



Programming Packet for St. Mary Catholic Church & School Programming Workshop #4

Wednesday, July 5, 2017

Prepared by:

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St. Mary Catholic Church & School • Littleton, CO
Baker Architects, LLC July 5, 2017 16-16

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St. Mary's Mission Statement

Guided by the Holy Spirit, we are a community centered in the Eucharist. We seek to live our faith, to grow in holiness, and to proclaim the love of Christ through service to all.

Source: <http://www.stmarylitleton.org/welcome-to-st-mary/about-us/>

St. Mary Church Parish History

St. Mary Parish was founded in Littleton in 1901 at the request of the Most Reverend Nicholas Chrysostom Matz, Bishop of Denver. Ground was broken for new parish on July 21, 1901, at the corner of Nevada St. and Powers Ave. Fr. Richard Brady celebrated the first Mass in the permanent church building on October 11, 1901. The parish received its first full-time pastor, Fr. Edward Clarke, in 1914.



St. Mary Parish, ca. 1901.

St. Mary Catholic School opened on September 4, 1951, under the care of the Sisters of St. Joseph of Carondelet.



St. Mary School on Nevada Street.

The church building at the present-day location was dedicated on September 13, 1962, by the Most Rev. Urban J. Vehr, Archbishop of Denver. Over the next four years, a new school, rectory, and convent were added to the site.



Archbishop Vehr blesses the new parish grounds in 1962.

Parish administration was granted to the Disciples of the Hearts of Jesus and Mary (DCJM) in 2007. The current pastor, Fr. Javier Nieva, was installed in 2014.



The Denver DCJM community.

Source: <http://www.stmarylitleton.org/welcome-to-st-mary/about-us/>

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Organizational Make-up of the Parish

Fr. Javier Nieva, Pastor
kathy.reuter@stmarylitleton.org

Fr. James de Cendra, Parochial Vicar/ School Chaplain, frjames@stmarylitleton.com

Fr. Armando Marsal, Parochial Vicar, frarmando@stmarylitleton.org

Fr. Luis Granados, In Residence, frluis@stmarylitleton.org

Dcn. Dave Thompson, dthomas@stmarylitleton.com

Br. Rafael Palos

Dcn. Tim Kilbarger

Dcn. Greg Frank

LITURGY AND SPIRITUAL LIFE

David Suddjian, Director of Liturgy and Spiritual Life

Michael Kilcoyne, Director of Music

Teresa Birdsall, Liturgy Coordinator

CATECHESIS AND EVANGELIZATION

Brian Donelson, Director of Catechesis and Evangelization

Michael Muldowney, Adult Faith and Sacraments Coordinator

Justin Langfield, High School Youth Ministry Coordinator

Laura Potter, Middle School Youth Ministry Coordinator

Susan Suddjian, Children's Ministries Coordinator

Mary Drummond, Nursery Coordinator

FAMILY LIFE AND SERVICE

Linda Sherman, Director of Family Life and Service

Jackie Woodward, Facilities and Ministries Coordinator

Ana Bohmann, Events Coordinator

BUSINESS OPERATIONS

Sarah Norton, Director of Business Operations

Ann Johnston, Accounting Manager

Karyn Byrne, Accounting Assistant

Kathy Reuter, Assistant to the Pastor/ Bulletin Editor

Christina Deeb, Receptionist/ Admin. Assistant

Stephen Johnson, Communication Coordinator

Vickie Honeywell, Anna Martin Gift Shop Manager

FACILITIES AND MAINTENANCE

Vincent Boscia, Director of Facilities and Maintenance

Tim Knauber, Maintenance Tech

Andrew Williams, Maintenance Tech

Organizational Make-up of the School

Mission: St. Mary Catholic School is “Focused on Students and Centered in Christ.” Our mission is to educate the heart, mind, body, and soul of the student and to develop the potential in each, giving glory to God. Specifically, St Mary School strives to produce engaged Catholics, lifelong learners, responsible community members and effective communicators.

Jim Baker, Principal
Jean Kobus, Assistant Principal
Mirandola Beatson, Extended Day Caretaker
Kathy Boscia, Office Administrator
Joan Campbell, Grade 4/5 Aide
Cathy Canavan, Grade 6, 7, 8 Social Studies
Tricia Cardenas, Grade 5 Teacher
Norris Davis, Technology Coordinator
James de Cendra, School Chaplain
Cathy Deane, Health Aide & Office Assistant
Megan Dempsey, Grade 7 Language Arts Teacher, Speech Coach
Roxanne Elsner, Computer Teacher
Lee Feero, Grade 2 Teacher
Quincy Flowers, Kindergarten Teacher
John Foley, Athletic Director
Mary Heffernan, Preschool Director & Pre-4 Teacher
Jane Hoskinson, Office Assistant
Trimby Huffman, Grade 2/3 Aide
Theresa Jones, Grade 6-8 Aide
Cheli Kellogg, Grade 4 Teacher
Hannah Knoth, Extended Day Director
Judene Kopatich, Librarian

Theresa Kovar, Resource Teacher
Nancy Lindsey, Grade 8 Language Arts
Maureen Lomas, Office Assistant
Katy Lynch, Grade K Teacher
Michele Meyer, Art Teacher
Mary-Alison Murphy, Office Assistant & Extended Day Caretaker
Patty Nachazel, Development Coordinator
Kara Norick, Extended Day Caretaker
Ev Nygren, Grade 4 Teacher
Ann-Louise Paull, Grade 3 Teacher
Laura Perrotte, Preschool Aide & Extended Day Caretaker
Krista Rudloff, Grade 7-8 Science Teacher, Math Support Teacher, Academic Decathlon Moderator
Joyce Russell, Grade 1 Teacher
Kelly Schimmoller, Librarian
Therese Spoerl, Grade 1 Teacher
Mary Kae Stott, Grade K Aide
Lynette Stoyles, Music Teacher
Mariesa Ubowski, Grade K Teacher
Anne Wagner, Counselor
Robyn Whelan, Grade 2 Teacher
Ruth Wood, Physical Education Teacher

Source: <http://www.littletoncatholicschool.com/apps/staff/>

Parish Ministries & Outreach

Children & Youth Sacramental Preparation

Bethlehem (Grades 1 – 4) – 1st Sacraments Prep
Family Program
Confirmation Preparation (6th Grade – 12th Grade)

Children's Ministries

Nazareth Opens the Word (Ages 4 yr–5 yr) 9:30am
Mass
Nazareth Elementary School (Grades 1–4) Faith
Enrichment Program
RCIA for Children

Middle School (5-8)

Nazareth Middle School Grades 5th – 8th
Nazareth Middle School Summer Camp (Grades 5th
– 8th)
Summer Camp

High School (9-12)

RCIA for Teens
Emmaus High School Youth Group (Grades 9–12)
2017 Prayer Retreats
Emmaus Summer Camp
Spanish Exchange Program Summer Trip to Spain

Adult Formation

RCIA – The Rite of Christian Initiation for Adults
Catholics Coming Home to the Faith
Families of Bethany
ENDOW
Galilee Young Adults
Magnificat Moms
Way of Fire
Taste & See

Support Ministries

Al-Anon
Caregivers Support Group
Divorce Support Group
Footprints Grief Support Group
Stephen Ministries
St. Mary School Caring Communities

Outreach

Adopt-a-Family
Bus Drivers
Gabriel House
Mother of Mercy Ministry
Project Rachel
Rachel's Vineyard of Colorado
St Mary Parish Pantry (Food)
St Vincent de Paul (Financial)

Family Life Ministries

Altar and Rosary
Coffee & Doughnuts
Families of Bethany
Funeral Reception Ministry
Gardening Ministry
Knights of Columbus
Knights Ladies Auxiliary
Marian Festival Committee
Prayer Quilts
Rosary Makers
Sunshine Club
Anna Martin Gift Shop Volunteers
St. Catherine's Helpers
Priest Meals Ministry

Source: <http://www.stmarylitleton.org>

Liturgical & Pastoral Schedule

Masses

Monday – Friday:
6:30 am & 8:15 am

Saturday:
8:15 am
Anticipatory: 4:30 pm

Sunday:
7:30 am
9:30 am (Nursery Open and Nazareth Opens the Word)
11:30am (Nursery Open)
5:00pm (Youth Mass)

Confession Schedule

Monday – Friday:
7:05am – 8:15am & 8:50am – 9:15am
Saturday:
8:50am – 9:15am & 3:15pm – 4:30pm
Sunday:
30 minutes before Mass

Pastoral Center Hours

Monday – Friday:
8:00 am – 4:30 pm
(closed for lunch noon – 12:30 pm)
Telephone: 303.798.8506
Fax: 303.347.2270

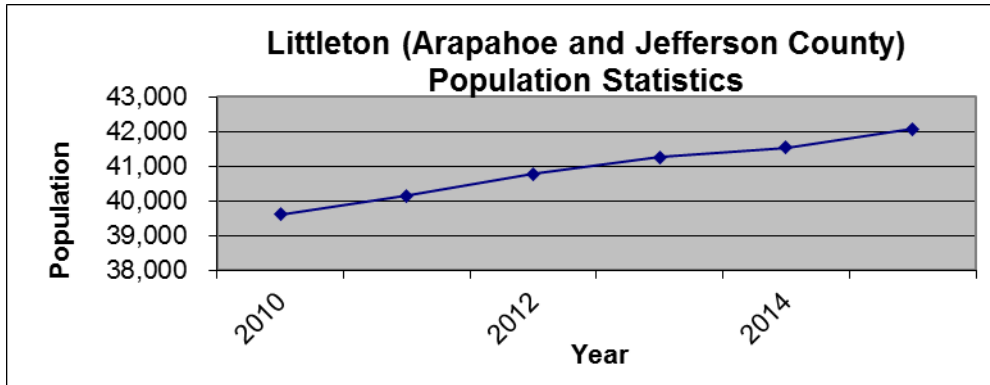
Anna Martin Gift Shop Hours

Regular Hours:
Monday-Tuesday: Closed
Wednesday-Friday: 8:00-10:00 am
Saturday: 8:00-10:00 am, 2:30-6:00 pm
Sunday: 8:00 am-1:30 pm

Littleton (Arapahoe and Jefferson County) Population Statistics

| Year | Littleton (Arapahoe County) | Littleton (Jefferson County) | Total | % Increase |
|------|-----------------------------|------------------------------|--------|------------|
| 2010 | 39,613 | 2,393 | 42,006 | |
| 2011 | 40,142 | 2,441 | 42,583 | 1.46 |
| 2012 | 40,778 | 2,459 | 43,237 | 1.63 |
| 2013 | 41,257 | 2,473 | 43,730 | 1.21 |
| 2014 | 41,525 | 2,490 | 44,015 | 0.69 |
| 2015 | 42,069 | 2,542 | 44,611 | 1.44 |

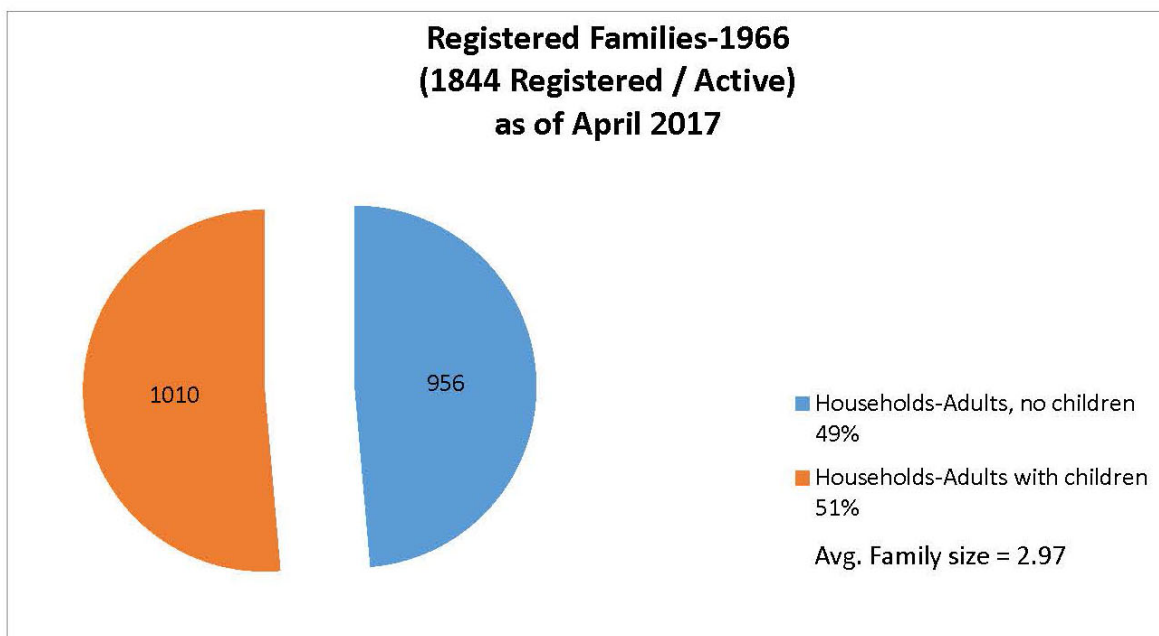
Source: <https://demography.dola.colorado.gov/population/data/muni-pop-housing/>



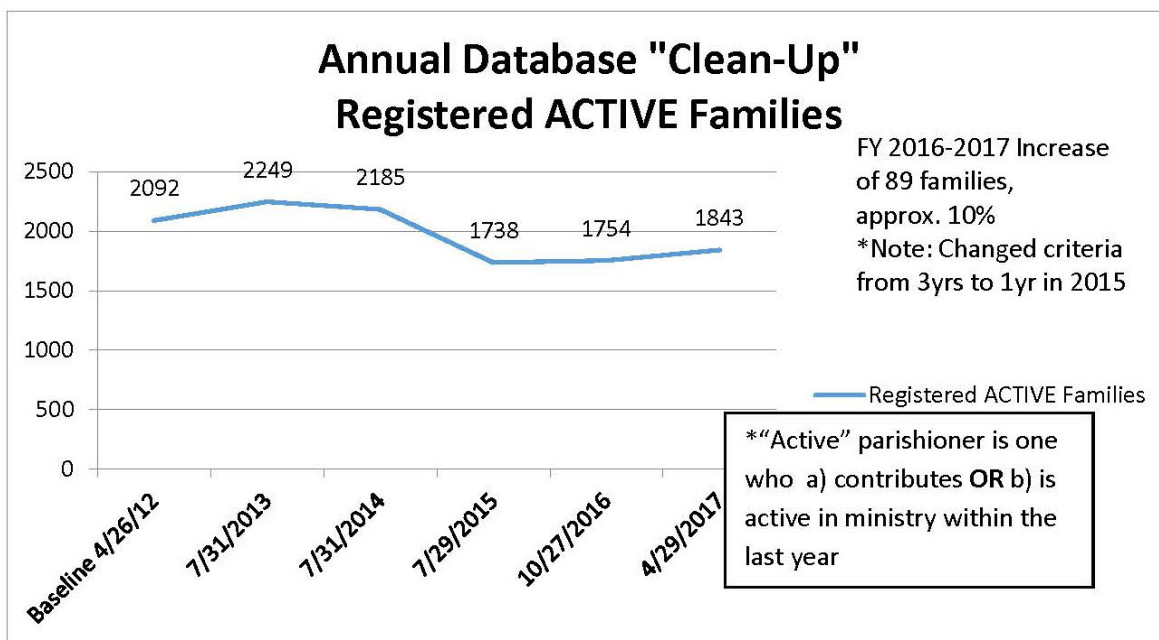
St. Mary Parish Population

PARISHIONER DEMOGRAPHICS

*Note: Upgraded to ConnectNow in April 2016



*Note: Used a custom query to filter families containing member roles

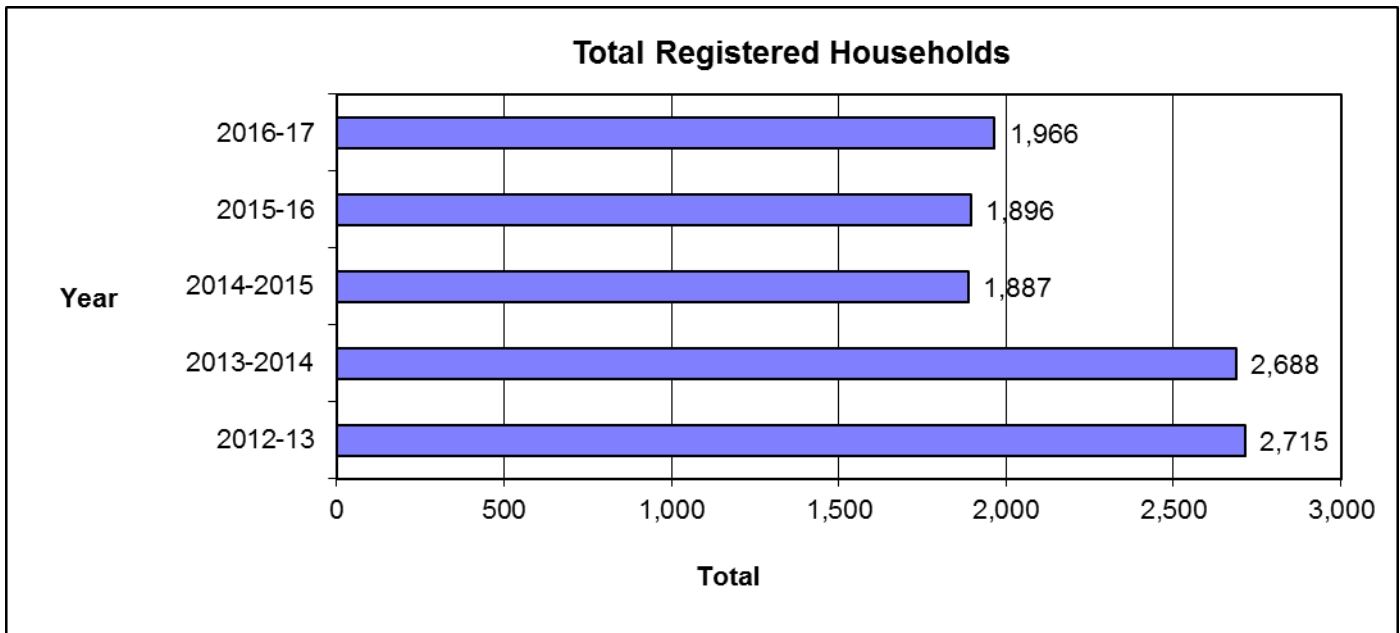


*Note: 4/29/17 Database cleanup in progress for 2017. Final numbers not available yet.

