



Church of Saint Joseph
Programming and Facility Evaluation Team (PFET)

FINAL REPORT

October 20, 2008

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I. Executive Summary

In January 2008, Fr. Joseph met with 14 people who were invited to form the Programming and Facility Evaluation Team for the Church of Saint Joseph. Our mission was to evaluate the current and future physical, facility and spiritual needs of the parish. Subcommittees were formed to evaluate the programs, facilities and outside needs.

The Program committee, through the use of a survey and telephone calls, looked at the needs of parish programs, and the program needs within the Lab School and Church. There are approximately 50 different groups that use these facilities. This committee compiled the results into a spreadsheet. Of these groups, over 50% listed inadequate space for meetings, difficulty finding space to meet, lack of set-up space for use of technology, and a need for handicapped accessibility.

When funerals need to be planned during the school day, the Lab School kitchen is inadequate. For example, if a funeral lunch is to be served, all funerals during the school year must be at 2:00 pm, when school is dismissed. In addition, funerals on Wednesdays conflict with the set-up for Faith Formation classes.

The Facilities committee followed the recommendation of the Diocesan Office and did a complete study of all the buildings on site concerning their use and the condition of these buildings. The committee compiled an analysis of each space listing the condition, needed repairs, maintenance, accessibility, availability, and program use.

The Outside committee interviewed staff at the College of St. Benedict, St. Benedict's Monastery and the City of St. Joseph to determine the needed process should an expansion be planned. They also contacted the Church staff of Seven Dolores in Albany and St. Mary, Help of Christians in St. Augusta—parishes in our area with new additions. We observed how they met the communication, teaching, and socialization needs of their parishes. References of architectural firms who have worked with churches and historical buildings were obtained.

The PFET compiled this information to present to the Saint Joseph Pastoral Council for further discussion and evaluation. All the records of this report will be kept in the parish office for future reference. As a result of this study, it became apparent that our parish lacks the facilities necessary to carry out our Mission. Needs include dedicated meeting spaces, a social gathering space that can be used prior to and after Masses, as well as for weddings and funerals.

Currently, many of our church facilities are not handicap accessible and lack access to sufficient restrooms and kitchen facilities.

Our recommendation to the Pastoral Council is to consider exploring opportunities to improve and expand our current facilities. We feel this is necessary to meet the growing needs of our parish.

II. Parish Mission and Vision Statements

Mission Statement

We, the Church of Saint Joseph, are a Catholic, Benedictine faith community. Our liturgy invites and inspires active participation and faith-filled living. Through our ministry of formation in Christ we continue to build a solid foundation as witnesses who eagerly respond to the parish and wider community.

Vision Statement

We will be a Catholic community who is a living presence of Christ that welcomes and embraces all who seek God, recognizes and boldly responds to injustice, and inspires full maturity in Christ.

III. Programming and Facility Evaluation Team (PFET)

The PFET was formed in January 2008 in response to an invitation by Fr. Joseph Feders, OSB. Team members include: Fr. Joseph Feders, OSB, Ryan Gideon (Co-Chair), Rick Baron (Co-Chair), Pam and Lance Nydeen (Recorder), Deb Baron, Merle and Claire Bauer, Joan Bestgen, DeeDee Blattner, Lloyd Bruemmer, Carol and Doug Danielson, Nancy and Bernie Evans, Gary Kraft, and Sandy Scholz. The Pastoral Council representative was Mike Meyer.

The Team's mission was to evaluate the current and future programming and facility needs of the parish. The evaluation was completed by three subcommittees and included facility tours, a survey of current ministries and committees, and meetings with neighbors and other area churches.

It was not the mission of the PFET to plan improvements or additions to the parish facilities, but merely to evaluate our current situation.

IV. PFET Subcommittees

Due to the breadth of the evaluation, three subcommittees were formed: the Facilities Subcommittee, the Programs Subcommittee and the Outside Subcommittee.

The Facilities Subcommittee (Gary Kraft, chair) was charged with evaluating the condition of the parish facilities. The Facilities Subcommittee delivered to the Team a summary/report of the current condition of the facilities and the needs of these facilities. Some of the facility questions included: What spaces are available to the different programs of the parish? Are the spaces in good condition for the programs, or do they need repairs? How accessible are the spaces? When are the spaces available? Are the spaces available to adults and children?

