Faith formation for children currently takes place in the Lab School, and is done in two shifts on Wednesday evenings, since the building doesn't have enough rooms to do all the classes at one time. The youth group also meets on Wednesday evenings. The parish would like to implement a new faith formation program that involves both children and parents. The new program would consist of common meetings including parents & children, separate small group discussion groups for both children & parents, and time for socializing afterward. Adding small group sessions for the parents increases the need for separate rooms. New multi-purpose rooms could be included in a gathering space/social hall addition to house the faith formation program, as well as many other activities. This should be a high priority.
- a. Sandy will provide HMA with attendance numbers for youth group and faith formation activities.
9. The school Fish Fry usually serves 1,000 - 1,300 people total. At any given time during the event, there can be 350 people in the Lab School dining room, and 150 people in the basement activities room.
10. Input was given about the church and related spaces:
- a. If any work is done in the church, it should respect the existing interior design.
 - b. There is currently no good place for the Liturgy of the Word for Children, or for catechumens to go when dismissed from Mass after the Liturgy of the Word.
 - c. The choir currently warms up before Masses in the church. If an addition had some multi-purpose rooms, one of them could be used for this purpose. An upright piano would need to be kept in the room.
 - d. Cry rooms sometimes don't work very well. Since they are typically small rooms, they can get to be unpleasant with several children and parents in the room. A good alternative might be to have audio/visual equipment in the gathering space that's linked to the church,

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so that parents can bring disruptive children to the gathering space and still have some participation in the Liturgy. The gathering space should have this equipment anyway, to allow it to hold overflow seating from the church for large services.

- e. It would be nice to have seated risers for the choir.
 - f. A new chapel might make sense if it's multi-purpose, allowing for small wakes, weddings, etc, in addition to Eucharistic adoration. This is not a priority.
 - g. A suggestion was made that if a gathering space/social hall addition is not built, a projection screen could be installed in the church for non-liturgical events that take place in the church.
 - h. The current building code may require fire sprinklers to be installed in the existing buildings that additions are made to. HMA will look further into this.
 - i. The church roof will need to be replaced soon.
11. The master plan elements relating to other aspects of the facility were discussed, and the following input given:
- a. The alley on the south side of the property is used for fire access to the adjacent Marmions House and CSB buildings.
 - b. This group was in agreement that a gathering space, social hall and related spaces should be the highest priorities of the master plan.
 - c. Childcare would need to be provided for events in the social hall.
 - d. A basement would be a good idea, to provide a large amount of storage space, and possibly for classrooms.
 - e. Offices and/or classrooms could be on a second story.
 - f. Preschool is currently provided part-time in four shifts, two in the morning and two in the afternoon, with the option to attend two or three days per week. Would like to provide it all day Monday - Friday.
 - g. There has been talk of putting a new storage building on the cemetery grounds. If it were large enough, it could be used to store supplies for the 4th of July festival.
 - h. It would be good to have heated garage space to do maintenance on the tractor and other equipment.
 - i. The PFET report indicated a need for meetings rooms w/ a kitchen in the Lab School. This need does not have to be fulfilled by having those spaces in the school; they can be provided elsewhere.
 - j. The Lab School does not have a central air system. It has baseboard radiators and window AC units in some rooms.
 - k. Some tuckpointing is also needed on the parish office.
12. The parish should move ahead with facilities master planning despite the recession, so that the parish has direction for planning programs, providing for parishioner's needs and encouraging growth.

END OF MEETING NOTES