Source: St. Mary Parish Administration, *Quarterly Performance Decks*, As of May 9, 2017

Parish Population Trends

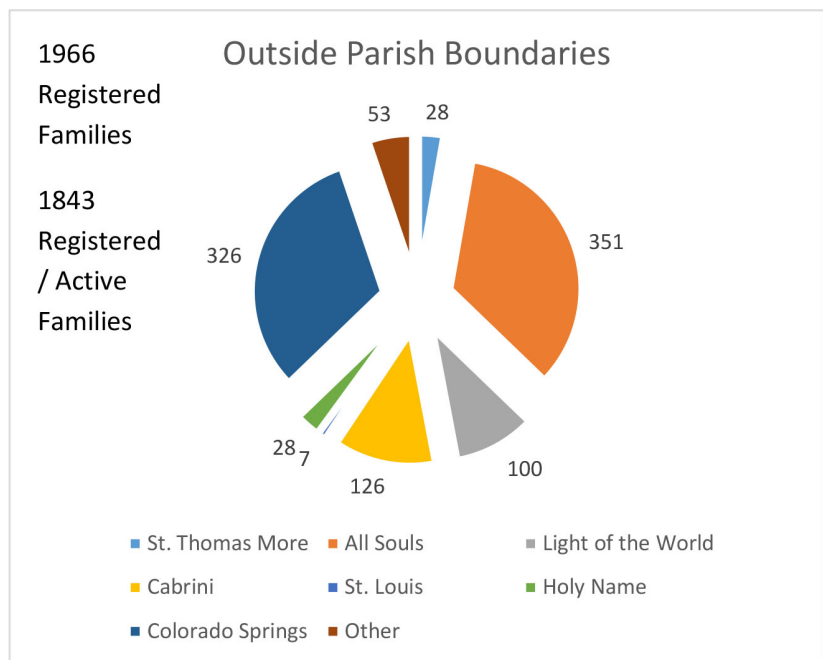
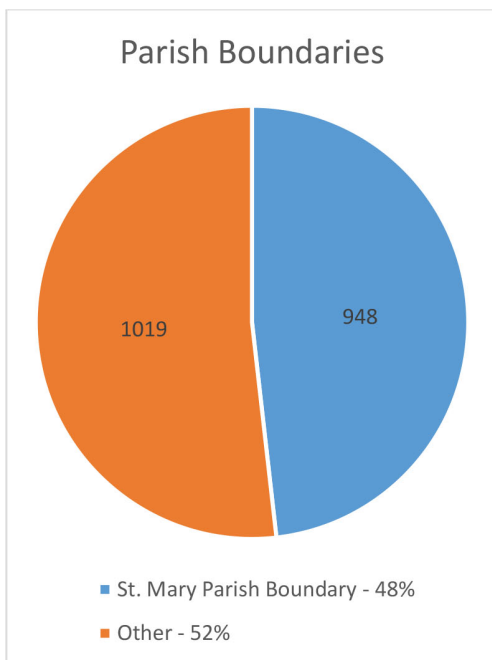
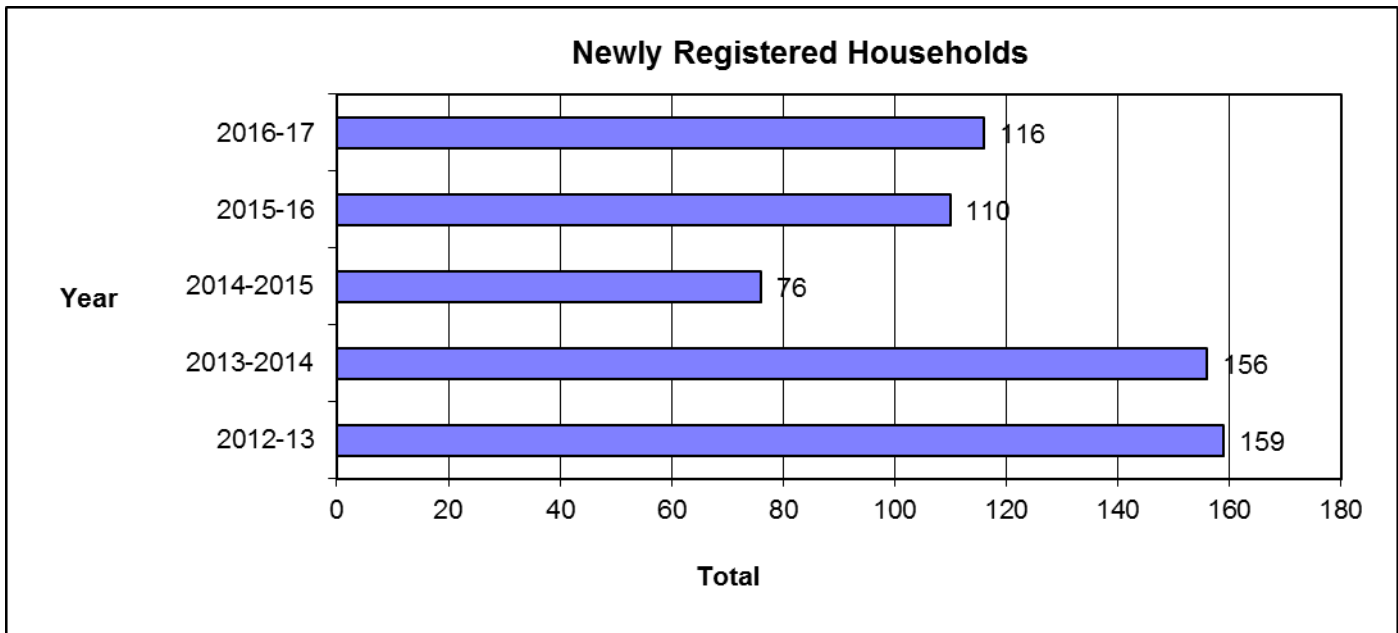
| Total Registered Households | | |
|-----------------------------|-------|----------|
| Year | Total | % Change |
| 2012-13 | 2,715 | |
| 2013-2014 | 2,688 | -0.99% |
| 2014-2015 | 1,887 | -29.80% |
| 2015-16 | 1,896 | 0.48% |
| 2016-17 | 1,966 | 3.69% |



Source: St. Mary Parish Administration, *Quarterly Performance Decks*, As of May 9, 2017

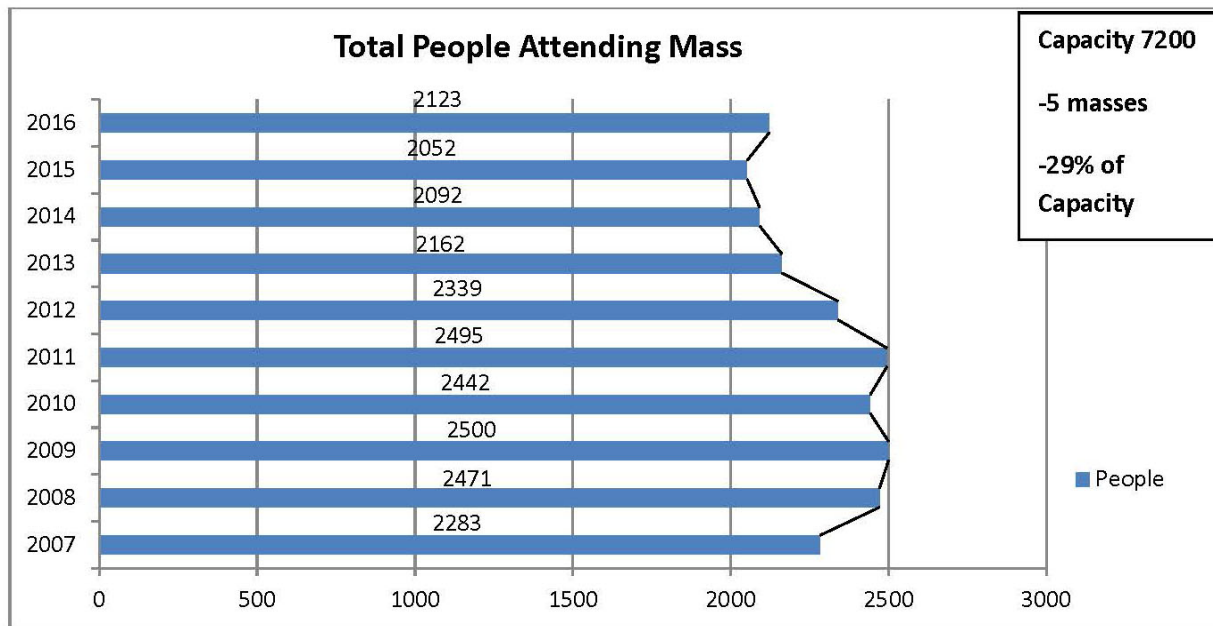
Parish Population Trends

| Newly Registered Families | | |
|---------------------------|-------|----------|
| Year | Total | % Change |
| 2012-13 | 159 | |
| 2013-2014 | 156 | -1.89% |
| 2014-2015 | 76 | -51.28% |
| 2015-16 | 110 | 44.74% |
| 2016-17 | 116 | 5.45% |



Source: St. Mary Parish Administration, *Quarterly Performance Decks*, As of May 9, 2017

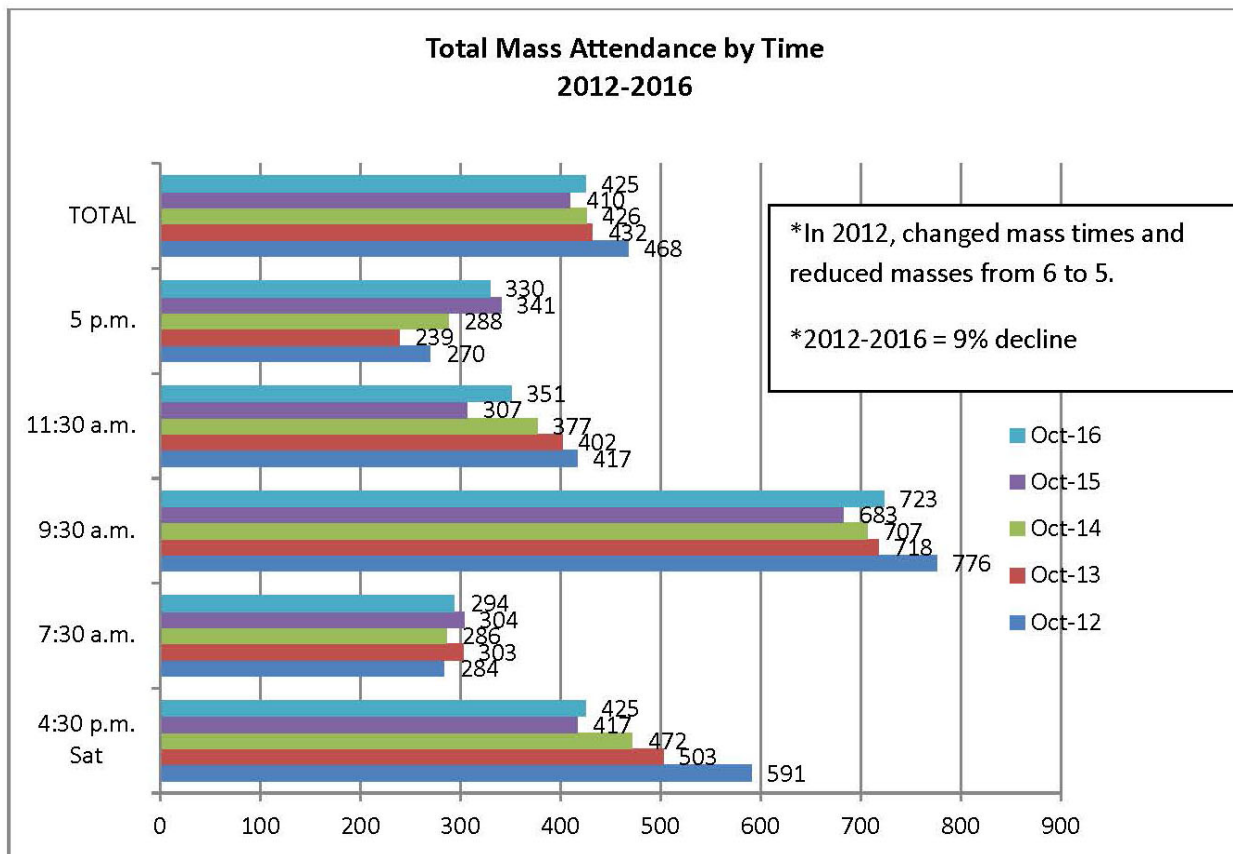
Parish Mass Attendance



*2016 Avg. weekend Mass attendance of 2123 parishioners is 38% of all active parishioners (5638)

*Started semi-monthly Mass counts counting all parishioners in attendance in March 2014

*Persons who attend Mass at St. Mary may or may not be registered parishioners.

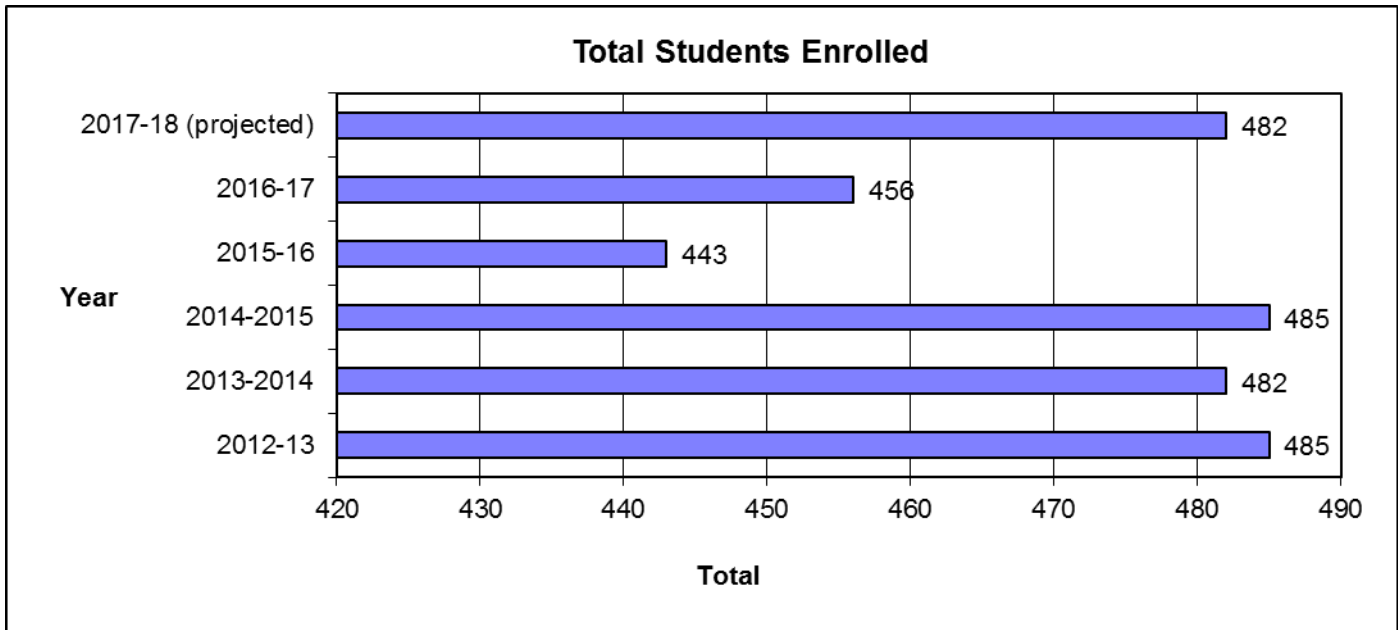


* Started semi-monthly Mass counts counting all parishioners in attendance in March 2014

Source: St. Mary Parish Administration, *Quarterly Performance Decks*, As of May 9, 201