The Programs Subcommittee (Bernie Evans, chair) was responsible for identifying current parish programs and determining their space needs. Some questions this subcommittee considered: What programs do we currently have? What programs are likely to be added? When do the programs meet? How many people are in the program? Do they need kitchen space? Do they need access to bathrooms? Is there a need to accommodate a daycare when programs meet? Does the space need to be secure?

The Outside Subcommittee (Doug Danielson, chair) determined what other area parishes have done to address space needs and they also met with staff at the College of St. Benedict, St. Benedict's Monastery and with representatives from the City of St. Joseph. The subcommittee delivered a summary to the PFET of what others have done with respect to a growing parish, and what areas need consideration with respect to our neighbors. Some questions they considered: What areas need to be addressed with respect to St. Ben's? Is there anything we may want to consider or take into account with respect to the city? What kind of space have other churches added? Is their space multi-functional? What kinds of programs are offered at these other parishes? How did they get "over the hump" with respect to the approvals and costs?

V. Methods

A number of different tools were used to evaluate the programming and facility needs of the parish. The Facilities Subcommittee conducted two separate tours of the church buildings and grounds. The Programs Subcommittee drafted a survey, forwarded it to the school and numerous church programs, and compiled the results of the survey. The Outside Subcommittee met with neighbors, the College of St. Benedict and area parishes that have recently undergone facility expansions.

The facility tours were led by Andy Loso, parish custodian, and included the Lab School, the church, the parish office and the pastor's residence. The tours included the interior and exterior of all buildings, as well as a grounds tour. During the tours the following were considered: use of current spaces, recent repairs and maintenance, and needed repairs. The results (see Appendix A) of the Facility Subcommittee's analysis would later be paired with the Program Subcommittee's results to determine the space needs of the parish.

The survey (see Appendix B) was prepared by the Program Subcommittee and reviewed by the PFET. The survey was directed toward the existing ministries and committees within the parish and mailed to over 50 individuals, including staff members, committee chairs and volunteers. After mailing the survey, the subcommittee made telephone calls to follow-up with the survey recipients. The survey was designed to insure a greater response and more thorough feedback from the respondents.

In the event that the Pastoral Council should recommend that improvements be made to the current parish facilities, the Outside Subcommittee met with staff at the Church of the Seven Dolors in Albany and St. Mary, Help of Christians in St. Augusta. These parishes recently underwent facility expansions that included additions of social halls and offices. The subcommittee also met with staff at the City of St. Joseph to determine the process needed in the event of an expansion of the parish facilities. Finally, the subcommittee met with staff at the College of St. Benedict and St. Benedict's Monastery (abutting neighbor to south and west) to understand the inter-relationship between the church, College and the Monastery (heating system, eastern parking lot, emergency access to new building, etc.) and enhance communication between the two neighbors.

VI. Results

The results of the Facilities Subcommittee's tours and Program Subcommittee's survey were merged together (see Appendix C). The columns of the matrix identify four primary facilities within the parish: parish office, Lab School, church and other. The rows of the matrix include the staff and committees that responded to the survey. The intent of the matrix is to group the responses from the survey into these primary facilities and determine if there are trends regarding the viability of each of the facilities.

Parish Office

Lack of room for meetings was a common theme among many of the respondents. There is only one conference room, and it is heavily booked. There are other rooms in the building, but they are not handicap accessible. Needs include meeting rooms of various sizes that are handicap accessible, have the ability to access the media/copy room, have available restrooms, and would allow for private meetings.

Lab School

The inadequacy of meeting rooms mentioned for the parish office was echoed in the responses from the Lab School. A number of individuals mentioned groups meeting in the gymnasium or in the lunchroom, both are loud and not conducive for meetings. In addition to the lack of appropriate meeting rooms, there were requests for a kitchen facility available for meetings. The current kitchen facility is used for school lunches, funerals and meetings. Funerals and funeral lunches need to be scheduled around the school lunches.

In addition to the lack of meeting rooms, there was also a desire for onsite daycare and storage space for programs, as well as the need for a more adequate area for our custodian.

