

# SJV Master Plan Recommendations

---

## Introduction

The master plan committee had the task of coming up with a general list of recommendations for facility usage for the parish and all its ministries. In order to accomplish this, the committee determined to do the following:

- Ask every parish ministry what it wants or needs regarding facilities
- Examine the existing facilities in the parish and their usage
- Visit multiple other local parishes with schools to get input and ideas

Additionally, the committee was composed of members of the long range planning team and continued a dialog with each of the groups on the team. Every group was represented on the committee.

## Basis for Recommendations

The committee first considered how best to organize the parish facilities and we came up with a few general items that were considered in both analyzing and making recommendation.

- The church parish and the school should be segregated during the day. While we still anticipate facility usage to cross over during the evening, having separate facilities during the day is essential for security reasons.
  - The church parish facilities should be on the north and the west sides of campus.
  - The school, learning & growth, and after care should be on the south and the east sides of campus.
- Both the parish office and the school office should have an apparent front door that is easily recognized by someone coming onto campus who is unfamiliar with it. Both front doors should be clearly visible and inviting.
- Any new or remodeled buildings with meeting spaces should provide space of varying size so that the group meeting could assemble in an area of appropriate size.
- Any new or remodeled spaces should have adequate storage.
- All new or remodeled spaces should have access for the disabled.

There are a few additional assumptions that the committee proceeded with. We presume that any modifications to the campus include the following:

- Lighting
- Drainage improvements
- Standardized traffic flow

## Method

The committee compiled a list of ministry wants and needs obtained from the ministry feedback and the long range planning team. In order to assess and prioritize the needs of the parish ministries, the committee formed a matrix with each item listed. We then scored each item on how it would affect seven different criteria. Each criterion was weighted as a percentage of the whole. That is, the sum of the weight equaled 100. See Appendix A for the scoring from the matrix. The criteria and weight are listed below:

- Security (16)
- Cost (16)
- Location (16)
- Flexibility of Space (12)
- Disability Accessibility (4)
- Meets Ministry Needs (17)
- Aids the Mission Statement (19)

Upon examining the results of the scoring, the committee decided to begin with the top four highest scores as there was a drop off beyond that. For a graphical representation, see Appendix B. The committee then grouped the ministry needs together based on what items could be combined and which ones we determined should be separate. Finally, the committee examined each group and made recommendations based on the groupings of the items.

## Assessment

The assessment began with the four items with the top scoring on the matrix. These are:

1. Have a dedicated cafeteria with a full kitchen (836)
2. Have a building with separate meeting rooms of various sizes and adequate storage (836)
3. Have a gym (768)
4. Have a separate hall unattached to any other building (772)

These top items are closely intertwined. The committee began with the issue of more meeting space and a separate hall. In examining past designs for the parish, we came upon the original design of the parish hall. It was to be called the Parish Life Center. See Appendix C for a rendering. The design was to enclose the sides of the hall to form meeting rooms and storage rooms. The committee envisions remodeling the hall to make it similar to the original design. We anticipate some modifications from the original to meet the current parish needs.

This hall renovation would in itself satisfy two of the top four needs (nos. 2 & 4) in having a dedicated, separate parish hall and in providing meeting rooms and storage. Currently the hall is being used by the school as both an assembly area and a cafeteria. The hall would no longer be available for daytime use of the school. The school would need a separate cafeteria for assembly, lunch, and before and after care.

The last item of the top four is a new gym. Use of the gym during the day would be isolated to the school. However, the gym would provide a final, large meeting area for the entire parish. The general idea is to have three large assembly rooms of progressively larger size (hall, cafeteria, and gym) to have the best flexibility for meeting the needs of all the parish ministries.

**Recommendations**

There were 44 items on the wish list from the various ministries. The committee recommends that the implementation of these items take place in stages. We believe that the first stage should encompass the top four items. Other items which are easily included with these should be grouped with them as well. Finally, there are a few items that are relatively inexpensive and have a high profile with the parish. Although they didn't score high on our assessment, we recommend including those in the initial implementation. The recommendations are listed below. Each is followed with a table of the items it would encompass, its score and ranking. Note that any item without a score was either deemed redundant to an item included or was assumed to be included anyway.