St. Mary School Enrollment

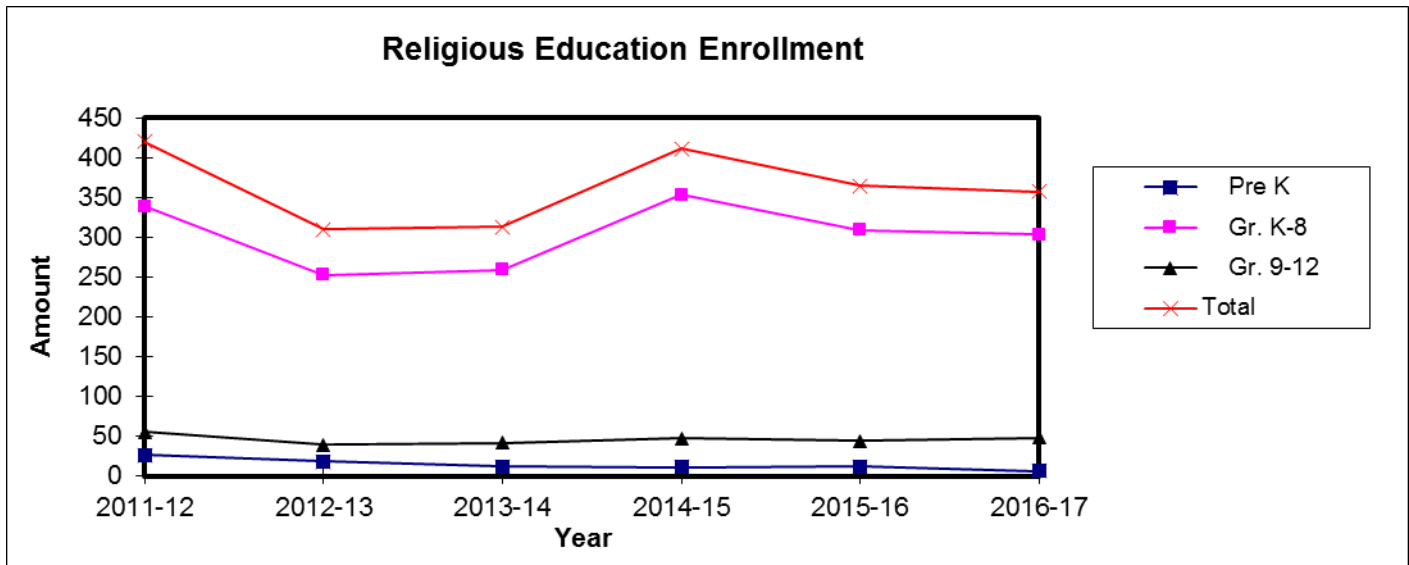
| Total School Enrollment | | |
|-------------------------|-------|----------|
| Year | Total | % Change |
| 2012-13 | 485 | |
| 2013-2014 | 482 | -0.62% |
| 2014-2015 | 485 | 0.62% |
| 2015-16 | 443 | -8.66% |
| 2016-17 | 456 | 2.93% |
| 2017-18 (projected) | 482 | 8.80% |



Source: St. Mary School Administration

Religious Education Enrollment

| Grade | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17 |
|--------------|------------|------------|------------|------------|------------|------------|
| Pre K | 26 | 18 | 12 | 11 | 12 | 6 |
| Gr. K-8 | 339 | 253 | 259 | 353 | 309 | 303 |
| Gr. 9-12 | 55 | 39 | 42 | 47 | 44 | 48 |
| Total | 420 | 310 | 313 | 411 | 365 | 357 |



Source: St. Mary Parish Administration

Archdiocese of Denver Liturgical Design Guidelines

8.8. Special Projects – Liturgical Design Procedure

8.8.1. *Design and Approval of New Church Buildings and Renovations* – The following protocol is provided for pastors who wish to build or renovate churches, in whole or in part, in the Archdiocese.

8.8.2. *Purpose* – The protocol provides a framework for the Archbishop and a pastor to better collaborate in building or renovating churches. The protocol also enables the Office of Liturgy to provide and explain to pastors and their communities, the guidelines of the Archdiocese for such projects and to aid them from the first stages of their construction planning. It further allows the Office of Liturgy to review submitted material in order to identify areas of concern or make recommendations. Finally, the protocol provides an opportunity to resolve issues as early as possible in an open and deliberate forum.

8.8.3. *Protocol Process* – Pastors must consult the Archbishop and notify the Office of Liturgy whenever there is a change of plans or new information that has bearing on resolutions already agreed upon.

8.8.3.1. When the pastor has decided to begin a building or renovation project, he must communicate his intentions to the Archbishop.

8.8.3.2. The pastor informs the Office of Liturgy that he wants to build or renovate church/oratory space and the liturgy staff should ordinarily meet with the pastor at this time.

8.8.3.3. The Office of Liturgy presents Built of Living Stones to the pastor (Ref: Chapter 8 – Building, Property and Construction Project Guidelines).

8.8.3.4. The parish develops schematic design and submits it to the Director of Construction.

8.8.3.5. The Director of Construction submits design drawings to the Office of Liturgy for review.

8.8.3.6. The Office of Liturgy submits its review to the Archbishop for his comments.

8.8.3.7. The Archbishop informs the Office of Liturgy concerning the status of any liturgical issues.

8.8.3.8. The Office of Liturgy participates in the PFRC and the Building Commission meetings with the pastor and informs the Archbishop as to the outcome.

8.8.3.9. The Office of Liturgy and the pastor remain in contact with the Director of Construction, as well as the Building Commission until the project is completed.

8.8.4. *Built of Living Stones Provisional Guidelines* – Built of Living Stones is the guiding document for the building and renovation of churches. Designs should be measured against the patrimony of sacred architecture and this requires study and prayer. The design should be beautiful, noble and balanced. Minimal and merely functional designs should be avoided; designs that are ostentatious and overly elaborate are also to be avoided.

8.8.4.1. *The Altar* – The altar should be placed in the central axis of the sanctuary in the most prominent place of all. It should be beautiful, immovable and constructed of noble materials.

8.8.4.2. *The Ambo* – The ambo should be suitably placed for the proclamation of the Word in a location that serves as a natural focal point for the Eucharistic assembly. It should be immovable. To show the close relationship between the Liturgy of the Word and the Liturgy of the Eucharist, the ambo can be constructed out of the same materials and crafted in a fashion similar to the altar.

8.8.4.3. *The Celebrant's Chair* – The celebrant's chair should be conspicuously placed in the sanctuary so that it is visible to the whole nave. It should not appear to be a throne.

8.8.4.4. *The Tabernacle* – The tabernacle should be placed in the sanctuary or at least adjacent to it in a prominent, secure, immovable and conspicuous manner. It should be visible from the nave and closely associated with the altar and the ambo. The craftsmanship of the tabernacle should be consistent with the craftsmanship of the altar so that the faithful can draw the connection between the Blessed Sacrament offered on the altar and the Blessed Sacrament reserved in the tabernacle. To facilitate adoration in parishes where there are large numbers of marriages and funerals, a chapel of reservation can be incorporated.

8.8.4.5. *Crucifix* – There should be a crucifix in the sanctuary and visible from the nave. According to our own local custom, a crucifix displaying the corpus of Christ crucified is preferred. The processional cross can fulfill this requirement provided that it is displayed in the sanctuary, especially during the liturgy.

8.8.4.6. *Baptismal Font* – The baptismal font should be suitable for both adults and children. Consideration given to its size, placement and design should include the care of the holy water.

8.8.4.7. *Confessionals* – The confessionals should be provided in an open and prayerful part of the Church, preferably the nave. At least one should have both a screen and an arrangement to facilitate face-to-face confessions.

8.8.4.8. *Sacristy* – Sacristies should be provided which are prayerful places to prepare for liturgy. Provisions should be made for the reverent care, purification and storage of sacred vessels, as well as vestments and other articles for the liturgy. Thus, a sacristy should have suitable closets, counter tops, drawers, cabinets, a sink and a sacrarium.

8.8.4.9. *Musicians* – Musicians, both choir and instrumentalists, are a part of the Eucharistic assembly with a special liturgical function. They should be placed in a location that assists their ministry. This location should not distract from the liturgical actions at the altar nor appear as a performance.

8.8.4.10. *Image and symbol* – Beautiful images of Christ, Our Lady, the saints, as well as symbols and other liturgical art should adorn the church in such a way that they prepare the faithful for Mass, aid their participation in the liturgy, and foster a spirit of adoration and mission after liturgy.

8.8.4.11. *Kneelers* – In order that the Eucharistic assembly may kneel at the appropriate times, there must be kneelers provided with the seating in the nave and for the musicians.

8.8.4.12. *Exterior of the Church* – The exterior of the church should be identifiable as a church. Incorporating a large, recognizable cross on the exterior is suggested.

8.8.5. If there are occasions in which a significant change in the design is proposed either prior to or during construction, the Director of the Liturgy Office is to be notified by the Director of Construction and given an opportunity to evaluate the effect of the change on the overall project and the liturgical design.

8.8.6. The dedication or blessing of an edifice or altar that will be used to worship God whether permanently or temporarily is integral to the building process. The nature of this liturgy is decided upon in conjunction with the Office of Liturgy before the date of its celebration is scheduled (GIRM 290 and BLS 118ff).

Source: *Archdiocesan Pastoral Handbook* Chapter 8, July 1, 2016

Key Elements of *Built of Living Stones*

The Sanctuary Area: The sanctuary is the space where the altar and the ambo stand, and "where the priest, deacon and other ministers exercise their offices." The special character of the sanctuary is emphasized and enhanced by the distinctiveness of its design and furnishings, or by its elevation.⁶⁹ The challenge to those responsible for its design is to convey the unique quality of the actions that take place in this area while at the same time expressing the organic relationship between those actions and the prayer and actions of the entire liturgical assembly. The sanctuary must be spacious enough to accommodate the full celebration of the various rituals of word and Eucharist with their accompanying movement, as well as those of the other sacraments celebrated there.

The principal ritual furnishings within the sanctuary are the altar on which the eucharistic sacrifice is offered, the ambo from which God's word is proclaimed, and the chair of the priest celebrant. These furnishings should be constructed of substantial materials that express dignity and stability. Their placement and their design again make it clear that although they are distinct entities, they are related in the one eucharistic celebration.

The Baptistry:...Because the rites of initiation of the Church begin with baptism and are completed by the reception of the Eucharist, the baptismal font and its location reflect the Christian's journey through the waters of baptism to the altar. This integral relationship between the baptismal font and the altar can be demonstrated in a variety of ways, such as placing the font and altar on the same architectural axis, using natural or artificial lighting, using the same floor patterns, and using common or similar materials and elements of design.

...It is customary to locate the baptismal font either in a special area within the main body of the church or in a separate baptistry. Through the waters of baptism the faithful enter the life of Christ.⁹⁰ For this reason the font should be visible and accessible to all who enter the church building. While the baptistry is proportioned to the building itself and should be able to hold a good number of people, its actual size will be determined by the needs of the local community.

Water is the key symbol of baptism and the focal point of the font. ...In designing the font and the iconography in the baptismal area, the parish will want to consider the traditional symbolism that has been the inspiration for the font's design throughout history. The font is a symbol of both tomb and womb; its power is the power of the triumphant cross; and baptism sets the Christian on the path to the life that will never end, the "eighth day" of eternity where Christ's reign of peace and justice is celebrated.

The Location of the Tabernacle: There is a number of possible spaces suitable for eucharistic reservation. The revised General Instruction of the Roman Missal states that it is more appropriate that the tabernacle in which the "Blessed Sacrament is reserved not be on the altar on which Mass is celebrated."⁹⁸ The bishop is to determine where the tabernacle will be placed and to give further direction. The bishop may decide that the tabernacle be placed in the sanctuary apart from the altar of celebration or in a separate chapel suitable for adoration and for the private prayer of the faithful....The location also should allow for easy access by people in wheelchairs and by those who have other disabilities. In exercising his responsibility for the liturgical life of the diocese, the diocesan bishop may issue further directives regarding the reservation of the Eucharist.

Before parishes and their liturgical consultants begin the educational component and the discussion process, it will be important for all those involved to know what specific directives or guidelines the diocesan bishop has issued. Good communication at the first stage of the process will help to avoid confusion or conflict between the parish's expectations, the consultant's experience, and diocesan directives. The pastor, the parish pastoral council, and the building committee will want to examine the principles that underlie each of the options, consider the liturgical advantages of each possibility, and reflect upon the customs and piety of the parishioners. Many diocesan worship offices assist parishes by facilitating the study and discussion process with the parish....

The Tabernacle in the Sanctuary: A special area can be designed within the sanctuary. Careful planning is needed so that the placement chosen does not draw the attention of the faithful away from the eucharistic celebration and its components.¹⁰² In addition, the placement must allow for a focus on the tabernacle for those periods of quiet prayer outside the celebration of the Eucharist. Ordinarily, it is helpful to have a sufficient

distance to separate the tabernacle and the altar. When a tabernacle is located directly behind the altar, consideration should be given to using distance, lighting, or some other architectural device that separates the tabernacle and reservation area during Mass, but that allows the tabernacle to be fully visible to the entire worship area when the eucharistic liturgy is not being celebrated.

The Place for the Pastoral Musicians: Music is integral to the liturgy. It unifies those gathered to worship, supports the song of the congregation, highlights significant parts of the liturgical action, and helps to set the tone for each celebration.¹⁰⁸

It is important to recognize that the building must support the music and song of the entire worshipping assembly. In addition, "some members of the community [have] special gifts [for] leading the [assembly in] musical praise and thanksgiving."¹⁰⁹ The skills and talents of these pastoral musicians, choirs, and instrumentalists are especially valued by the Church. Because the roles of the choirs and cantors are exercised within the liturgical community, the space chosen for the musicians should clearly express that they are part of the assembly of worshipers.¹¹⁰ In addition, cantors and song leaders need visual contact with the music director while they themselves are visible to the rest of the congregation.¹¹¹ Apart from the singing of the Responsorial Psalm, which normally occurs at the ambo, the stand for the cantor or song leader is distinct from the ambo, which is reserved for the proclamation of the word of God.

The directives concerning music found in the General Instruction of the Roman Missal and the guidance offered by Music in Catholic Worship and Liturgical Music Today¹¹² can assist the parish in planning appropriate space for musicians. The placement and prayerful decorum of the choir members can help the rest of the community to focus on the liturgical action taking place at the ambo, the altar, and the chair. The ministers of music are most appropriately located in a place where they can be part of the assembly and have the ability to be heard.

Occasions or physical situations may necessitate that the choir be placed in or near the sanctuary. In such circumstances, the placement of the choir should never crowd or overshadow the other ministers in the sanctuary nor should it distract from the liturgical action.

The Gathering Space or Narthex

The narthex is a place of welcome—a threshold space between the congregation's space and the outside environment. In the early days of the Church, it was a "waiting area" for catechumens and penitents. Today it serves as gathering space as well as the entrance and exit to the building. The gathering space helps believers to make the transition from everyday life to the celebration of the liturgy, and after the liturgy, it helps them return to daily life to live out the mystery that has been celebrated. In the gathering space, people come together to move in procession and to prepare for the celebration of the liturgy. It is in the gathering space that many important liturgical moments occur: men and women participate in the Rite of Becoming a Catechumen as they move towards later, full initiation into the Church; parents, godparents, and infants are greeted for the celebration of baptism; and Christians are greeted for the last time as their mortal remains are received into the church building for the celebration of the funeral rites.

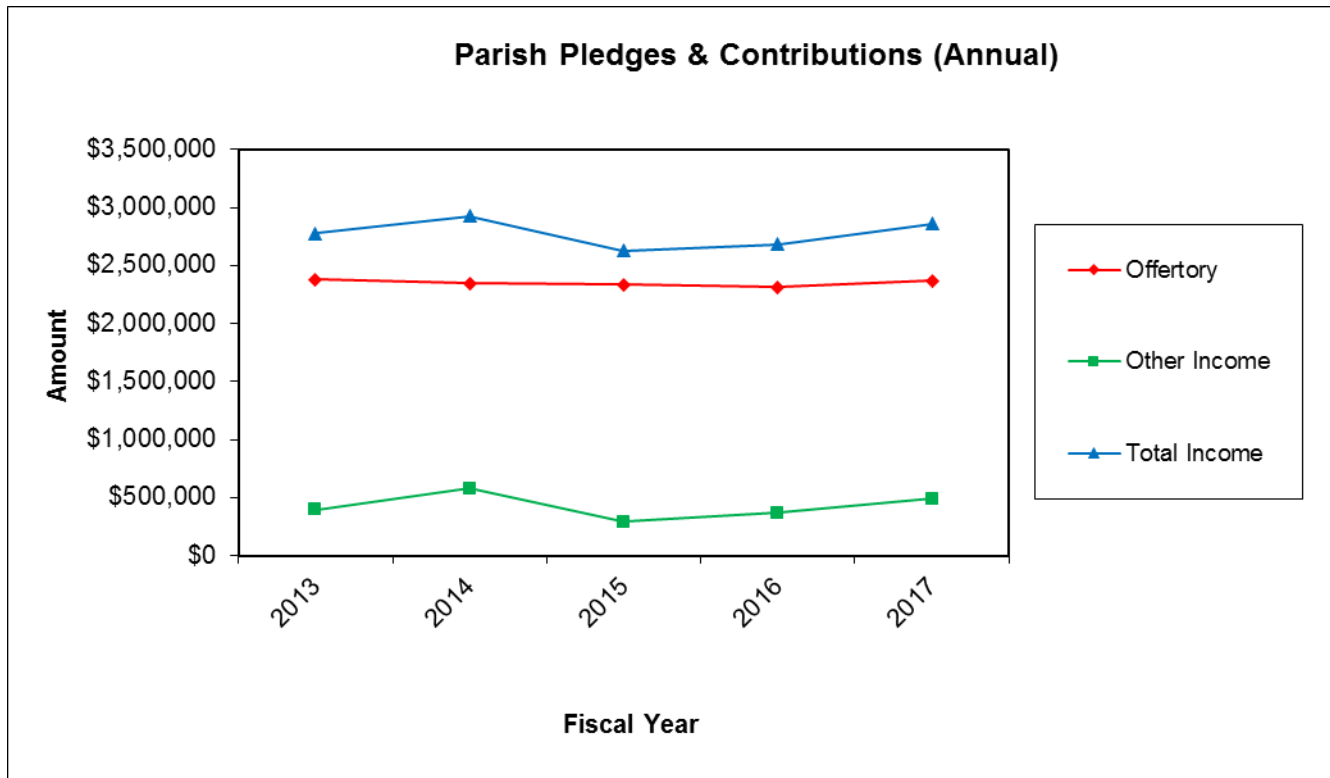
In addition to its religious functions, the gathering space may provide access to the vesting sacristy, rooms for choir rehearsal, storage areas, restrooms, and rooms for ushers and their equipment. Adequate space for other gatherings will be an important consideration in planning the narthex and other adjoining areas.