Church

The survey responses outlined a number of deficiencies in the church building. The church lacks a social gathering area that could be used prior to Masses, for hospitality after Masses, and for weddings and funerals. In addition, the church lacks a preparation area for weddings, funerals, and baptisms.

In addition to the need of a gathering space, the church lacks some basic necessities: modern, handicap accessible restrooms, convenient storage for church decorations, and meeting rooms for small groups. A “crying room” and air-conditioning would also be desirable.

Other

A few responses didn’t fit into the three aforementioned categories. A common theme focused around the lack of a meeting area with bathrooms, kitchen and multi-media abilities. Such a space could be utilized by Vacation Bible School, Adult Faith Formation and other groups that currently adapt and meet off-site.

VII. PFET Observations

It is clear from the survey that our parish has done a wonderful job of making do with what we have. A number of respondents shared that they meet in their homes, at the coffee shop, or at other off-site locations. However, as our faith community grows, and groups expand, it may become more difficult to accommodate these meetings.

While both our parish Mission and Vision Statements refer to the word “community,” our parish lacks a community gathering place that could be used for a number of different social activities that would help build community. A social hall could be used prior to Mass for parishioners to gather, after Mass for coffee and doughnuts and hospitality, for weddings and funerals, for large group formation activities, etc.

In addition to a social hall, the parish lacks meeting rooms of various sizes that are handicap accessible, have restrooms, are private and are wired for multi-media. Also, the parish needs to look at its storage needs for the school, church environment, and 4th of July festival (whose current storage is in local farm buildings that may not be available in the future). The storage space should be in close proximity to its intended use.

Finally, while it is important to look forward to our parish's growth and the possibility of someday expanding our facilities, it is imperative that we address the current needs of our fixed assets. Our Mission Statement mentions a "solid foundation," but much of our foundation or infrastructure needs attention. The church roof needs replacement and a gutter system needs to be reinstalled, carpeting and windows need to be replaced in areas of the school and the church, and the buildings lack handicap accessibility and proper bathrooms. Before any additions are made to the parish, the current maintenance needs must be addressed.

VIII. Conclusion

The Programs and Facilities Evaluation Team has spent the past nine months reviewing our facilities, surveying staff and committees, and meeting with area parishes, neighbors and the city. After a thorough evaluation, it is clear that our parish lacks appropriate meeting and social gathering space to achieve our mission. These new spaces would be used for hospitality purposes, including wedding preparation and funeral viewing. As it is, our existing spaces will continue to be taxed and community growth and program expansion will be severely handicapped.

In addition to considering expansion of our facilities, our parish must continue to maintain its facilities. Failure to complete needed repairs and provide routine maintenance will jeopardize the use of the facilities for future generations.

IX. Appendix

- a. Facilities Subcommittee – Tour Summary
- b. PFET – Survey of Space Needs
- c. Facilities and Programs Matrix Summary
- d. Outside Subcommittee – Notes

IX. Appendix A							
a. Facilities Subcommittee – Tour Summary							
Church of Saint Joseph							
Programs and Facilities Evaluation Team							
Facilities Analysis							
June 25, 2008							
LAB SCHOOL				Availability		Program Use	
Space Description	Condition	Needed Repairs or Maintenance	Accessibility	Adults	Children	Current	Future
Roof							
East	Good	None; Redone in 2000 by Buisse Roofing	N/A	N/A	N/A	N/A	N/A
West	Poor	Roof needs to be redone (Rock ballast on membrane roof is leaking) - DONE SUMMER 2008	N/A	N/A	N/A	N/A	N/A
Entry/Elevator	Good	None; Rock ballast on membrane	N/A	N/A	N/A	N/A	N/A
North Gabled (E-W)	Good	None; Shingled roof	N/A	N/A	N/A	N/A	N/A
Center Gable (N-S)	Poor	Roof needs to be redone (Adhered membrane)	N/A	N/A	N/A	N/A	N/A
Parapet	Poor	Missing tiles need to be replaced	N/A	N/A	N/A	N/A	N/A
Loft							
Catwalk/Balconies	Poor	Leaking windows; replace glass block or mortar	No	No	No	Storage	
Projection Room	Good		No	No	No	Storage	
Storage Room	Good		No	No	No	Storage	
Upper Level							
Stage	Poor	Loose bricks on front of stage; needs to be replaced	No	Yes	Yes		
Gymnasium	Good	Possibly refinish floor in future	Yes	Yes	Yes		
Band	Good	Needs new carpet	Yes	Yes	Yes		
Aftercare	Good		Yes	Yes	Yes		
Resource	Good	Needs new carpet	Yes	No	No		
Kitchenette	Good		Yes	No	No		
Teacher's Lounge	Good		Yes	No	No		
Music Room	Good	Needs new carpet	Yes	Yes	Yes		
Youth Ministry	Good	Needs new carpet	Yes	Yes	Yes		