**I. Initial Implementation.** These items should all be included in the initial implementation.

**A. Build a new cafeteria with a full kitchen.** Include in this building a stage so that it could also be used as an auditorium. Make the cafeteria larger than the central part of the parish hall, but smaller than a gym would be. Include in this building office space for a cafeteria manager and the extended care personnel. The cafeteria should be located toward the southern end of campus, but as near to the school as possible. The building should have two stories with additional space for the school on the second floor. This cafeteria would be used by the school during the day, with nighttime usage possible among all the ministries.

Have a dedicated cafeteria with a full kitchen – cafetorium	1	836
Replace T-buildings with new classrooms	7	644
Have an auditorium	16	516
Larger library – areas for internet, private reading and group reading	17	516
Have a place for extended care to move in bad weather	20	500
Optimize location of extended care office with children’s location	21	452
Have a school science lab	31	324
Have a music area for choir and school	32	324

**B. Renovate Fr. Engels Hall.** The renovation would transform the hall to be similar to the original design with a large center room and multiple rooms around the perimeter. It would incorporate the original concept of a “Parish Life Center.” The hall would be used exclusively by the adult parish ministries during the day and with nighttime usage among all the ministries.

Have meeting rooms of various size and adequate storage	2	836
Have a separate hall unattached to any other building	3	772
Have a Facility for adult formation use and space	5	708
Have an adult library for reading and research	27	388
Have a dedicated area for youth ministry & CCD	36	260
Have a kitchenette for some meeting spaces	40	-
Classroom for adult ministry usage	-	-

**C. Build a gym.** The gym would include bathrooms, dressing rooms, bleachers, concession stand, PE offices and sufficient storage. The gym would be used exclusively by the school during school days, with all the parish ministries having access during the evenings and weekends.

Have a gym	4	768
Have an outdoor recreation area	8	644
Have a sports facility with PE classroom and dressing rooms	-	-

**II. Additional low cost items.** These items can occur congruently with the initial implementation. Their ranking and score are listed after the description. These are stand alone items that couldn't be added to any specific grouping. Though these items didn't score among the top, the committee considers them to be high-profile items that should be implemented soon.

**A. Build a covered walkway (10, 600).** The walkway should extend from the church to the circle drive in front. Additionally, a walkway should extend from the church to an existing walkway on campus. So anyone on campus can walk to the church under cover should it be raining.

**B. Provide fencing for security (28, 388).** The parish should provide some fencing immediately for security. Specifically, the learning and growth should have some means to limit access. As the implementation of the plan continues, fencing should be an ongoing consideration for security reasons.

**C. Move the bell tower (30, 356).** The bell tower should be moved to a location near the church.

**III. Subsequent implementation.** These are items that are high scoring in our assessment, but don't necessarily have the urgency of the first items. They are listed in order of their scoring. The score and rank is shown for the items listed alone. The items included in groupings are listed in the tables. The committee understands that while the scoring should be a factor in the order of implementation, other factors (cost, ease of implementation, need, etc.) will have an impact on the order.

**A. Modify the School Office.** While this is listed as a separate item. It may be possible or wise to include this with the addition of the cafetorium and new classrooms. For example, if the

library were to be moved, the school office could be moved there, opening up the current office for other use. The committee determined that it would be best to have the input of an architect to make the final decisions. One factor that the committee believes is critical is to determine the location of the “Front Door” of the school. This front door should be clearly visible and inviting.

Have a facility that houses therapy rooms	6	644
Have a meeting space for the school staff (10 people)	11	580
Have a private nurses station	24	400
Improve noise and location restrictions of the school office	25	400

**B. Relocate the Learning & Growth preschool (13, 576).** One basis for our assessment is for all school children to be located on the south and east sections of campus for security. The preschool should be moved south. The committee believes that the best solution would be to move the preschool to a new building. However, understanding cost and timing restraints, we recommend that the parish consider the possibility of moving the preschool to an existing building on campus. The location should take into consideration the decision of where to put the “Front Door” of the school.