The doors to the church have both practical and symbolic significance. They function as the secure, steady symbol of Christ, "the Good Shepherd and "the door through which those who follow him enter and are safe [as they] go in and go out."¹²² In construction, design, and decoration, they have the ability to remind people of Christ's presence as the Way that leads to the Father.¹²³ Practically, of course, they secure the building from the weather and exterior dangers, expressing by their solid strength the safe harbor that lies within. The appearance and height of the church doors reflect their dignity and address practical considerations such as the accommodation of the processional cross or banners.

Source: Issued by NCCB/USCC, November 16, 2000. Copyright © 2000, United States Catholic Conference, Inc. All rights reserved.

Offertory and Non-Offertory Income

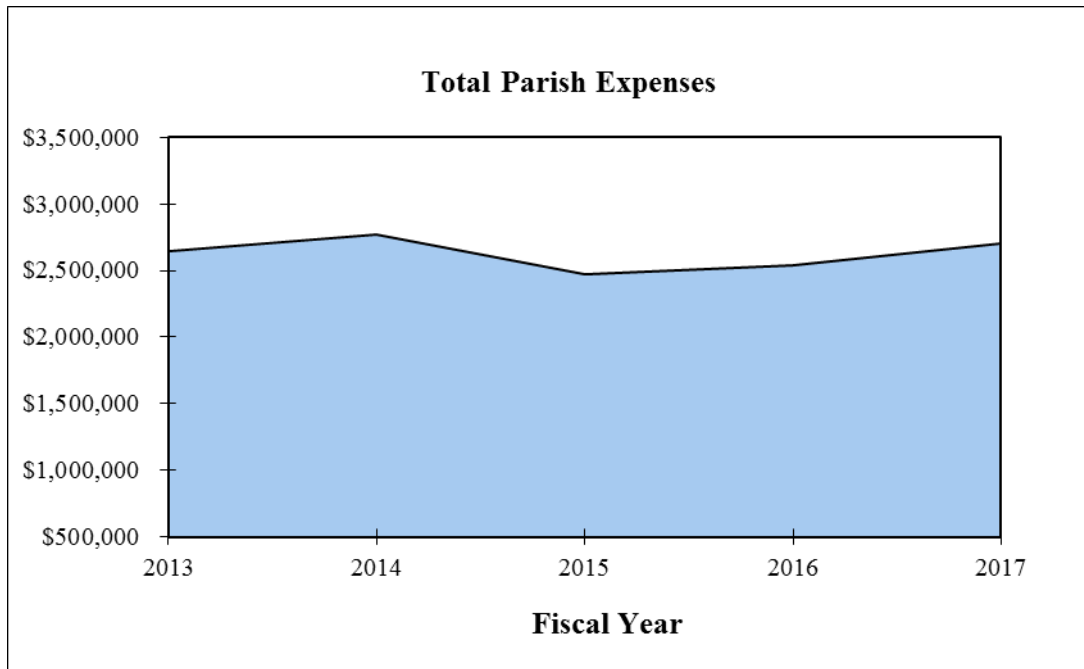
| | Actual 2013 | Actual 2014 | Actual 2015 | Actual 2016 | Projected 2017 |
|--------------|----------------|----------------|----------------|----------------|-------------------|
| Offertory | \$2,380,789 | \$2,346,101 | \$2,334,085 | \$2,313,279 | \$2,366,865 |
| Other Income | \$395,851 | \$580,291 | \$292,975 | \$367,378 | \$492,987 |
| Total Income | \$2,776,640 | \$2,926,392 | \$2,627,060 | \$2,680,657 | \$2,859,852 |



Source: St. Mary Parish Administration

Parish Expenses

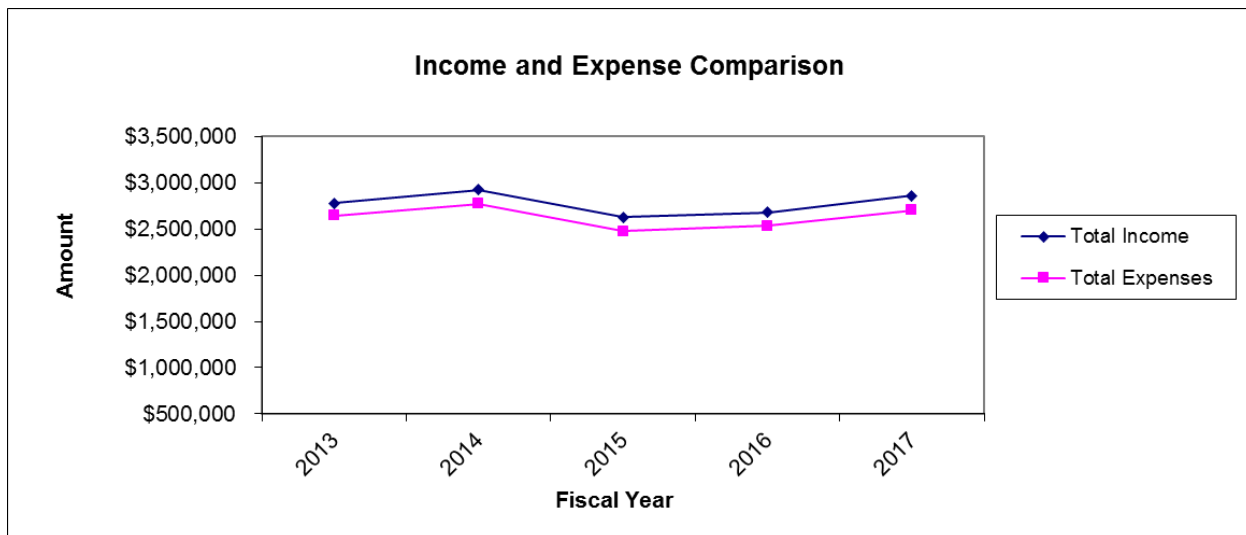
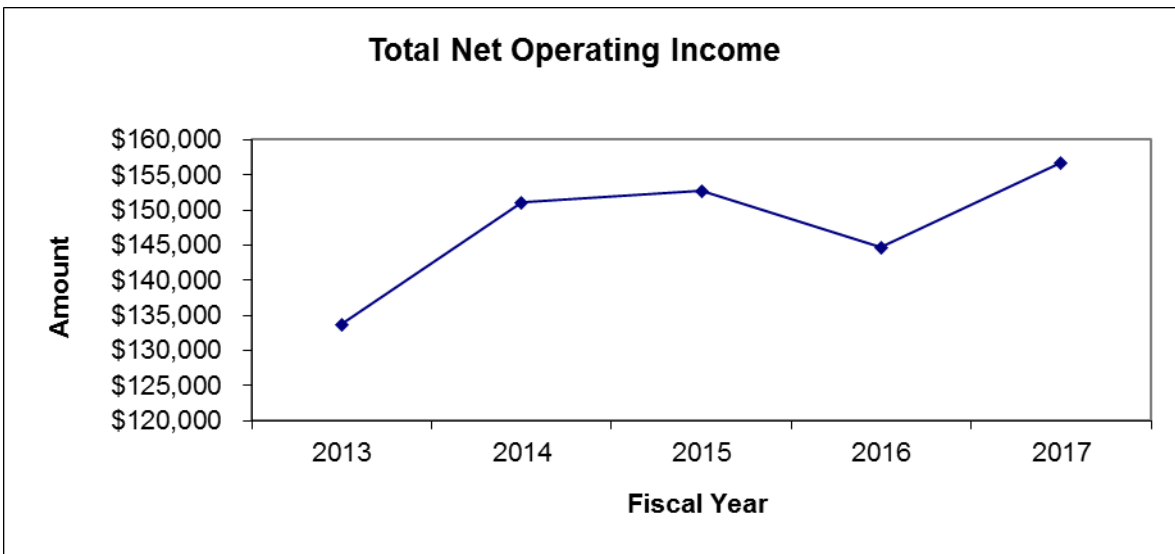
| | Actual | Actual | Actual | Actual | Projected |
|--------------|--------------|--------------|--------------|--------------|--------------|
| Total Parish | 2013 | 2014 | 2015 | 2016 | 2017 |
| Expenses | \$ 2,642,913 | \$ 2,775,335 | \$ 2,474,367 | \$ 2,535,965 | \$ 2,703,082 |



Source: S t. Mary Parish Administration

Income & Expense Comparison

| | | Offertory | Other Income | Total Income | Total Expenses | Total Net Operating Income |
|-----------|------|-------------|--------------|--------------|----------------|----------------------------|
| Actual | 2013 | \$2,380,789 | \$395,851 | \$2,776,640 | \$2,642,913 | \$133,727 |
| Actual | 2014 | \$2,346,101 | \$580,291 | \$2,926,392 | \$2,775,335 | \$151,057 |
| Actual | 2015 | \$2,334,085 | \$292,975 | \$2,627,060 | \$2,474,367 | \$152,693 |
| Actual | 2016 | \$2,313,279 | \$367,378 | \$2,680,657 | \$2,535,965 | \$144,692 |
| Projected | 2017 | \$2,366,865 | \$492,987 | \$2,859,852 | \$2,703,082 | \$156,770 |



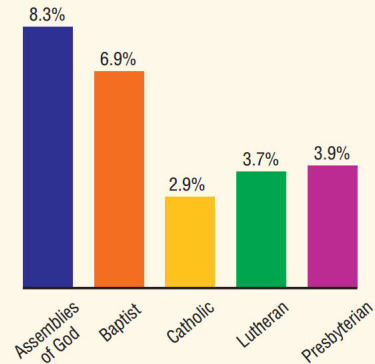
Source: St. Mary Parish Administration

Annual Household Contributions

The most recent cross-denominational study of church finances confirms what many people suspected. Not only does giving vary considerably across denominations, but Evangelical Protestants give more generously than Oldline Protestants who give more than Roman Catholics.

Data Source:
Dean R. Hoge, et al.,
Money Matters: Personal Giving in American Churches
(Westminster, 1996)

Congregational Contributions
as a Percent of Household Income



Source: Faith Communities Today (FACT).

<https://faithcommunitiestoday.org/sites/all/themes/factzen4/files/Insightsintofinancialgiving.pdf>

Source: *USA Today*, 8 November 1994

| | |
|-------------------|--------|
| Assemblies of God | \$ 698 |
| Presbyterians | \$ 611 |
| Baptists | \$ 550 |
| Lutherans | \$ 415 |
| Catholics | \$ 160 |

Source: *US News & World Report*, 4 December 1995

| | |
|-----------------|----------|
| All Religions | \$ 890 |
| Protestants | \$ 969 |
| Other Religions | \$ 1,406 |
| Catholics | \$ 508 |

Source: *USA Today*, 22 May 1997

| | |
|-------------------|----------|
| Assemblies of God | \$ 1,696 |
| Presbyterians | \$ 1,085 |
| Southern Baptists | \$ 1,154 |
| Lutherans | \$ 746 |
| Catholics | \$ 386 |

Source: The Church of the Good Shepherd Parish Administration

| | |
|---|------------|
| Number of registered households | 1187 |
| Households contributing on a regular basis (55%) | 652 |
| Offertory '96/97 | \$ 665,987 |
| Average contribution per contributor ('96/97 Offertory/652) | \$ 1,021 |

St. Mary Catholic Church & School • Littleton, CO

Baker Architects, LLC

June, 13, 2017

16-16

Sources of Funds

| Offertory Method | | | | | |
|------------------------|---|--------|-----|----------------|--------------|
| 1 | Total Offertory & Income 2016 | | | | \$ 2,859,852 |
| 2 | Multiplier (typically 2-4 times) | | | | 2.50 |
| 3 | Fundraising - 3-year fund drive (offertory x multiplier) | | | | \$ 7,149,630 |
| 4 | Cost of Professional Fund-raiser | | | | \$ (110,000) |
| 5 | Cash-on-hand for project | | | | \$ 55,000 |
| 6 | PROJECT BUDGET before borrowing (line 3 + line 4 + line 5) | | | | \$ 7,094,630 |
| Household Method | | | | | |
| 1 | Number of households 2017 | | | | 1,966 |
| 2 | Households contributing on a regular basis 2016 | | | | 1,843 |
| 3 | % of pledging households (line 1 divided by line 2) | | | | 93.7% |
| 4 | Pledging Households for Capital Drive | Assume | 45% | | 885 |
| 5 | Average pledge (assume \$3/day for 3 years) | | | | \$ 3,285 |
| 6 | % of pledges fulfilled | | | | 95% |
| 7 | Fundraising - 3-year fund drive (line 4 x line 5 x line 6) | | | | \$ 2,760,928 |
| 8 | Cost of Professional Fund-raiser | | | | \$ (110,000) |
| 9 | Cash-on-hand for project | | | | \$ 55,000 |
| 10 | PROJECT BUDGET before borrowing (line 7 + line 8 + line 9) | | | | \$ 2,705,928 |
| Similar Project Method | | | | | |
| | | | | Project A | St Mary |
| 1 | Number of households | 1,900 | 25% | 475 | 1,966 |
| 2 | Multiplier (Average per household pledge) | | | 3,000 | 3,000 |
| 3 | Fundraising - 3-year fund drive | | | \$ 1,425,000 | \$ 5,898,000 |
| 4 | Cash-on-hand for project | | | | \$ 55,000 |
| 5 | PROJECT BUDGET before borrowing (line 3 + line 4) | | | \$1,425,000.00 | \$ 5,953,000 |

Source: St. Mary Parish Administration & Financial Office & Baker Architects, LLC

Schedule & Process

| Faster | | | Slower | |
|-------------------------------|-----------|------|-----------|-------------------------------|
| Programming/Conceptual Design | June | 2017 | June | Programming/Conceptual Design |
| Schematic Design | July | | July | |
| Fund Raiser Recruitment | August | | August | |
| | September | | September | Schematic Design |
| Fund Raising | October | | October | Fund Raiser Recruitment |
| 12 month | November | | November | |
| | December | | December | Fund Raising |
| | January | | January | 18 month |
| | February | | February | |
| | March | | March | |
| | April | | April | |
| | May | | May | |
| | June | 2018 | June | |
| | July | | July | |
| | August | | August | |
| Reality Check & PFRC Review | September | | September | |
| Design Development | October | | October | |
| | November | | November | |
| | December | | December | |
| Construction Documents | January | | January | |
| | February | | February | |
| | March | | March | |
| | April | | April | |
| | May | | May | |
| | June | 2019 | June | |
| Bidding | July | | July | Reality Check & PFRC Review |
| | August | | August | Design Development |
| Construction | September | | September | |
| | October | | October | |
| | November | | November | Construction Documents |
| | December | | December | |
| | January | | January | |
| | February | | February | |
| Occupancy and Warranty | March | | March | Bidding |
| | April | | April | |
| | May | | May | Construction |
| | June | 2020 | June | |
| | July | | July | |
| | August | | August | |
| | September | | September | |
| | October | | October | |
| | November | | November | |
| | December | | December | |
| | January | | January | |
| | February | | February | |
| | March | | March | |
| | April | | April | |
| | May | | May | Occupancy and Warranty |
| | June | | June | |
| | July | 2021 | July | |
| | August | | August | |
| | September | | September | |
| | October | | October | |