Stairwells	<i>Poor</i>	NE has water damage; North windows need repair/paint	No	No	No		
Unassigned (southeast)	Good						
Main Level							
Kitchen	Good	Needs new stove and hood; ovens over 20 yrs. old; needs office	Yes	Yes	No		
Kitchen Pantry	Good	Needs stainless shelving	Yes	No	No		
Kitchen Storage	Good		No	No	No		
Dining Room	Good	Double doors throughout need replacing; security lacking	Yes	Yes	Yes		
Bathroom	Good		Yes	No	No		
Entry/Foyer	Good	Carpet in need of cleaning	Yes	No	No		
Classrooms (In General)	Good	Whiteboards desired; Art room desired	Yes	No	Yes		
Preschool	<i>Poor</i>	Windows and carpet need replacing	Yes	No	Yes		
2nd Grade	<i>Poor</i>	Windows and carpet need replacing	Yes	No	Yes		
1st Grade	<i>Poor</i>	Windows and carpet need replacing	Yes	No	Yes		
Kindergarten	Good		Yes	No	Yes		
3rd Grade	Good	Needs new carpet	Yes	No	Yes		
Office	Good		Yes	No	No		
Principal's Office	Good		Yes	No	No		
Faith Formation	Good		Yes	Yes	Yes		
Lower Level							
Mechanical	<i>Poor</i>	Asbestos present; needs swamp sink and general cleaning; narrow door; janitor needs workspace	No	No	No		
Classrooms (In General)	Good	Some door handles not handicap accessible	Yes	Yes	Yes		
6th Grade	Good		Yes	Yes	Yes		
Library	Good	Needs new ceiling	Yes	Yes	Yes		
Computer Lab	Good	Needs new ceiling	Yes	Yes	Yes		
Women's Bath	Good		Yes	No	No		
Men's Bath	Good		Yes	No	No		
4th Grade	Good		Yes	Yes	Yes		
5th Grade	Good		Yes	Yes	Yes		
Activities Room (open area)	Good	Double doors throughout need replacing; security lacking	Yes	Yes	Yes		
Storage Room	Good		Yes	No	No		

Exterior							
Parking Lot	Good	Starting to crack; research storm drainage	Yes	Yes	Yes		
Playground	Good	Possibly look at replacement of pea rock in future	No	No	Yes		
CHURCH				Availability		Program Use	
Space Description	Condition	Needed Repairs or Maintenance	Accessibility	Adults	Children	Current	Future
Exterior							
Roof	<i>Poor</i>	Shingles missing; gutters needed	N/A	N/A	N/A	N/A	N/A
Walls	<i>Poor</i>	<i>Tuck pointing needed north and south elevations</i>	N/A	N/A	N/A	N/A	N/A
Landscaping	Good	Possibly add irrigation; replace pea rock and plastic chain	N/A	N/A	N/A	N/A	N/A
Windows	<i>Poor</i>	Stained glass windows need repair—lower windows DONE SUMMER 2008 / upper windows need repair	N/A	N/A	N/A	N/A	N/A
Interior							
Crawlspace	N/A	Needs cleaning	N/A	N/A	N/A		
Main Level	Good	<i>Carpet needs replacing; some paint peeling</i>	Yes	Yes	Yes		
Balcony	Good	Some paint peeling	No	Yes	Yes		
Bell Tower	Good	Scrape and paint windows	N/A	N/A	N/A		
Winter chapel	Good	Bathrooms not handicap accessible	No	No	No		
HVAC	<i>Poor</i>	In need of better heating and cooling system - including air conditioning					
PARISH OFFICE				Availability		Program Use	
Space Description	Condition	Needed repairs or maintenance	Accessibility	Adults	Children	Current	Future
Exterior/Mechanical							
Windows	<i>Poor</i>	All windows need replacing— DONE FALL 2008	N/A	N/A	N/A	N/A	N/A
Roof	<i>Poor</i>	Needs shingle replacement	N/A	N/A	N/A	N/A	N/A
HVAC	Good	Lack central air conditioning	N/A	N/A	N/A	N/A	N/A
Main Floor							
Doors	<i>Poor</i>	Not wide enough for accessibility and still have standard knobs	No	N/A	N/A		
Meeting Room	Good	Needs new carpet	No	Yes	Yes		

