



Programming Packet for St. Mary Catholic Church & School Programming Workshop #6

Thursday, July 6, 2017

Prepared by:

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St. Mary Catholic Church & School • Littleton, CO

Baker Architects, LLC

July 6, 2017

16-16

Primary working plan for the Building Committee

Make serious considerations for

Master Plan

General Requirements

Safety & Security	School accessibility ADA	Generate a 10 year master plan for church, school, and campus
Code compliance		
Liturgical compliance (AoD)		
Church accessibility ADA		
Proceed with designing within a preliminary budget of \$5 million		
Maintenance fund (increase to \$500k)		
Single phase building project		
Single 3-year fundraising campaign		
Do not borrow for the project		

Church

Choir relocation and/or loft removal	Church floor refinished	Outside gathering area
Sanctuary renovation	New pew kneeler padding	Prayer garden
Good quality acoustics for voice and music	Move the ERC to St. Joseph Chapel	
Artwork & beautification of interior	Altar steps and sanctuary renovation	
Church mechanical systems assessment and fund allocation	Improve the crucifix	
Bathroom in Adoration Chapel	Catholic art, not so much icons of orthodox rite	
Church exterior building improvements (drainage, skylight, etc.)	Skylight leaks & roof assessment	
Keep cherished art, stained glass, organ, etc.	Better exterior access to the church	
	Coherence to artwork	
	Lighting improvements	

Primary working plan for the Building Committee

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Church Support

Improve church support elements (narthex, font, sacristy, vesting, acolyte, confessionals)	New cry room or improvements	
Improve stair entrance to church basement	Church sprinkler system needed?	
	New kitchen in Marian and Ave Maria Hall	
	New choir room	
	New bride's room	
	More music rooms	
	Marian and Ave Maria Hall Improvements	

School

School mechanical systems assessment and fund allocation	New bathroom and upgrades to existing bathrooms	Play fields
School facility upgrades	School sports facilities upgrades	Sports lockers upgrades
	School accessibility ADA	
	New school offices addition	

Parish Offices

	Parish offices upgrades	
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Site and Parking

New parking lot and re-grading to improve drainage throughout	Lighting upgrades in parking lot	
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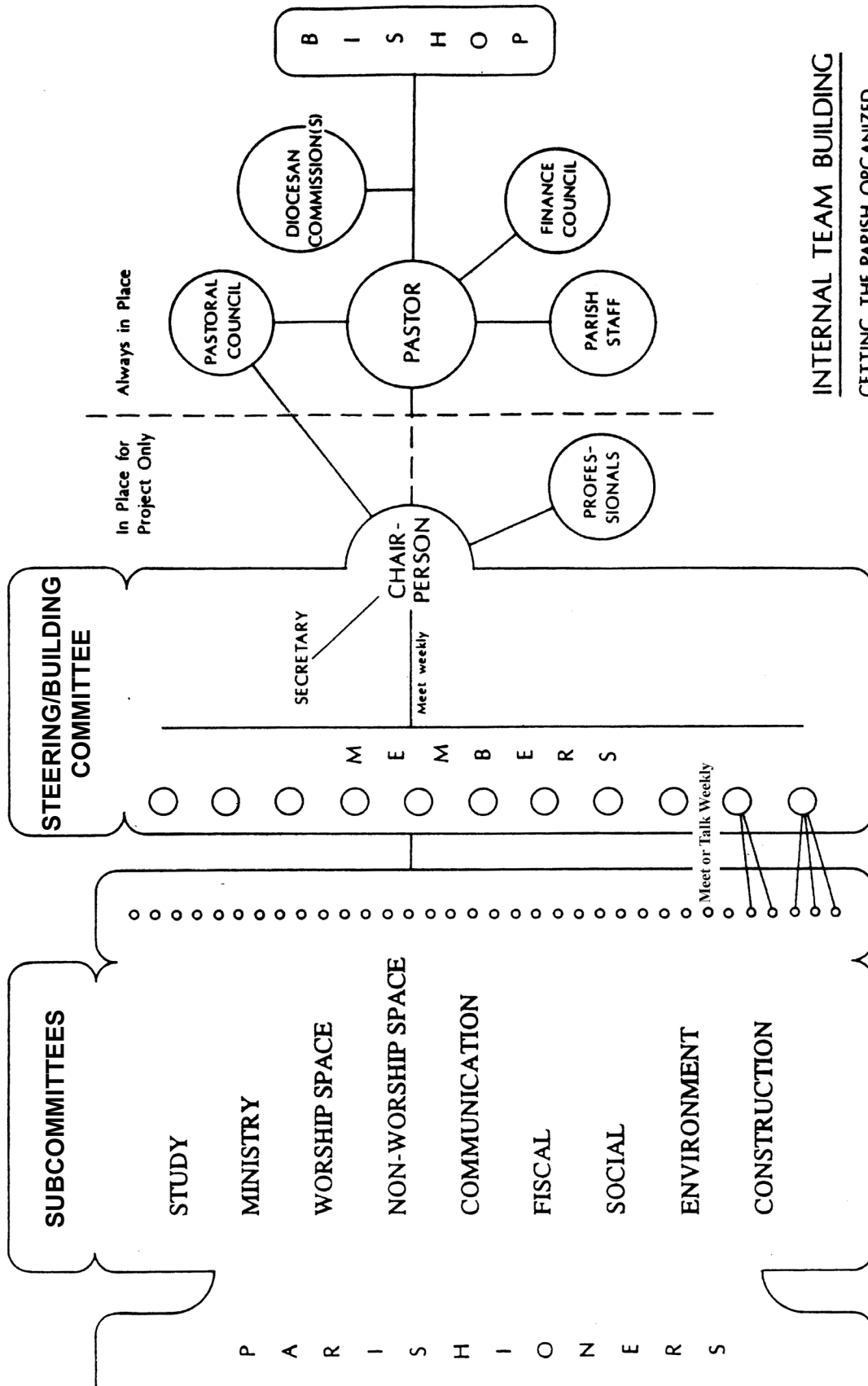
Rectory