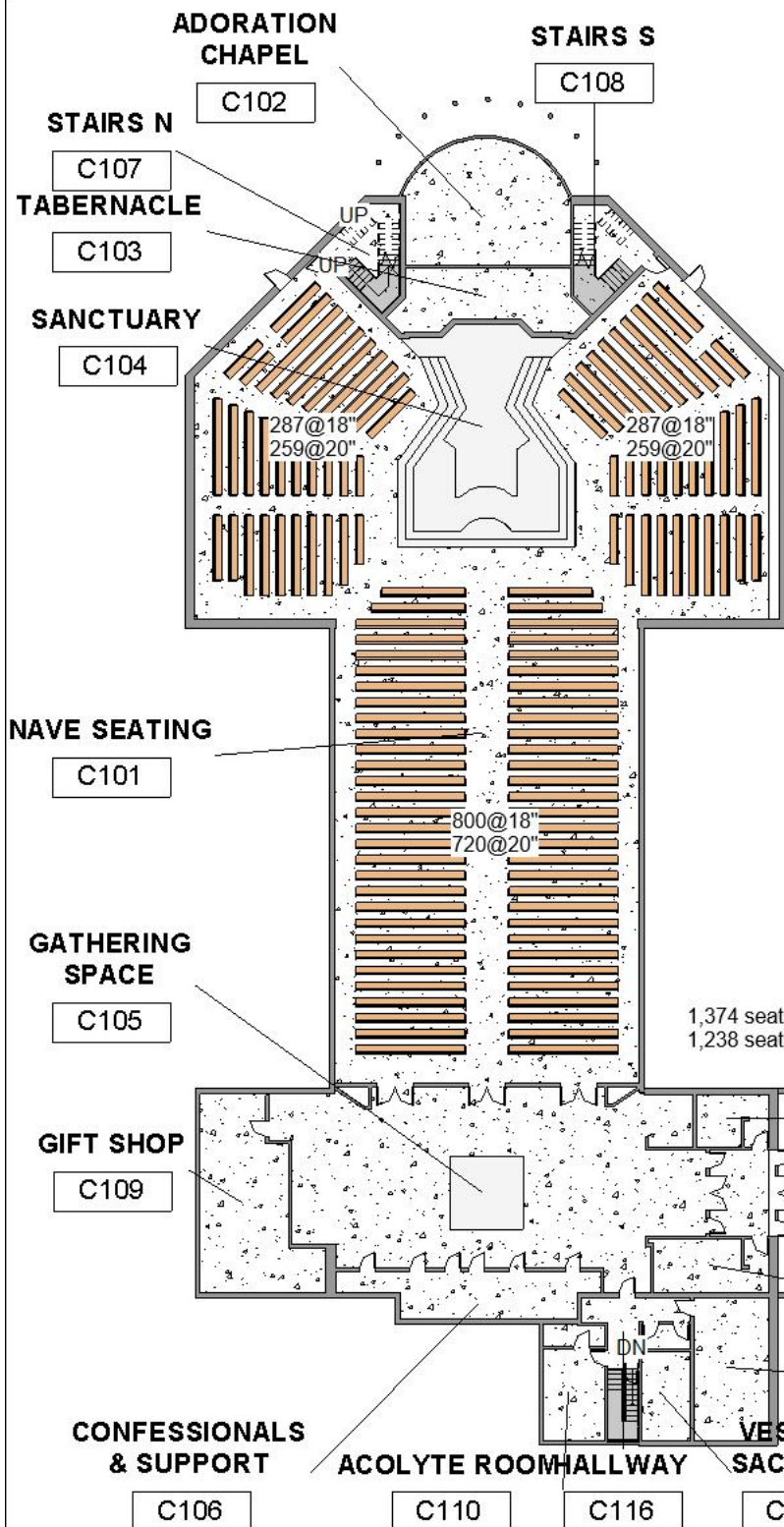
Source: Baker Architects, LLC

Existing Aerial Photo



Source: Google Maps, Search Date, 4/2017

Existing Church Main Floor



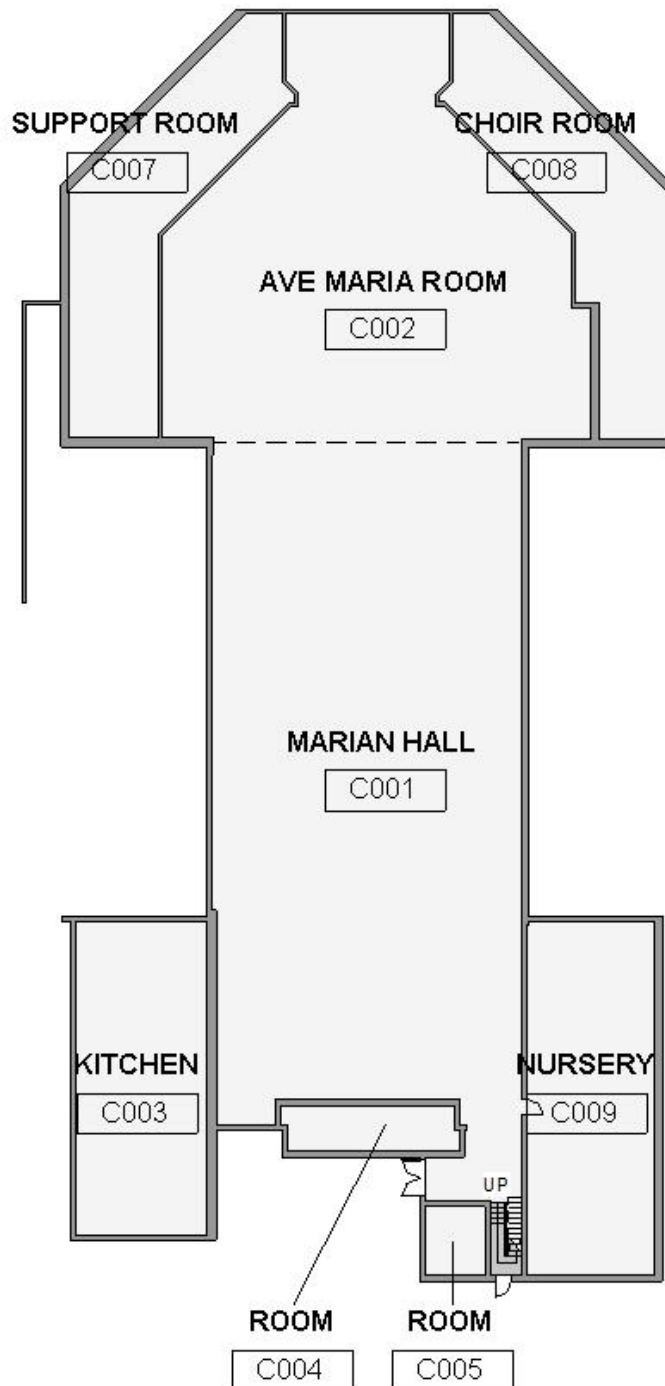
| Church Main Floor Square Footage | | |
|----------------------------------|-------------------------|-----------|
| Number | Name | Area |
| C101 | NAVE SEATING | 10,454 SF |
| C102 | ADORATION CHAPEL | 677 SF |
| C103 | TABERNACLE | 377 SF |
| C104 | SANCTUARY | 1,172 SF |
| C105 | GATHERING SPACE | 2,606 SF |
| C106 | CONFessionALS & SUPPORT | 370 SF |
| C107 | STAIRS N | 207 SF |
| C108 | STAIRS S | 205 SF |
| C109 | GIFT SHOP | 659 SF |
| C110 | ACOLYTE ROOM | 266 SF |
| C111 | VESTING SACRISTY | 211 SF |
| C112 | ROOM | 389 SF |
| C113 | WOMEN'S RR | 222 SF |
| C114 | VEST | 206 SF |
| C115 | MEN'S RR | 132 SF |
| C116 | HALLWAY | 231 SF |
| Grand total: 16 | | 18,386 SF |

1,374 seats @ 18"
1,238 seats @ 20"

① Church Level 1 - Main Floor
1" = 30'-0"

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7/5/2017

Existing Church Basement



| Church Basement Square Footage | | |
|--------------------------------|------|------|
| Number | Name | Area |

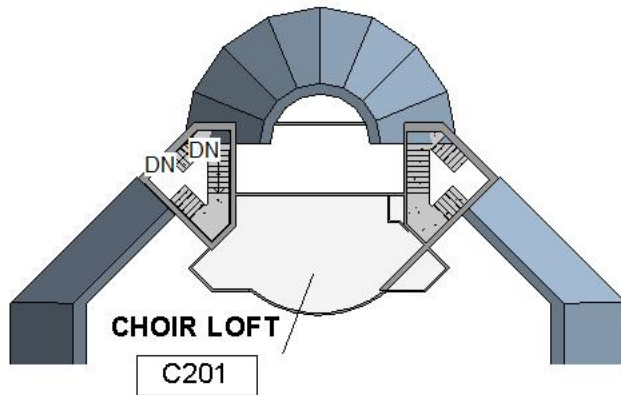
| | | |
|------|----------------|----------|
| C001 | MARIAN HALL | 7,463 SF |
| C002 | AVE MARIA ROOM | 4,866 SF |
| C003 | KITCHEN | 1,441 SF |
| C004 | ROOM | 280 SF |
| C005 | ROOM | 147 SF |
| C007 | SUPPORT ROOM | 1,474 SF |
| C008 | CHOIR ROOM | 1,372 SF |
| C009 | NURSERY | 1,581 SF |

Grand total: 8 18,624 SF

① Church Level 0 - Basement
1" = 30'-0"

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7/5/2017

Existing Church Choir Loft



Church Choir Loft Square Footage

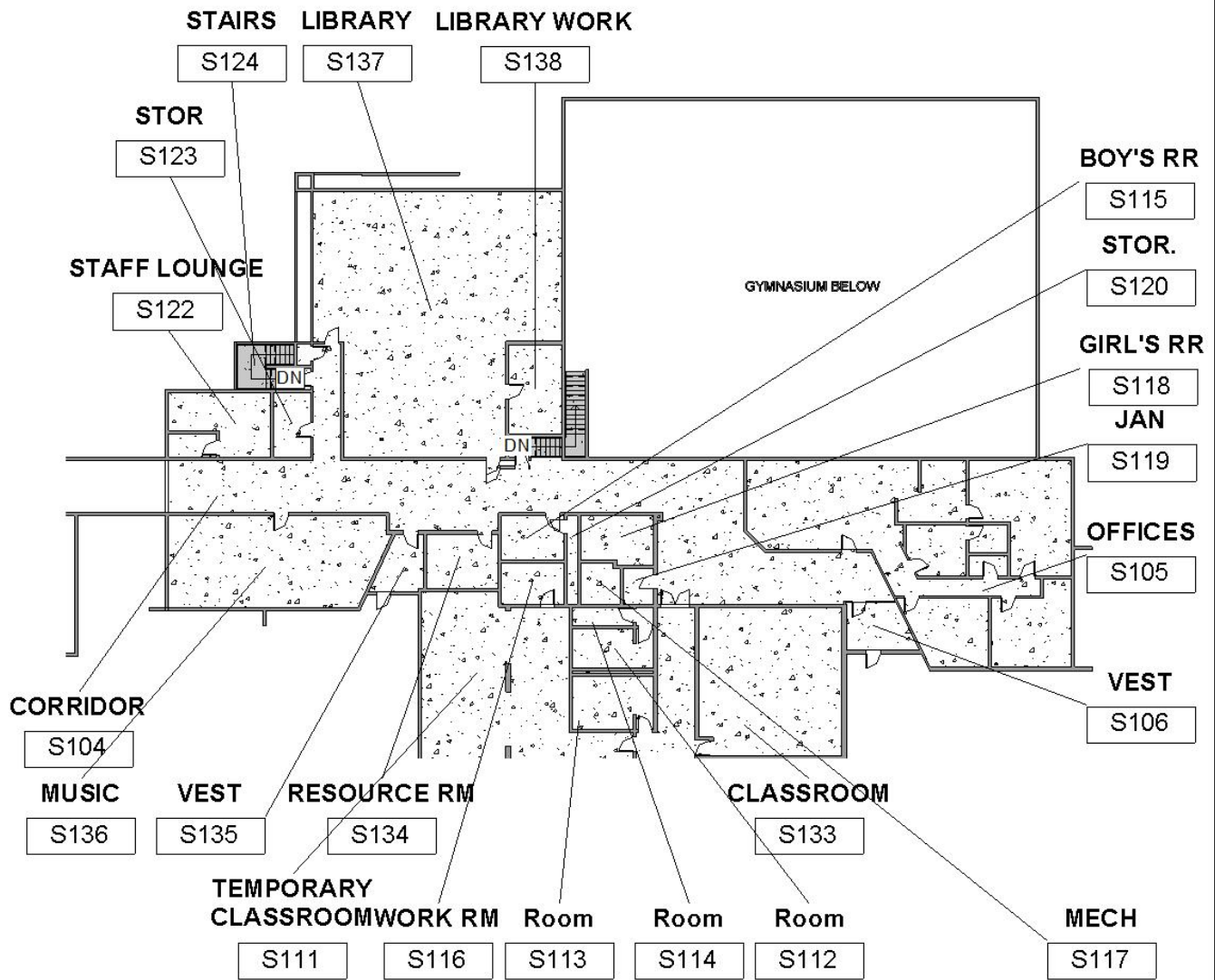
| Number | Name | Area |
|--------|------|------|
|--------|------|------|

| | | |
|----------------|------------|--------|
| C201 | CHOIR LOFT | 676 SF |
| Grand total: 1 | | 676 SF |

① Church Level 3 - Choir Loft
1" = 30'-0"

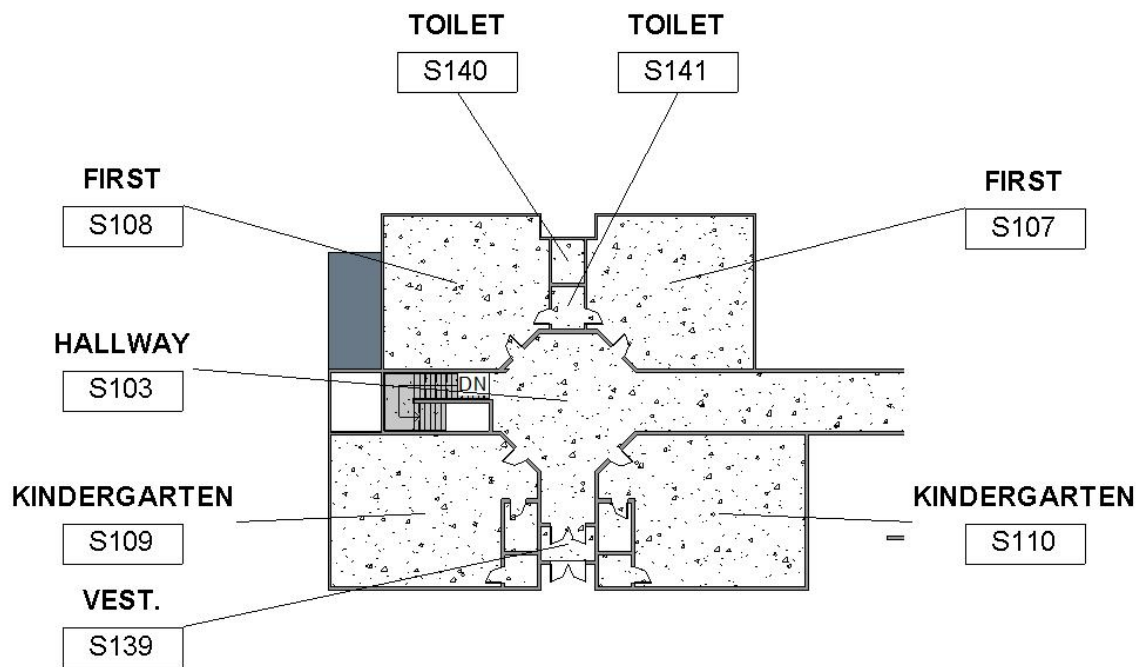
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Existing School Floor Plans



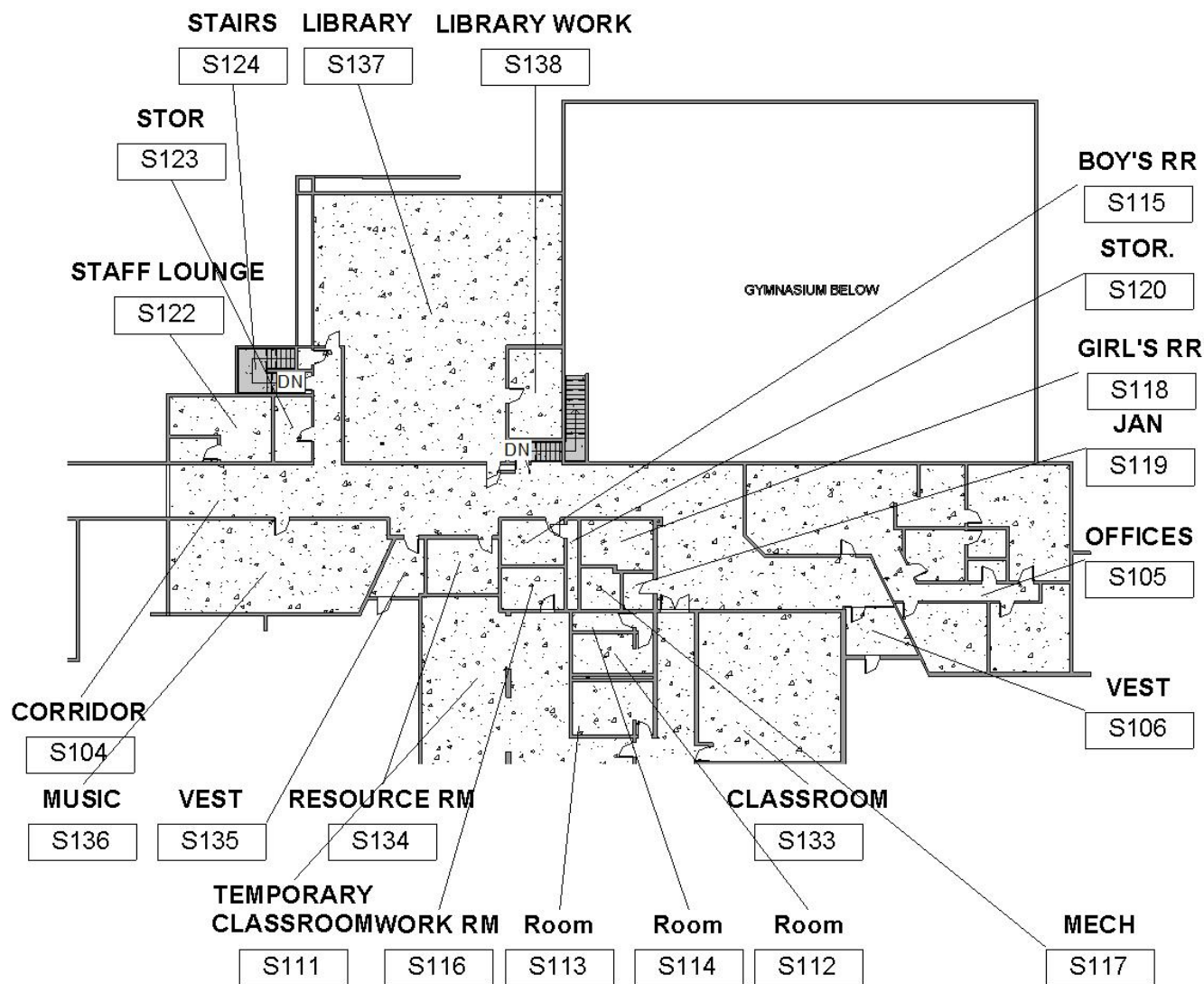
① School Level 1 - Main Floor Offices
1" = 30'-0"