**C. Renovate the Parish Office.** The committee recommends that the parish modify the existing parish office for improvements in work flow, space usage, and privacy. The renovation should include having an apparent and inviting “Front Door.” The changes should include a private area to place a person in need and with access to and from a private consultation room.

Have a private waiting area for the deacon and priest	14	528
Renovate the parish office for improved meeting space and work area	18	516
Have a private comfortable meeting area for people who need help	23	400
Improve the parish office reception area for noise and privacy	26	400
Secure room for the collection counters with a computer & scanner	29	388
Enlarge the food pantry – more refrigerators and freezers	33	304
Have emergency power for the parish office	42	0

**D. Increase the number of bathroom facilities on campus (15, 520).** While this item may be stand alone, it could likely be included in one or more of the previously listed items. The bathroom facilities are inadequate for the number of people using them. In addition, schools typically have a separate bathroom facility for the kindergarten students for security reasons.

**IV. Other items.** These are the final items on the list. Some of the items are strictly stand alone, while others could be added to groups already listed. They are listed in order of their score.

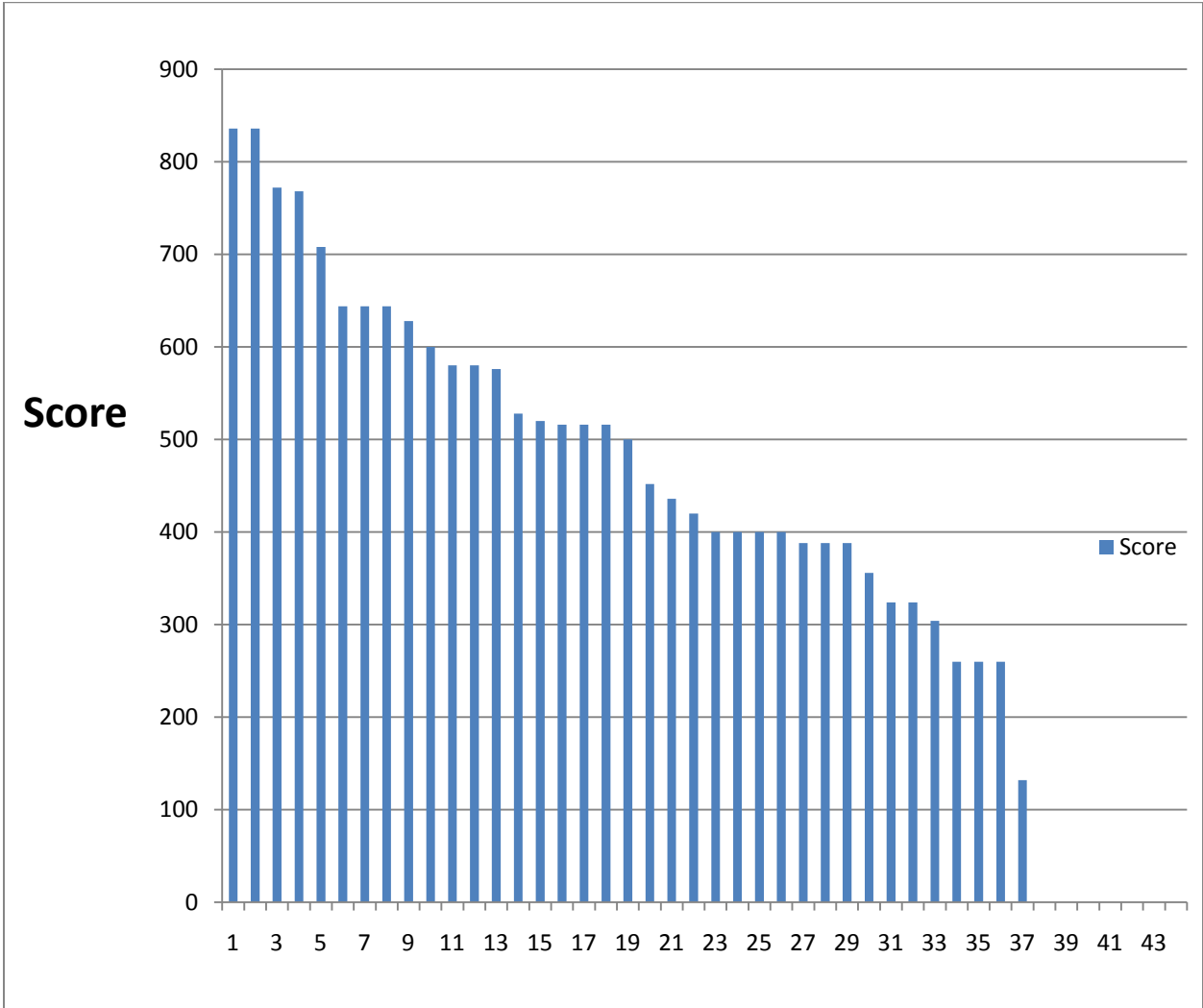
**A. Separate elementary and middle school (12, 580).** The committee recommends deferring this item for later consideration.