Parish Secretary	Good	Needs new carpet, better task lighting and a more secure door	No	N/A	N/A		
Break Room	Good		No	Yes	No		
Resource Room	Good	Need to replace vinyl floor	No	Yes	No		
Father's Office	Good	Need to replace carpet and paneled walls; has limited number of outlets	No	N/A	N/A		
Upper Floor							
Hall/Foyer	Good	Needs new carpet	No	N/A	N/A		
Sr. Virnig's Office	Good	Needs new carpet	No	N/A	N/A		
Business Manager's Office	Good	Needs new carpet; needs better storage/archiving	No	N/A	N/A		
Administrative Asst's Office	Good	Needs new carpet	No	N/A	N/A		
Music and Liturgy Office	Good	Needs new carpet	No	N/A	N/A		
PASTOR'S RESIDENCE							
Space Description	Condition	Needed Repairs or Maintenance	Accessibility	Availability		Program Use	
				Adults	Children	Current	Future
Exterior/Mechanical							
Soffits	<i>Poor</i>	Peeling and rotting; need replacement and/or painting	N/A	N/A	N/A	N/A	N/A
Roof	Good		N/A	N/A	N/A	N/A	N/A
Windows	<i>Poor</i>	Windows in dining room, living room and kitchen need replacement (are original to house)	N/A	N/A	N/A	N/A	N/A
Living Area							
Doors	<i>Poor</i>	Not wide enough for accessibility	No	N/A	N/A		
Hall	Good	Needs carpet in future; A/V wiring poorly done (surface mounted)	No	N/A	N/A		
1/2 Bath	Good	Vinyl tile floor could be replaced in future	No	N/A	N/A		
Living Room	Good	A/V wiring poorly done	No	No	No		
Kitchen	Good		No	No	No		
Private space	Good		No	No	No		
Garage	Good	Is unheated and could be used for maintenance - needs heat and better lighting	Yes	No	No		

IX. Appendix B

b. Survey of Space Needs

May 2008

Dear : (ministry, committee, or activity leader)

As you probably know our parish is doing an evaluation of programming and facility needs. The major question we seek to answer is: do our various parish programs have adequate space to carry out their work? For that reason the Programming and Facility Evaluation Team is conducting a survey of space needs. That is the purpose of this mailing and the enclosed survey instrument.

We are asking you to answer the ten questions on this form and send it back to us as soon as you are able. Please consult with the other members of your program (ministry, committee, or activity) and answer these questions as fully as you can.

This survey is going to the leaders of every program within our parish. We are trying to obtain the most complete picture of our parish's space needs. That is why we ask you and those with whom you work to give complete and thoughtful answers to these questions.

After these surveys have been completed and returned we will gather the information into a form that will assist parish leaders to decide what kind of actions need to be taken.

Clearly, your participation in this process is important for our entire parish, both now and for the future. We are grateful for your willingness to do this and we look forward to receiving this survey from you at your earliest convenience.

Thank you.