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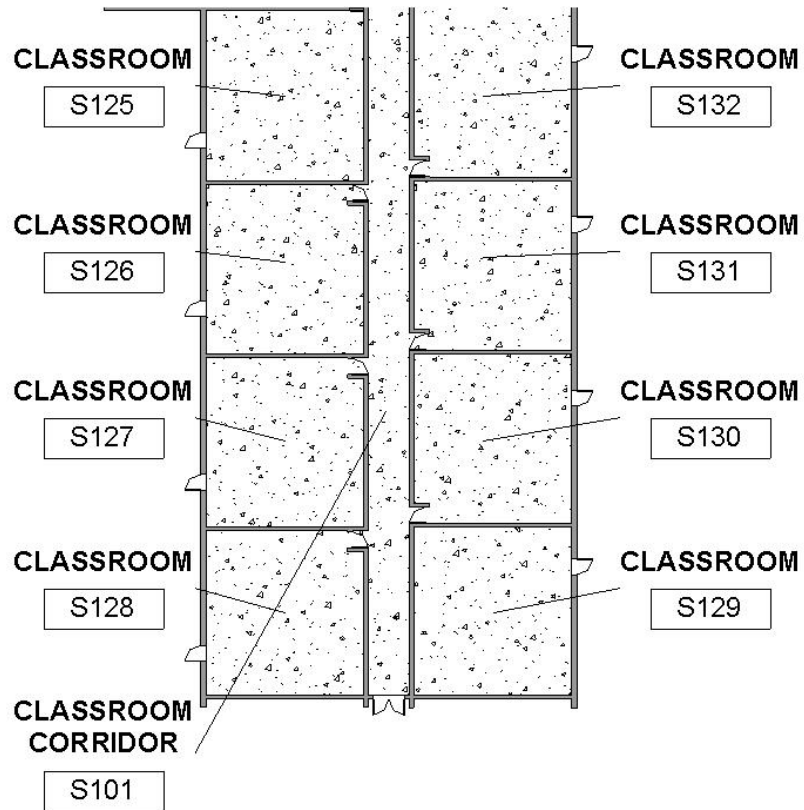
① School Level 1 - Main Floor Elem/Pre
1" = 30'-0"

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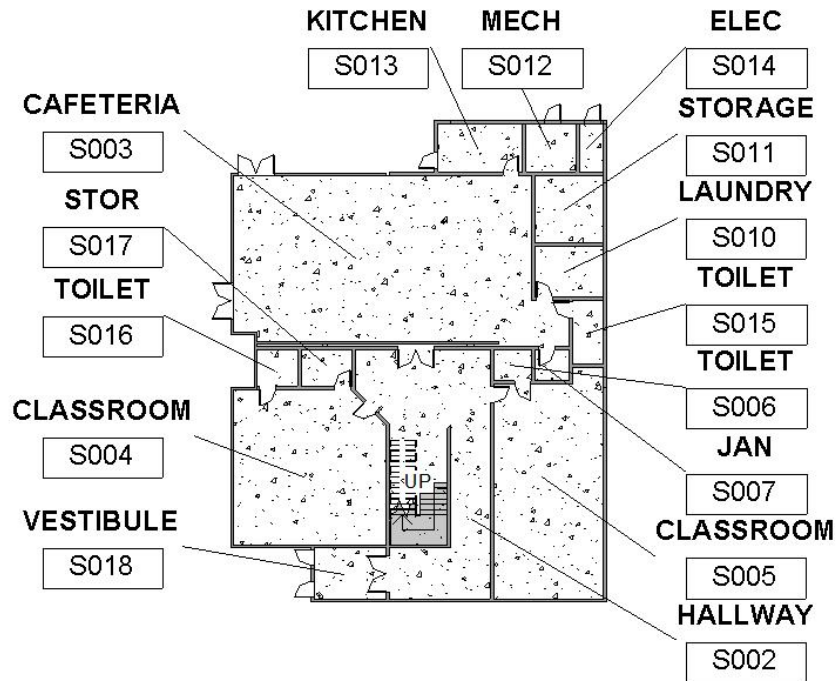
① School Level 1 - Main Floor Offices
1" = 30'-0"

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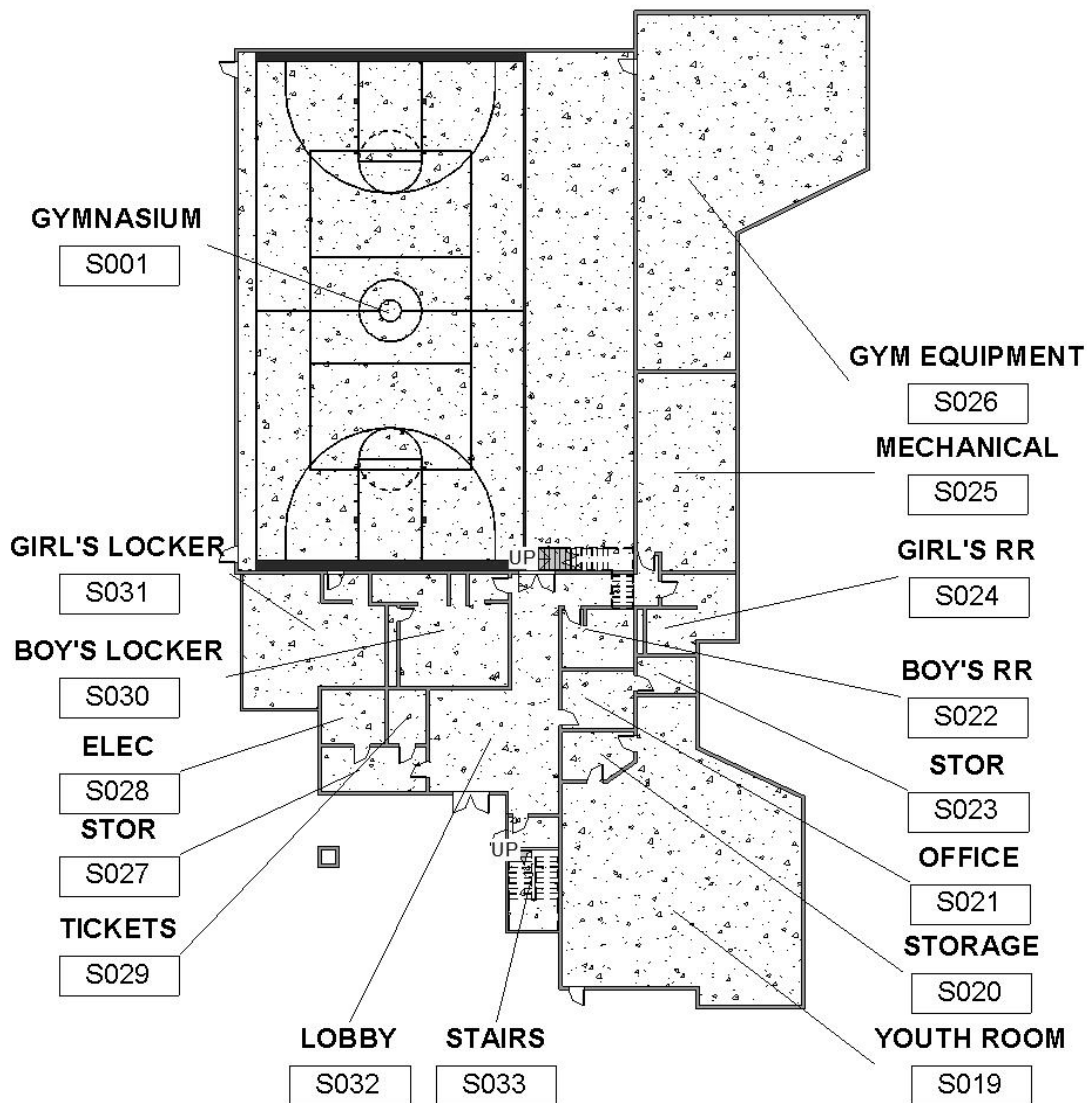
① School Level 1 - Main Floor Classrooms
1" = 30'-0"

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① School Level 0 - Cafeteria Floor
1" = 30'-0"

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① School Level 0 - Gymnasium Floor
1" = 30'-0"

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Existing School Square Footages

| Exist. School Main Floor Square Footage | | |
|---|------|------|
| Number | Name | Area |

| | | |
|------|---------------------|----------|
| S101 | CLASSROOM CORRIDOR | 1,331 SF |
| S103 | HALLWAY | 1,417 SF |
| S104 | CORRIDOR | 2,219 SF |
| S105 | OFFICES | 2,093 SF |
| S106 | VEST | 126 SF |
| S107 | FIRST | 842 SF |
| S108 | FIRST | 840 SF |
| S109 | KINDERGARTEN | 1,083 SF |
| S110 | KINDERGARTEN | 1,074 SF |
| S111 | TEMPORARY CLASSROOM | 1,076 SF |
| S112 | Room | 136 SF |
| S113 | Room | 186 SF |
| S114 | Room | 48 SF |
| S115 | BOY'S RR | 118 SF |
| S116 | WORK RM | 110 SF |
| S117 | MECH | 67 SF |
| S118 | GIRL'S RR | 147 SF |
| S119 | JAN | 46 SF |
| S120 | STOR. | 39 SF |
| S122 | STAFF LOUNGE | 284 SF |
| S123 | STOR | 102 SF |
| S124 | STAIRS | 124 SF |
| S125 | CLASSROOM | 943 SF |
| S126 | CLASSROOM | 928 SF |
| S127 | CLASSROOM | 928 SF |
| S128 | CLASSROOM | 898 SF |
| S129 | CLASSROOM | 930 SF |
| S130 | CLASSROOM | 928 SF |
| S131 | CLASSROOM | 928 SF |
| S132 | CLASSROOM | 928 SF |
| S133 | CLASSROOM | 904 SF |
| S134 | RESOURCE RM | 168 SF |
| S135 | VEST | 101 SF |
| S136 | MUSIC | 823 SF |
| S137 | LIBRARY | 2,416 SF |
| S138 | LIBRARY WORK | 202 SF |
| S139 | VEST. | 64 SF |
| S140 | TOILET | 49 SF |
| S141 | TOILET | 50 SF |

Grand total: 39

25,697 SF

| Exist. School Lower Floor Square Footage | | |
|--|------|------|
| Number | Name | Area |

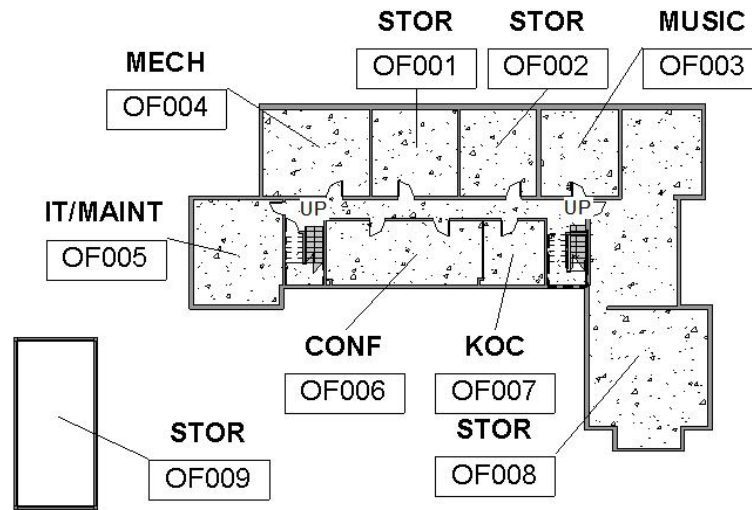
| | | |
|------|---------------|----------|
| S001 | GYMNASIUM | 7,245 SF |
| S002 | HALLWAY | 928 SF |
| S003 | CAFETERIA | 1,802 SF |
| S004 | CLASSROOM | 814 SF |
| S005 | CLASSROOM | 842 SF |
| S006 | TOILET | 42 SF |
| S007 | JAN | 37 SF |
| S010 | LAUNDRY | 121 SF |
| S011 | STORAGE | 161 SF |
| S012 | MECH | 84 SF |
| S013 | KITCHEN | 142 SF |
| S014 | ELEC | 40 SF |
| S015 | TOILET | 68 SF |
| S016 | TOILET | 51 SF |
| S017 | STOR | 65 SF |
| S018 | VESTIBULE | 129 SF |
| S019 | YOUTH ROOM | 2,004 SF |
| S020 | STORAGE | 111 SF |
| S021 | OFFICE | 145 SF |
| S022 | BOY'S RR | 147 SF |
| S023 | STOR | 75 SF |
| S024 | GIRL'S RR | 208 SF |
| S025 | MECHANICAL | 671 SF |
| S026 | GYM EQUIPMENT | 2,094 SF |
| S027 | STOR | 164 SF |
| S028 | ELEC | 120 SF |
| S029 | TICKETS | 73 SF |
| S030 | BOY'S LOCKER | 443 SF |
| S031 | GIRL'S LOCKER | 601 SF |
| S032 | LOBBY | 821 SF |
| S033 | STAIRS | 203 SF |

Grand total: 31

20,452 SF

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Existing Parish Center Floor Plans

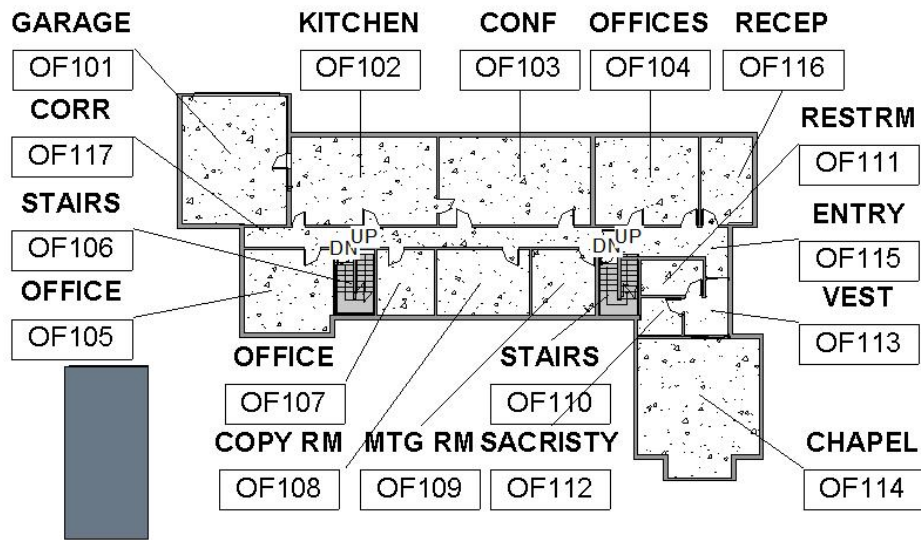


① Office Level 0
1" = 30'-0"

Office Basement Square Footage

| Number | Name | Area |
|----------------|----------|----------|
| OF001 | STOR | 265 SF |
| OF002 | STOR | 235 SF |
| OF003 | MUSIC | 240 SF |
| OF004 | MECH | 329 SF |
| OF005 | IT/MAINT | 330 SF |
| OF006 | CONF | 356 SF |
| OF007 | KOC | 140 SF |
| OF008 | STOR | 1,124 SF |
| OF009 | STOR | 444 SF |
| Grand total: 9 | | 3,463 SF |

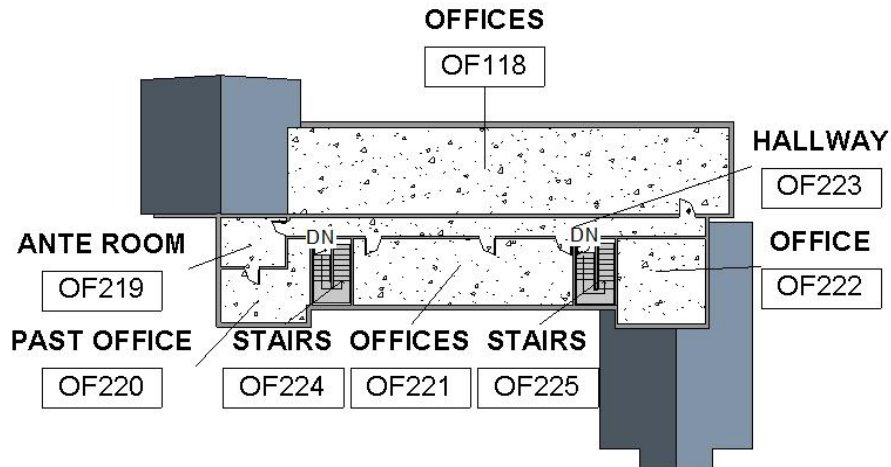
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7/5/2017



① Office Level 1
1" = 30'-0"

| Office First Floor Square Footage | | |
|-----------------------------------|----------|----------|
| Number | Name | Area |
| OF101 | GARAGE | 478 SF |
| OF102 | KITCHEN | 451 SF |
| OF103 | CONF | 469 SF |
| OF104 | OFFICES | 321 SF |
| OF105 | OFFICE | 261 SF |
| OF106 | STAIRS | 88 SF |
| OF107 | OFFICE | 134 SF |
| OF108 | COPY RM | 218 SF |
| OF109 | MTG RM | 150 SF |
| OF110 | STAIRS | 82 SF |
| OF111 | RESTRM | 78 SF |
| OF112 | SACRISTY | 55 SF |
| OF113 | VEST | 71 SF |
| OF114 | CHAPEL | 549 SF |
| OF115 | ENTRY | 127 SF |
| OF116 | RECEP | 159 SF |
| OF117 | CORR | 251 SF |
| Grand total: 17 | | 3,940 SF |

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① Office Level 2
1" = 30'-0"

| Office Second Floor Square Footage | | |
|------------------------------------|-------------|----------|
| Number | Name | Area |
| OF118 | OFFICES | 1,413 SF |
| OF219 | ANTE ROOM | 113 SF |
| OF220 | PAST OFFICE | 189 SF |
| OF221 | OFFICES | 511 SF |
| OF222 | OFFICE | 263 SF |
| OF223 | HALLWAY | 279 SF |
| OF224 | STAIRS | 88 SF |
| OF225 | STAIRS | 88 SF |
| Grand total: 8 | | 2,945 SF |

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7/5/2017

Parish Workshop 2 Response Summary

This information was gathered during the first two meetings on May 31st and June 1st. About 125 people attended each night, some came both nights and some only came one night. Four questions were given to small groups of 5 – 10 people...we were instructed that the questions referred to facilities only. The questions were:

What are the perceived needs of the Church building?