Rectory upgrades		
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New Ministry Center?

	Ministry center expansion to the west end of church	
	More meeting spaces	
	New spaces for RE, KOC, food pantry, St Joseph, Raphael, Stephen, community, etc.	
	Outreach office	
	Move youth room to a new location	

Internal Team Building Chart



INTERNAL TEAM BUILDING
GETTING THE PARISH ORGANIZED

Subcommittee List

- | | |
|----------------------|---|
| 1. STUDY | Demographics
Historical Research
Long Range Planning
Patron Saint |
| 2. MINISTRY | Accessibility
Social Organizations (Age Groups, Lifestyles, etc.)
Food Pantry
KOC, Prayer, St Stephen, Raphael |
| 3. WORSHIP SPACE | Acoustics and Music
Fine Art and Craft
Furnishings
Worship Requirements
Choir Loft |
| 4. NON-WORSHIP SPACE | Administration
Christian Education
Social Center
Special Uses
Gift Shop |
| 5. COMMUNICATION | Community Relations
Parish Communication
Rumor Management |
| 6. FISCAL | Finance
Fund Raising
Memorials |
| 7. SOCIAL | Hospitality
Kitchen
Volunteers
Marian/Ave Maria Hall
Kitchen |
| 8. ENVIRONMENT | Maintenance & Operations
Resource Conservation
Site/ Landscape/ Parking |
| 9. CONSTRUCTION | Safety & Code Compliance
Construction Liaison
Contracts and Legal
Archdiocesan Liaison |

Commitments of Building Committee Members

Skills:

Be willing to work as a team member toward the betterment of St. Mary's Church and School
Be a good listener and be able to negotiate matters of conflict
Professional experience is encouraged but not required

Time Commitment:

1 – year commitment

During Schematic Design

Be available to meet approx. two nights a month. Design reviews will typically occur every two weeks.

Be available to hear or meet with respective subcommittee members

During Fundraising

Be available to meet approx. once a month

During Design Development & Construction Documents

Be available to meet approx. two nights a month. Design reviews will typically occur every two weeks.

During Construction

Be available to meet approx. two nights a month. Design reviews will typically occur every two weeks.

Responsibilities:

Work in good faith as a representative of the various subcommittee and parishioner's voices
Be a representative of others and not a primarily concerned with an agenda
Be a good steward of other's time, treasure, and talent
Respond to requests for updates in a timely manner
Keep necessary matters in confidence
Work in a professional matter with regards to communication and attendance

Commitments of Subcommittee Members

Time Commitment:

Meet as needed, approx. 1-2 times a month

Responsibilities:

Offer guidance and suggestion with regards to respective subcommittee category
Faithfully and humbly speak about the concerns of the parish and parishioner voices
Listen to building committee members feedback and updates
Offer constructive solutions to building committee members