Subcommittee on Programs

Programming and Facility Evaluation Team

Church of Saint Joseph

St. Joseph, MN 56374

Programming and Facility Evaluation Team (PFET)

Survey of Space Needs

Ministry / Committee / Activity Date

Person responding Phone #

- 1. How many people are involved in your ministry, committee, or activity?**
- 2. How frequently do you meet or have programs / activities?**
- 3. Where do you currently meet?**
(If you meet off-site, would you prefer to meet at a parish facility?) [if space were available]
- 4. Do you often have difficulty getting a meeting space?**
- 5. What are positive aspects about the space where you currently meet?**
- 6. Are there negative aspects about the space where you currently meet?**
(Please describe them.)
- 7. Do you foresee new ministries / activities beginning in your area in the next five years?**
- 8. Do you expect your facility or space needs to change over the next five years?**
- 9. Describe a facility or meeting space that would be ideal for your meeting purposes?**
(Would it need ground floor access? Handicap access? Other requirements?)
- 10. Do you feel we currently utilize our facilities effectively?**

IX. Appendix C				
c. Facilities and Programs Matrix Summary				
Church of Saint Joseph Programs and Facilities Evaluation Team July 21, 2008				
	Parish Office	Lab School	Church	Other
Pastor	Pastor meets with 1 or 2 people in his office. Larger meetings are held in the parish office meeting room. Difficulty getting a meeting space especially during weekdays and during certain seasons when other groups use the meeting room. Parish meeting room works very well for 6-8 people but does not work well for meetings of 2-4 people. Likely to have more future meetings with parishioners for pastoral reasons. Needed is a smaller meeting room to accommodate up to 4 people with handicap accessibility and ground floor access.			
Deacon			Various ministries Meets with various committees about four days each week. Off site meeting or assisting in liturgies. No need for add. space.	Often meet off site.
Admin Asst	Staff meets in parish meeting room. We need to plan around other meetings - would be nice to have more meeting areas. The safe & records are kept in meeting room thus unavailable during meetings. Inadequate temperature controls			

<p>Business Manager</p>	<p>Staff meetings (6-8 people) & various small group meetings. Usually available during day. Inadequate heating & air conditioning. Inadequate space for visitors to wait. Inadequate storage. 2nd Floor areas are not easily accessible or convenient - resources are on 1st level (copier, files, supplies, etc)</p> <p>Requirements: Phones Computer Internet Access Project space (to work on and storage - sometimes secure)</p>	<p>Various pgm meetings; limited availability during the day and early evening (afterschool & PAA & Faith Formation) No air conditioning</p>	<p>Various pgm meetings; Space desired for welcoming committee/social (coffee after church) Preparation area needed for weddings, funerals, baptisms, etc. Ability to accommodate smaller groups or larger groups & store their materials.</p> <p>Desires: Kitchen resources - ability to serve refreshments Meeting area (table/chairs) Handicap accessible bathrooms</p>	
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Faith Formation		Preschool and Confirmation meet on Sun. Grades 1-8 in two shifts on Wed. evenings. Schedule events in advance to ensure space. Positives: resources are in SJLS, large communal area, lots of tables, chairs, desks, etc, gym for physical activities. Negatives: split sessions, separation from church, parking lot situation is very dangerous, meeting space for adults. Would like to gather people of all ages for events. Would be nice to have handicap access, large meeting/gathering area that has separate rooms, kitchen/refreshment area, areas for small and large group gatherings. Doing as well as can with current conditions.		
Liturgy & Music	Choirs meet in the church and liturgy committee meets in the parish meeting room (rectory). Choir space needs to be "tiered" for seeing and sound and the church lighting often is too dim and doesn't invite celebration. A separate choir rehearsal room would be very helpful.			
Parish Custodian		Custodial area is large and spacious. It needs a better entrance, tends to be a dumping ground for items, isn't supposed to be a storage area but it tends to be. More storage is always needed. Elevator access to storage area would be a major positive.		Concern about storage of supplies for 4th of July celebration. Currently being stored off site.
Parish Nurse				

Parish Secretary	Difficulties with present meetings spaces: When the parish meeting room is not available, meetings are held in the Lab School or in the resource room or individual offices. These are not ideal alternatives because they lack privacy. Parish meeting room often is not large enough, e.g., for funeral planning with large families, combined PC/FC meetings, baptism prep classes that occasionally involve 7 or 8 couples. Ideal meeting place would offer ground floor and handicap accessibility. More than one meeting room is needed. Also, efficiency and visitor accessibility would be helped by having all staff members on ground level, close to one another.			
School Principal		20 staff/170 students pre-K through 6th grade. Staff meetings once a week, in staff lounge. All-school functions a couple times per month, in gymnasium or lower basement. Occasional difficulty getting a meeting space. Current space adequate. Future: possible daycare program. Space change needs: hopeful slight increase in enrollment.		
Youth Minister		Grades 7-8, about 70 people, 200 with parents. Confirmation group about 200. 15-20 youth attend parish events, but about 300 are invited. Meet Wednesday evenings during the school year. Confirmation students meet monthly as a large group. Use various rooms in lab school. Use youth room for most small groups. Need more storage areas. Can get loud if there is a group using the gym at same time as meetings. May have a youth band in future. Trying to get higher attendance and adding Justice Walking to Curriculum.		