- B. Have a music instrument storage area (22, 420).** The committee recommends using the existing space. Space may become available with the changes to building usage.
- C. Have a daily mass chapel (34, 260).** The committee will defer to Fr. Tom and the Parish Council.
- D. Have a facility for retreats (37, 132).** The space should become available once the plan is implemented. Depending on the size the retreat committee could use the renovated hall, the cafeteria, or the gym.
- E. Have an adoration chapel (36, 260).** The committee recommends using existing space. A space could open up with the changes in building usage.

## Appendix A Results of the Assessment

Description	Score	Ranking
Have a dedicated cafeteria with a full kitchen	836	1
Have a bldg. with a group of meeting rooms of various sizes and adequate storage	836	2
separate hall unattached to cafeteria and gym (possibly modify existing hall)	772	3
Have a gym	768	4
Facility for adult formation use and space	708	5
Facility that hold therapy rooms	644	6
Replace the T-buildings (to house math lab, reading lab, art, spanish, PE, band & music)	644	7
Outdoor recreation area	644	8
Lighting and drainage improvements	628	9
Covered walkway to church from circle drive and from school	600	10
Meeting space for school staff (10 people)	580	11
separate elementary and middle school	580	12
Preschool in a different location	576	13
private waiting area for deacon / priest	528	14
Bathrooms facilities near classrooms (w/ disability capability)	520	15
Auditorium	516	16
Larger school library with internet usage area, reading areas, and group reading areas	516	17
Renovate parish office for improved meeting space and better work area	516	18
Place for extended care to gather when weather is bad	500	19
Optimize location of extended care with location of children	452	20
Sufficient storage	436	21
music instrument storage area	420	22
Have a private, comfortable meeting area for people who need help	400	23
Real Nurses station	400	24
School office improvements due to noise and location issues	400	25
Parish office - improvements in reception for noise and privacy	400	26
Adult library reading and research	388	27
Fencing plan - perimeter and to establish the front door	388	28
secure room for collection counters w/ copier / scanner	388	29
relocate the bell tower near church	356	30
School science lab	324	31
choir practice area - music area for the school	324	32
Bigger food pantry - more refridgerators and freezers	304	33
Daily mass chapel	260	34
adoration chapel	260	35
dedicated area for youth ministry, CCD	260	36
facility for retreats (overnight usage, bathroom, limited kitchen needs)	132	37
Classroom for adult ministry usage	0	38
sports facility with a PE classroom and dressing rooms	0	39
kitchenette for some meeting spaces	0	40
standardize traffic flow	0	41
emergency power – administration	0	42
Shelter in place – exposure	0	43
Shelter in place – security	0	44

## Appendix B Graph of the Results



# PARISH LIFE CENTER

## ST. JEAN VIANNEY PARISH

### Appendix C Original Plan for the Hall