What are the perceived needs of the School building?

What are the perceived needs of the Campus grounds?

What are the perceived needs of the other buildings? (Rectory, Parish Offices, etc.)

Each group discussed and turned in their comments, feedback for these four questions. The result was the charts pictured here. Each person was then given 6 red dots. They were instructed to put their dots anywhere they wanted to indicate their biggest area of concern.

This discussion was not a vote, but rather a way to “take the pulse” of parishioners to see where they thought change/improvement might be needed.

NOTE: some people put their dots on specific lines of a section, some put them at the bottom to indicate that their concern was around that entire section.

CHURCH

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ARCHITECTS, LLC

Like

St. Mary, Littleton, CO
06/01/2017

Long traditional aisle, Noah's Ark feeling of nave
Like the organ
History of St. Mary choir being known throughout Colorado
Large cross, keep the crucifix, lower the crucifix, lower it so it can be covered during lent
Like the openness
Baldachino from old church over baptismal
Like the natural lighting, the dome, skylight, windows framing the altar
Like the centralized altar
Gift shop
Story of the story glass, like stained glass windows, like traditional windows
Reverence of priests and liturgy
Like the cruciform shape of church, tall airy space
Like the fact that the church floor is level
Pew spacing is comfortable
Like the warm and light materials, keep wood ceiling, keep exposed wood element
Keep the elements of the old church
The tall ceiling above the altar is great
Like the vestibule as cry room
Keep gardens around the church
No big change, just improvements
Like the narthex and gathering space
Lighted bells

Dislike

AC too strong in summer time
Choir loft above tabernacle, do not like horizontal line it creates
Skylight leaks
Stairway downstairs is too narrow, need new staircase, needs to be wider
HVAC is awful
Church orientation changing every few years
Narrow side aisles
Feels dated and dark
Do not want a modern church
Hard to replace lights
Access to basement is bad
Do not like the tile in the altar area

ADA CONCERNS

CHURCH

BAKER
ARCHITECTS, LLC

Need

St. Mary, Littleton, CO
06/01/2017

Mechanical Systems

People here only once a week, no need for massive renovation

Improve lighting in church, more light above the altar

Covered drop off

No A/V screens in church

Relocate thermostat, better climate controls

Sprinkler system needed?

Improve bathrooms throughout

Handicapped accessibility is poor

Accessible doors to church do not open from outside

Expand the vestibule, separate welcoming area, info, confessionals

Sound system and acoustics need improvement, fix acoustics, make it a good system, poor, dead spots

HVAC system needs repairs, better airflow

The plumbing needs replacing

New boiler

Church Beautification

Beautify! All

Signs and speakers take precedence, do not look good

Needs new carpet

More comfortable kneelers, replace them

More traditional artwork, needs more artwork, more icons

Stop spending money on artwork and increase the size of the front windows to allow for a better view, keep clear windows, more mountain views not art

Improve the altar and tabernacle area, more ornate, aesthetic

Need sunlight

Confessionals are NOT handicapped accessible

Need more confessionals

Floors under the pews need refinishing, change concrete floor

Altar overhang needs a wall pulled forward so that more light hits it

Handrails at altar steps, ambo

Expand the sacristy, remodel minister's area

Better altar server room

More focus on altar

Tabernacle as the center, reclaim a reredos/banister from a closing church, make prominent

Stone or tile floors, not carpet

Divide pews in half to serve communion at front and from the middle of the church

More sense of St. Mary as our patron

Needs liturgical correctness

Improve the pew padding for elderly

Pews are fine

ADA seating in church

User friendly floors, cleanable and comfortable, refinish concrete floors

Put names on the Gospel writers so we know who they are

Altar steps are worn, too many levels, single level

Improve crucifix, relocate, further back, easier to see, corpus needs to be bigger

Altar servers get kneelers

Bigger baptismal font, move it to the north

Communion rail, altar rail

CHURCH

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Adoration Chapel

St. Mary, Littleton, CO
06/01/2017

Restrooms for adoration chapel, add, need
More seating for chapel
Direct access from church
Quieter door to chapel
Like the outdoor entrance

Choir Loft

THESE ARE FOR BETTER ACOUSTICS

In ear monitor to hear correctly as acoustics are poor
No bathroom access
Not accessible, too many stairs
Move the choir loft, distraction of people upstairs from the congregation too busy, relaxation it is a problem,
Remove, people "on top" of the tabernacle, not safe
Need non-distracting sacred place focused on God, move choir to the side?
Keep the choir loft

Basement

More basement partitions are needed for multi-use, modular walls
Traffic flow into basement needs to be improved
Improve, remodel throughout
Kitchen - renovate, expand, change out stove, pest clean up
Kitchen - does not meet code
Kitchen - more storage
Fix leaks
New electrical in basement
Better Wi-Fi in the basement
Make walkway down to Marian Hall more accessible, better access to lower level
Add a place for receptions after weddings and funerals
Bigger reception hall, draw more weddings, funerals
Remodel the restrooms in Marian Hall
More storage
Better climate controls in Marian Hall

CHURCH

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Support Spaces

St. Mary, Littleton, CO
06/01/2017

The back of the church is too confusing

Fix broken tiles

Correct the water drainage from roof

✓ Brides room

Have seats for the confessionals

Meeting rooms, more, Marian Hall needs updating

Side chapels

Need a choir room

Bigger music board

Use side doors for entry to church, relieve congestion, side entrance, better use of SE entrance, need more than one entrance

Outside gathering area

Relocate food bank, dedicated space for food pantry

Perpendicular aisle

RENOVATE KITCHEN
SEPARATE ROOM FOR SUPPORTS
PRAYER GARDEN

Cry Room, Narthex

Bigger nursery

Welcoming entrance, desk is too far from people

Vestibule not very functional

Easier to clean kneelers, new kneelers

Place to have educational materials for ministries

Security - access doors propped open

Narthex too confusing, too loud many times

More adult education areas

Quiet sanctuary space/leave vestibule door closed

Cry room, children area where they can see and not be distraction

No cry room, keep kids in church

Cry room needs to be smaller

We love children in the church, not in a separate room, add space for nursing moms (quieter chairs)

SCHOOL

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Like

St. Mary, Littleton, CO
06/01/2017

School is wonderful, does not need changes, happy there is a school
Love the library
Lower school is fairly pretty already, newest part
There is enough space
The space is used for other activities
Good gym

Dislike

Parking lot line-up is tedious and congested, traffic flow could be better
Building maintenance, aging?
Rain spouts drain into parking lot
Not enough school parents present at these meetings
We are glad to have a school

SCHOOL

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Need

St. Mary, Littleton, CO
06/01/2017

School Grounds/Fields

- Update the play ground area
- Grassy area for recess, play area on fields so kids have a place to run at recess
- Covered shelter or seating for kids to eat outside
- Utilize the space between church and school better, classrooms?
- Wider stairs in Junior Hight, 2nd stair case
- Enlarge the school
- Access to rest of the school needs to be separate from the main entrance for safety



- Separate old school for safety
(fence) gates
- Drop off for school improved

Upgrade Classrooms / Kitchen

- Kitchen HVAC is bad
- RCIA/Holy Family too cold
- Safe space for school and religious ed
- Drainage from 3-4th grade area roofs, water mitigation
- Separate playground area from parking lot, on lower level by preschool
- General maintenance
- Décor that is Catholic
- Home school better space, more integration
- Signage to direct people to front office, clearly defined main entrance
- Larger office space
- More meeting space
- Enlarge the school



SCHOOL

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Need

St. Mary, Littleton, CO
06/01/2017

Athletics / Recess

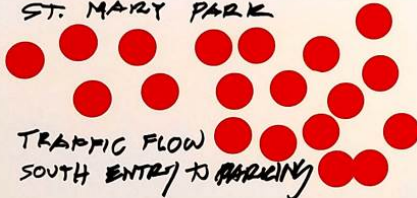
- Windbreak on the bleachers
- Grassy area for recess, play area on fields so kids have a place to run at recess
- Another gym so elementary kids are not displaced
- Basketball 8' hoops
- Better sports storage
- Better team rooms for gym, a place for visiting team to go, completely dated and gross
- Update locker rooms
- Ball fields need to be more accessible, better access
- Sound proof lunch room



Site Upgrades

- Add trees to school parking lot
- More lights by school parking lot
- Add trees to school parking lot
- Drainage from 3-4th grade area roofs, water mitigation
- Separate playground area from parking lot, on lower level by preschool
- Home school better space, more integration
- Signage to direct people to front office, clearly defined main entrance
- Play court for Pre-K

ST. MARY PARK



TRAFFIC FLOW

SOUTH ENTRY TO PARKING

- INSTEAD OF PARK, SENIOR
HOUSING (ECONOMIC) IN CONJUNCTION
W/ OUTREACH PROGRAM

AT NORTH PARKING

SCHOOL

BAKER
ARCHITECTS, LLC

Need

St. Mary, Littleton, CO
06/01/2017

Mechanical Sys./ Accessibility

Accessibility throughout the school

IT infrastructure upgrade, need A/V upgrade throughout

Lack of beauty for exterior at school and blacktops

Covered shelter or seating for kids to eat outside

Utilize the space between church and school better, classrooms?

Wider stairs in Junior High, 2nd stair case

HVAC update throughout

Upper school needs renovating

Internet access for old classrooms

Update building, classrooms, land, keep up to date, 2nd through 5th needs updating

HVAC update throughout

Improve lighting throughout entire school

Improve the bathrooms, in middle school

Access to rest of the school needs to be separate from the main entrance for safety

Improve lighting throughout entire school

Upgrade technology facilities

New Boiler
Security

Joachim Hall/Family Center

Dedicated youth room, remodeled or brought upstairs, not very exciting right now, very dark, new door, paint, mice, flooded last year, tear out fixtures

Joachim Hall - Improve acoustics, too loud, sound proof

Joachim Hall - Need elevator to Joachim Hall, shaft exists but no elevator

Joachim Hall - heating needs improvement

Joachim Hall - add projector

Joachim Hall - need lighting upgrade

Joachim Hall - stair access is dangerous, needs another stairway, accessibility issues

Maybe a coffee shop

Remodel youth room

Performance space needed

Holy Family Center HVAC fix, too cold

Addendum

The following is a list of needs and desires from parishioners who emailed or called into the office or Baker Architects to offer their input.

Thoughts on Outreach Center at St. Mary – (Stand-alone building or addition to church building)

Suggested name: Mother of Mercy Outreach Center. We could re-name the pantry: Mother of Mercy Food Pantry

- Primary purpose is to give food pantry a dedicated space, so we can eliminate facilities conflicts in Ave Maria & Marian Halls, and laborious set-up and take-down every week.
- Would include new office and storage space for other outreach & support ministries
 - o Stephen Ministers can be present at pantry distribution and assist clients in their own private space (currently they are in an open space in Marian Hall on Monday mornings)
 - o St. Vincent de Paul may be able to store donated items in their own dedicated space and could utilize the common area to meet with clients.
 - o St. Raphael Catholic Family Counseling Services can set up office space.
 - o Mother of Mercy ministry can set up a communications center or office space if needed.
 - o Various support groups could schedule meetings in the common space, providing needed privacy. Currently these groups meet in the Pastoral Center meeting spaces.
 - Al-Anon
 - Caregivers
 - Divorce
 - Footprints Grief
 - o Habitat for Humanity and Respect Life Committee could schedule meetings in the common space
 - o Adopt-a-Family and Diaper Drive could temporarily store donations in a common space
- Benefits to parish:
 - o Fewer scheduling issues
 - o Opens up other storage space in the church building for ministries who operate out of the church (Liturgical Environment, Funeral Teams, Hospitality supplies, Knights of Columbus, Altar & Rosary, That Man is You, Retreat supplies, etc.)
 - o Funeral Reception guests can have full privacy for their event in Marian Hall on Mondays.
 - o Food emergency bags can be distributed from the center, instead of at the Pastoral Center reception desk.
 - o Centralized space might foster more networking between outreach ministries, with cross-referrals of each other's services.
- Benefits to Pantry Clients:
 - o Ideally all clients can be seated as they arrive in a reception area (common space).
 - o Restroom(s) nearby (currently a long walk from Ave Hall to restroom)
 - o We could begin a new service – Offer to those who want it, an in-depth screening interview, so that other services may be immediately referred.
 - o With a dedicated space, we may consider opening more than once per week, possibly evenings. Clients would still be limited to one visit per week.
 - o Refrigerated and frozen foods could be distributed directly from appliances with glass-front doors. (Currently these foods are distributed from tables.)
 - o Possibly volunteers from other outreach & support ministries can be present during pantry distribution, like Stephen Ministry.
 - o One of our partners at FERN (our off-site warehouse collaborative group) is Colorado Pet Pantry, which operates a mobile pet pantry at food pantries once per month. Our current facility limitations won't allow this opportunity. Many of our clients have pets and would benefit from this additional outreach. (No pet food would be stored at our location.)
- Improvements to pantry ministry
 - o Deliveries can be scheduled at-will. Ideally we'd unload directly from vehicle into our storage room.
 - o No longer need to set up food on tables, then break down after distribution. Instead, we keep "shopping shelves" stocked with food from the back room.
 - o We would not be limited to monthly FBR orders – could order when "good food" is on their shopping list.
 - o We might consider special distribution days (other than Monday)
 - Turkey distribution doesn't need to be on the Monday morning before T-Day
 - In 2017 we will not be able to offer a holiday gift table, for the first time in many years. We could store gifts at FERN (offsite warehouse) and bring them to the pantry on a special day or two for this event.
 - Other major holidays do not always align well with Monday distribution.
- Facility Needs
 - o Well-designed space to include a welcome desk with reception area for up to 75? people, which could also serve as the common area for other ministries. The reception area would be adjacent to an information center with flyers and brochures for outreach

services within the parish as well as in the greater community. Would be most useful if it included modular walls so that more than one meeting could be scheduled at same time. Common space would also include:

- A kitchen-type area with counter space for bakery wrapping and other activities that require a food-safe environment.
- Plumbing for a kitchen sink and restroom(s)
- Other ministries might utilize “kitchen” if they serve refreshments at their meetings. May require a small to medium-sized refrigerator and microwave. Food pantry would not store food intended for client distribution in this refrigerator.
- If this area is screened somewhat from reception area, it could serve as a pantry volunteer refreshment center. Currently we use the stairwell just outside the pantry in Ave Maria hall.
- Many pantry clients are referred to Job Discovery Network, a ministry of another local parish. A computer in the common area could be used to assist clients in connecting with this valuable service.
- A closet or plenty of coat hooks. In winter months, we need to find space to hang coats for 40 or more volunteers on distribution day.
 - o There would be a pantry distribution space, set up with aisles wide enough for shopping from shelving and appliances, using standard-size grocery carts.
 - o Additional “warehouse” space for food storage, with direct loading from vehicle (roll-up garage door?). Could include a walk-in cooler?
 - o The pantry distribution room and storage room would need to be secured (locked) when not in use, to prevent theft. Theft has been an issue in our current location, resulting in the installation of a security camera. Ideally we’d use keyless (badge) security system.
 - o Adequate parking and loading area to continue curb service for clients – design needs to allow a path from the pantry shopping area to the grocery loading zone (drive-up curb service).
 - o Offices and storage rooms as needed by other outreach and support ministries
 - o Handicap accessibility throughout as we have many clients who utilize wheelchairs, walkers & canes, and ADA compliance would drive this point.
- Capacity issues & concerns have been met with creative solutions in the past, and I am confident that we’d always find some way to serve those who come in need of services. Average weekly client visits: FYE 06/30/2014 = 90; -2015 = 92; 2016 = 95; 2017 = 108. Average pounds food distributed weekly for FYE 06/2017 = 4,247 lbs. (2 more weeks in fiscal year may adjust 2017 numbers slightly)
- Additional funding sources could include a collaboration with Catholic Charities, and/or Capacity Building Grants offered by Food Bank of the Rockies.

Thoughts submitted via email by our Pantry Steering Committee Chair, [REDACTED], who was unable to join our discussion: Hi, everyone! I'm sorry I'll miss the meeting. In a perfect world, I see our outreach center as a separate building, with a ramp and a circle drive. Inside are shelves with non-perishables, and signs directing recipients how many of each item they may choose. The aisles between the shelves are wide enough for a grocery cart. There are also commercial freezers, with windows to see the items inside and signs directing our recipients. Next there are commercial refrigerators, again with windows, filled with fresh produce and dairy. Finally, there is an area with non-food items such as toilet paper. Recipients fill their carts and bag their chosen items. Then they get their cars and line up on the drive, where volunteers load their cars. There are areas in the outreach center for other ministries, including Doctors Care. With our own building there will no longer be conflict for space, and we won't have to set up and break down tables. Having a circle drive and a ramp will help FEB runs; the truck can pull into the drive, and the ramp is right there. Can't wait to hear other visions for this space! [REDACTED]

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Can't wait to hear other visions for this space!