Catholic School Education Advisor Committee				
Faith Formation Advisory Committee		Committee just being formed. 7-8 people will meet about once each month. Plan to meet in Parish Mtg. Room or Youth Group Room. Parish Mtg. Room has a nice atmosphere. Negatives: Parish Room has no screen for overhead, Youth Group Room a bit too casual, difficult to rearrange furniture, no large table. Desire for handicapped access, close restrooms, kitchen facilities, screen for overhead, round tables. Currently doing well with what have.		
Home and School		10-20 persons, meet monthly in cafeteria		
Sponsor couples			Would be nice to host a Cana dinner/celebration here. Now needs to be held at SJU.	12 people meeting a couple times a year. Most activities are off-site. Training is provided by diocese.
Baptism Prep	Meets 1st Monday of every month in the Meeting Room.			Committee currently being formed by Dawn. Hope to begin meeting in July.

Vacation Bible School				100 students age 3-grade 6 and about 25 volunteers. Meet bi-weekly in June and weekly in July as directors. During the week of VBS meet Saturday-Thursday evenings. Currently meet at Resurrection Lutheran Church. It is becoming a bit of a space crunch. Group may need to split because group is becoming too big. Would then have to use the Lab School.
Adult Faith Formation	Use parish meeting room for small numbers.	Use cafeteria and lower level. Kitchen and large areas are helpful. Cafeteria is not conducive to prayer and there is a great deal of setting up and taking down.	Worship space is conducive to prayer. Difficult to have small group discussions. Some are uncomfortable with presentations in church. No place for socializing after events.	Can foresee lots more adult centered formation events being offered. Would need large gathering space/presentation area, socializing area, kitchen, smaller meeting area, places for small group discussions, handicapped accessible, restroom facilities. screens for presentations, and a great sound system. Currently doing amazing things with what have.

RCIA	8 persons or more. Meet weekly for 90 minutes Wed. evenings and 1 hr. Sun. morning, in parish meeting room. RCIA retreat was held at the monastery because it was more suitable setting. No difficulty getting a meeting space on Wednesdays this year. Meeting room is an inviting atmosphere. Would like handicap accessibility, place to offer refreshments, bathroom, space to move around mid-way through sessions, TV with VCR,DVD			
Environment Committee			Up to 10 people meet in church before Holy Days. Occasionally have to work around a wedding or practice. Storage in attic is inconvenient distance, many steps and hallways. Ladders stored in basement are hard to bring out and in the steps leading to basement. Ground level church is good for ladder access.	
Liturgy Committee	(See Liturgy and Music)			
Wedding Coordinators	Committee meets in the parish meeting room; works well. Biggest need includes a separate dressing room for wedding party as well as a separate room for Fr. and servers to prepare; handicap access for rest rooms. Also needed are access to copies of wedding planner notes, copier machine and a place to keep wedding needs.			
Eucharistic Adoration			Numbers vary. A small chapel would be nice for adoration	
Music Ministry	(See Liturgy and Music)			
Liturgical Ministers	(See Liturgy and Music)			
Choir	(See Liturgy and Music)			

Ministry of Prayer				50 persons. Do not meet together. Individual meetings are in home, apt or room. Contact through a monthly letter.
Communion to the Homebound				Currently all communication is done by phone. If they were to meet in future, the room would need handicap accessibility.
Videographers			5 videographers but they don't meet, just film.	
Prayer Network				20 people involved. Do not meet. When someone needs prayers they call us. We do not need a facility.
Funeral Callers				No space needs
Funeral Lunch		Seven people in kitchen. Four people in kitchen. Work well with Mary Kay Pelkey (SJLS cook).		
Parish Nurse				