[REDACTED]

Hi Steve,

I just wanted to throw in a personal thought on some changes to the layout of the front of the church. It is a disaster that our front door opens to the driveway. The sheer volume of cars that have to stop (or don't) for people to get in and out of the church is scary. A cheap and easy fix for this (because I am an accountant and not a very good dreamer) is to simply extend the patio out to the first row of parking, so that people have to turn when they come in to park. That way as all the people leave mass and are waiting to talk to the priests (as they ALWAYS stand outside to meet/greet people leaving) there is a safe large area for people to stand/kids to play. Sit outside the main door and watch one of our masses end, and you will understand the problem. Or move the main entrance further south from the church – then you're not crossing a "street" to go to adoration either. Then to fix the school drop off/pick up issue this would create it to have the car line start at the North Entrance and go clear around the school and exit the South Entrance. The kids would simply be picked up on the back side of the school. Then people could actually come to the church or pastoral center at 8am or 3pm without waiting in car line for 30 minutes. Just thought I'd share something I haven't heard in the meetings, but many feel is a problem.

Peace,
[REDACTED]

Hi Steve. I was unable to attend St. Mary's town hall meetings but I have two points of input:

1. We need more lighting in the parking lot/immediately outside the main church doors. In the winter time, it is a huge safety risk, especially for our elderly parishioners leaving evening masses. The parking lot is way too dark.
2. We should seriously consider installing solar panels on both the school and church as a way to drastically cut back on future energy costs. With the direct, unimpeded sunlight we receive on the property, it seems like a no-brainer.

Thank you,
[REDACTED]

St. Mary Parishioner and School Family

Some thoughts:

- move the choir but leave the loft--choir could be placed either to right or left of the altar or in a new loft in the rear of the church. Cost, organ pipes, etc should dictate most feasible. Loft is very presentable when decorated.
- If a restroom in the adoration chapel is an absolute must, consider there is NO plumbing in the east end of the building. Has anyone thought of moving the adoration chapel to St. Joseph's chapel. It would be a lot cheaper to secure the pastoral center and even add another restroom there. Until the last remodel we didn't even have a separate chapel so location doesn't have to be a big issue. The existing chapel could be used by the choir if they are placed in the front of the church.
- Current Alter, Ambo, Tabernacle, Kneelers, Exterior, Meet Archdiocese Design Guidelines. Why spend a lot of money on these items. In visiting other churches, St. Mary stacks up pretty well.
- Crucifix should be lowered if choir is moved.
- Baptismal font could be placed in one of the wings in front since nave seems to be larger than we need.
- A remodel of the Gathering Place could accommodate different placement of the Confessionals (and Cry Room) if necessary. Adding onto the west end and changing the Sacristy, Kitchen, Stairs, Food bank access, should not be cost prohibitive.
- Fix the Sound System!!

Thanks

Hi Sarah,

Thanks for the opportunity to offer input even though I will not be able to attend the town hall meetings. Please pass this on to Mr. Steve Baker.

I am a very visual person and very attune to symbolism. So I would like to say I am very thrilled with the beautiful and meaningful stained glass windows.

On the other hand, I am very disappointed in the choir being the dominant visual feature and focal point of the truncated sanctuary, especially the farther back you sit. Looking at it during Mass, I find it very distracting and spiritually distressing and the fact that it was ever done. It strikes me as exalting Man over God by some errant theology.

Anything that is done to renovate the church cannot disregard the cost involved, but I would note that converting to Christ often has a high personal cost for people like losing their job, reputation, friends and angering family. So changing the sanctuary to eliminate the choir and have the tabernacle and altar the focal point may be expensive, but I believe it is a necessary act of repentance if you will, and will foster spiritual renewal.

A lesser expensive move would be to simply not use the choir loft and place the large icons of the Blessed Mother and Christ together in the center over it, perhaps even walling or curtaining off the choir loft. But I don't think that would be very aesthetically pleasing.

The choir could be seated on the main floor to the left or right of the sanctuary. It would be expensive to construct a choir loft in the back of the church where it traditionally is located. I don't have a solution for the large pipe organ in the choir loft, although almost all current music is with a piano anyway.

For me it is distracting to see the faces of people when I have sat to the left or right of the sanctuary.

People lining up for Confession are often in a room full of talking people, which is not a good atmosphere for recollection and composure.

The ceiling above the sanctuary is utilitarian with lights and HVAC. It is not suitable for iconography or even gold stars on a blue background as in some churches. But perhaps something could be done so it does not look so blank and sterile.

I don't know who the statues of the two saints represent and doubt that anyone does. They are not visible to the majority of the congregation and appear to be an afterthought. To venerate those saints you would probably need a straight back wall to the sanctuary so they could be placed to the left and right of Mary and Joseph.

The design of the altar and ambo is plain and geometric, without symbolism of any kind. It conveys no message except blankness.

I think the sanctuary should be made of noble materials. I find the new Light of the World sanctuary very beautiful and done with noble materials. I find it odd that some churches have inside brick walls to look at but no homeowner does because it is not considered beautiful. The cathedral church I attended in Indiana had the lower half of the inside walls lined with large stone slabs but the sanctuary wall was brick. The vestibule floor was of large stone tiles, but the sanctuary floor was terrazzo. It struck me as strange.

I just want to see Jesus honored as the Lord of Heaven and Earth and the House of God, His Dwelling Place, to reflect that.

God is both immanent and transcendent, intimate and all holy in inapproachable light and I believe the sanctuary should reflect both realities. I am not suggesting it, but you see it in Byzantine churches where the iconostasis delineates the sanctuary and makes it look like a Holy of Holies.

I don't want people to treat Jesus casually and a beautiful sanctuary sends the message he is all important and deserves and elicits our reverence and awe.

If you actually reconfigure the sanctuary floor, I think a communion rail with enough gates for the ordinary and extraordinary ministers of communion would be very forward looking, as kneeling for communion was the practice for centuries and centuries, I would not be surprised if that eventually returns to being the norm.

It also has the value of setting off the sanctuary as a Holy of Holies.



Rectory - Priests B-room +
Killer shower!! Bedrooms -
Awful
Top to Bottom

- Kitchen Needs Updates

- Basement dark, dark,
& awful

Pastoral Center - Windows from
1962 - ugly &
leaky

- Reception Area - Total Remodel

- All Carpets/Flooring

- Basement Mtg Room - Stinks!

- Need Family Cntr in Basement

Outreach Center - New Build?

Between Pastoral Cn

& Middle School

Good Afternoon Steve,

We would like to thank you for your patience and hard work at the St. Mary Catholic Church Programming meetings. My wife Anne and I have attended each of the initial four meeting and would like to submit our ideas and concerns for the parish improvements.

Having been at the parish for over 25 years, we see the aging and deterioration of the campus in general. I think we must consider the overall campus upgrades in addition to the needs of the food pantry and need for additional meeting space. We certainly are not in support of a major sanctuary/church upgrade which would entail removing the existing choir loft. We understand the desire to move the choir to the lower level to remove the distraction and refocus the attention to the priest/alter. We think this can be achieved without structurally modifying the church above the sanctuary.

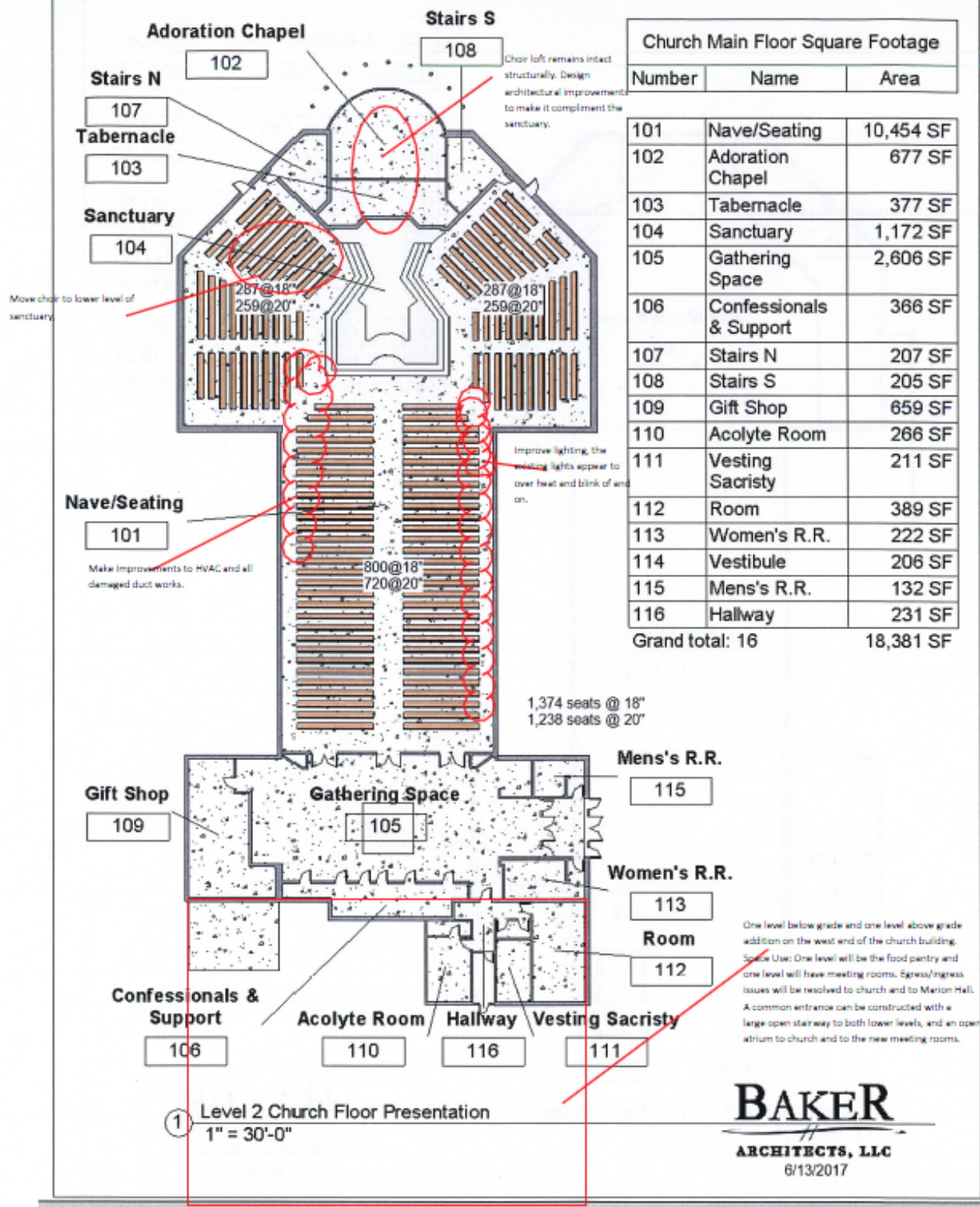
We understand there are improvements to that can be incorporated to the church to augment the beauty of the sacraments without major structural modifications.

Attached are some ideas and priorities we would like to see incorporated into the programming.

Thank you,

[Redacted Signature]

Existing Church Main Floor



Existing Church Choir Loft



Choir loft to structurally remain.

| Church Choir Loft Square Footage | | |
|----------------------------------|------|------|
| Number | Name | Area |

| | | |
|----------------|------------|--------|
| 201 | Choir Loft | 747 SF |
| Grand total: 1 | | 747 SF |

① Level 3 Church Choir Loft Presentation
1" = 30'-0"

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Steve-

Thank you for hosting the workshops for the St. Mary's project. I have been able to attend 3 of the 4 to date, and have found them very informative. I also appreciate the willingness of the parish leadership and your firm to hear the voices of the parishioners.

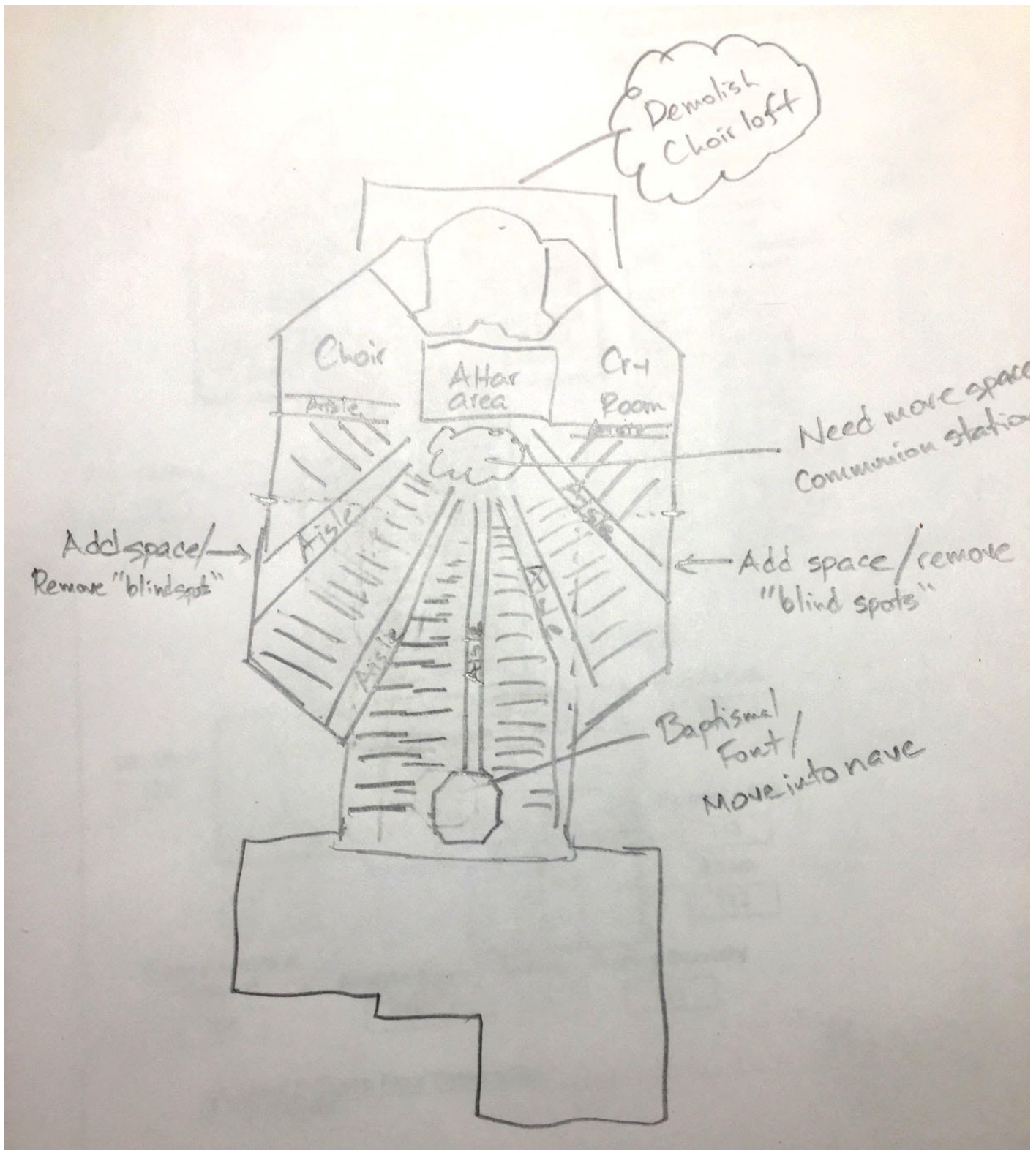
At the end of Session 4, you asked us to take our best shot at playing architect. My "plan" is attached for your reference. The items I wish to highlight on the drawing are as follows:

1. I have never liked the "blind spots" in the current configuration of the church. What I mean by that is that if you sit toward the back of the main aisle, there are sections of the wing that are not visible. I think this disconnects us as a parish family. My proposal is to widen the church to eliminate the wings and create more of a "stretched octagon shape" while still maintaining many of the existing features, including the long center aisle.
2. While the focus of this project is on the building, I believe it is impossible to separate the liturgy/sacraments from the function of the building. With that in mind, I offer the following suggestions:
 - a. Add aisles and additional space around the altar to allow for a more efficient distribution of communion. Currently with the long center aisle and the tight quarters in the front of the church, communion takes 15-20 minutes each week, and 30 minutes on holidays. There is just not the space for enough Eucharistic ministers. While acceptance of the Eucharist should never be rushed, the flow can certainly be improved. Too many people leave Mass after communion and I think the length of time to distribute communion at this parish is the main reason.
 - b. Demolish the choir loft and move them to a position adjacent to the sanctuary.
 - c. Eliminate some rows from the back of the church and move the baptismal font into the church. While some seating is lost, the wider footprint will add additional seating resulting in a minimal net loss of seating.
3. I have added a cry room adjacent to the altar, opposite of the choir. I have heard many young families complain about the lack of a cry room, and that was a major issue for us when we had four young children.

My final comment is that I do have concerns about representation of the parish family within the focus groups. We have four children (ages 11 through 18) who have grown up as parishioners at St. Mary's. Unfortunately, I am probably one of 3 or 4 people in that profile group (families with children under 18) that regularly attend these meetings. Your demographic study shows about half of the parish is families with children, but it is probably 10% of the crowd at the focus group meetings. I want to be the voice for this group, as you are likely not hearing it from many others. Issues like a cry room and communion that takes too long are real issues for families with small children. And while my family is on the tail end of these issues, I wanted to put them on the table, as I believe they have not been adequately addressed in past remodels. We have friends/neighbors that used to attend St. Mary's but now go somewhere else because of these issues. I also want to complete a project that will position the church for the next 25-50 years. So while the input of the Disciples is inherently important to the process, I also want to make sure that we design a church that will be functional after their departure.

As I said in the beginning, thank you for all you are doing for the parish. I know you have an impossible job of taking diverse, and often opposing ideas, and bringing them together into a design that everyone will appreciate. I wish you the best on that endeavor. If you have any questions about my drawing or any of the items listed above, please don't hesitate to contact me by email or at the number listed below. Thank you.





Steve,
I would love to see something as grand as this at St. Mary! This is the dome at the Greek Cathedral on Alameda.

Thank you,