Food Shelf				7-8 board members, 40-45 client families & volunteers. Meet at the food shelf. With current economy, she foresees increase in need - requires more space. City now provides space - this may not continue in the future.
Outreach				
BeFriender Ministry	10 persons, meet in parish meeting room if available, or in school. Sometimes need to adjust schedule around room availability. Meeting room is tight for the group, will be crowded if program grows. It's difficult to have flexibility, e.g. working in small groups. Would like handicap accessibility, place for refreshments, bathroom, TV with VCR/DVD.			
Social Ministry Committee	Presently meet at the coffee shop across the street. This works, but at times it is crowded and can be noisy. Would be helpful to have a meeting space that was available on weekends -- we meet on Saturday mornings. In the future we are likely to have additional subcommittees needing meeting spaces, 4-6 persons.			
Stewardship Committee				
Spiritual Companionship				
Autumn Thursday				
PAA		1 Director, 10 Coaches, 40 Children. Meet from Sept. to May 2-3 days a week. Meet in the gym. It is a bit small and dark, but we love it because it is our school. Currently meeting needs, but may need to make changes in the future.		

Cemetery	Meet at new cemetery or at the Daniel's Funeral Home in cold weather. In cold weather the heat source is inadequate.			
Bldg & Maint	Usually meet in Lab School teachers' lounge with little scheduling difficulty. An ideal meeting space would be large enough for 15 - 20 people with arrange able furniture, adjustable lighting, audio-visual capabilities, computer hookups and environmental controls for heating & cooling.			
Quilt Workers				Work at St. Ben's and St. John's waiting tables for various functions.
Quilters				Meets offsite (St. Joseph Fire Hall) Mon. and Tues. from Aug- Nov. and Feb and March. Has good lighting, parking, lots of space, and a kitchen.
St. Ann's Mission Group				Meet in homes; works well. No problems or needs.
July 4th		Meet monthly Jan.-Aug. at homes or in school. It is a good central location. It is not set up as a meeting space. Would like small and large group meeting rooms. Work as well as can.		

Personnel	<p>Personnel committee has 7-8 members. Interviews: 4-6 people. Various rooms are used since parish meeting room not always available. Loud air conditioning.</p> <p>Ideal area: Private & quiet for interviews/staff reviews small & large room handicap accessible easy access to public.</p>			
Church Cleaners			Clean Tuesday mornings. If no Mass, doors are sometimes locked.	
Fundraising				
Hospitality				



SJP Programming and Facilities Evaluation Team

Outside Subcommittee Report

May 22, 2008

Objectives

Interview our neighbors to identify any concerns (City of St. Joseph, St. Ben's) Interview parishes to learn from their experiences (St. Augusta, Albany)

St. Ben's and the City of St. Joseph

- The city has building codes that will need to be followed, however there doesn't appear to be any restrictions at this time.
- St. Ben's currently supplies heat to our facilities. There are limitations on supporting any expansions.
- St. Ben's was supportive of the idea and did not express any reservations.
- Communication with both parties is suggested as we progress.

St. Augusta and Albany Parishes

- Both parishes validated the benefits of their decisions and the outcome.
- Common themes:
 - Communication with parish is essential
 - Offer opportunities for participation and discussion
 - Use of professional services in the fundraising, design and construction
 - Using of parishioners in the project construction was beneficial
 - Multi purpose design of the facility: gathering space, offices, meeting rooms, kitchen
 - Multi purpose use: visitations, receptions, child care, classes, administration, quilting
 - Ongoing use and support continues to exceed original expectations

Notes

Contacts—updated 7/23/08

- St. Augusta – St. Mary Help of Christians
 - Ralph Fruth 252-1799; cell 250-5489
 - Gilbert Schmitt 656-9227
 - Others for reference
 - Paul Voight 646-9548
 - LeRoy Hannish
- Albany
 - Jim Sand 320-845-2705
- Diocese of St. Cloud Planning Office
 - Jane Marrin, Director 251-0470
- City of St. Joseph
 - Judy Weyrens 363-7201
- College of St. Benedict
 - Larry Christen 363-5944
 - Susan Palmer
- St. Benedict's Monastery
 - Sister Moira Wild 363-7089 (mwild@csbsju.edu)