

# PROPERTY MANAGEMENT COMMITTEE FACILITY LONG RANGE PLAN JUNE 15, 2011

Property Management Long-Range Planning Committee (PMC):

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Purpose: To discover and analyze the best use of parish/school facilities and to explore any future opportunities:

Responsibilities:

- Analyze current facilities and use
- Develop long-range facilities plan

Our June, 2010 Property Management Committee Report provided our analysis of existing facilities and proposed Long-range Plan in an outline format. We had also provide our propose priority for repair and expansion of these facilities.

In January, 2011, the Parish Steering Committee met with the Property Management Committee to discuss our report. The Steering committee with Farther Bruce's input requested PMC to expand on our analysis and to develop a Strategic Plan for upgrade of the Parish facilities to meet the long term identified needs of the church, parish office, rectory and school. Need not cost was to be the main parameter for the Committee's planning. This plan is to be a template for where the Parish needs/wants to go to meet their needs. From this review the PAC has reassessed the space needs and our Long Range Pan.

Analysis – To expand our analysis the PMC requested Dawn Prosser to interview Father Bruce, parish office staff and school staff in regard to space needs. Dawn summary report is attached as exhibit to our report.

## **LONG RANGE NEEDS ANALYSIS:**

### PARISH HOUSE/OFFICE

Analysis Results/Goals:

1. The use of rectory as our parish offices takes away from the private living quarters of our Pastor and Assistant Pastor. In addition, currently there is not enough space for all of our parish employees.

## Goals:

- a. New parish office space large enough for all staff members
- b. Return the Rectory to living quarters for the parish priests.

## SCHOOL

### Analysis Results/Goals:

1. Overall: Inadequate space for administration offices, too small of class room, inadequate number of class rooms, lack of gym facilities and need for new cafeteria facility. Additionally there is inadequate parking for staff and students.
2. Individual Needs:

Elementary – All elementary grades in one building with a multi-purpose room, separate from the cafeteria. There is a need for more class rooms.

Middle School – Middle School class room are too small; currently around 700 sq. ft. with recommend space being 1,200 to 1,500 sq. ft.

High School – Layout is not suitable for remodeling with many conflicts with scheduling gym time and fine arts events.

### Goals

- a. Existing Facilities Capital Improvements:
  - 1 - Replace South Windows of High School
  - 2 - Replace Electrical Light fixtures in South Class Rooms
- b. Build New High School facility with new cafeteria on southwest corner of existing facility. This facility would house new offices for the high school administration staff.
  - 1 – Convert existing high school to middle school
  - 2 - Move preschool and kindergarten to existing elementary building.
  - 3 – Convert existing cafeteria into multi-use room.

## PARISH CENTER

### Analysis Results/Goals:

1. Overall: The need for a parish center located adjacent to the church and school was identified by the Parish Staff, Parish Members and School Administration. This would be a multi-use facility and house the parish offices along with providing room for church choir practice and fine art practices for the school.

### Goals

- a. Working with the Knights of Columbus plan and construct a new combined KC Hall/parish center that would be located west of the church. This facility would be directly connected to the church.
- b. The facility would include a main hall and kitchen to serve as the KC Hall and for parish functions.

## CHURCH

### Analysis Results/Needs:

1. Renovations are complete and meet the parish long terms needs for celebrating the liturgy. However, the need for paved parking for the church still exists.

### Goals

- a. Set paving the parking lot a top priority for the parish. This will continue to be used as additional parking for the school and new parish center. Restrict parking in north lot to "No Overnight Parking".

## SCHOOL OF FAITH

### Analysis Results/Needs:

1. The need for office space for the Staff for the School of faith is great. In addition, the church meeting room is inadequate for RCIA classes and use for the youth ministry. The existing school class rooms are inadequate in numbers and size for the growing school of faith.
2. Cross use of the current school facilities with class rooms for the school of faith will continue to cause a conflict between the school and school of faith. Separate facilities would be ideal.

### Goals

- a. The offices for the School of Faith Staff would be incorporated with the parish offices in the new parish center facility. A multi-purpose room would be used for RCIA classes and a youth room.
- b. Continue to explore the use of South School for classes room for the School of Faith with Storm Lake School District and Community Education.
- c. The new high school would allow the use of the current high school class rooms for the school of faith if arrangement for use of South School cannot be reached.
- d. Free up the use of the school gym for school teams on Wednesday nights.

## **PLANNING AND DEVELOPMENT:**

Also attached with this plan is an aerial map of the parish/school properties. The proposed location and approximate size of the new facilities is shown on this map. The plan calls for the demolition of the existing convent facility. The new parish center and high school would close off access through the current ally. New access would be from the west off of Cayuga Street with a new school/parish office parking lot just south of the new parish center. The existing home north of the convent would need to be sold and moved. The Julia Adams property needs to be acquired. Therefore, the planning sequence is summarized as follows:

### **Church/Parish**

- 1) Sell the house north of the convent
- 2) Acquire the Julia Adams Property
- 3) Pave the north parking Lot

### **School**

- 1) Replace South Windows of High School
- 2) Replace Electrical Light fixtures in South Class Rooms

### **School of Faith**

- 1) Negotiate use of South School
- 2) Purchases necessary desks and equipment

### **Development Plans**

- 1) Prepare conceptual plans for the new high school and parish center.

### **Capital Campaign**

- 1) Raise necessary money

### **Construction:**

- 1) Build the new high school and cafeteria; convert existing facilities and move pre-school and kindergarten.
- 2) Demolition of the convent and pave new school parking lot.
- 3) Build the new parish center facility
- 4) Renovate the rectory

## **RECOMMENDATIONS:**

The Long-Range Planning Committee submits this plan to the Steering Committee for review and comments. We understand the plan will need to be dynamic and adapted frequently. It was our intent to provide a long range plan that strategic planning could be based on.

**EXHIBIT A**  
**LONG-RANGE PLANNING**  
**Report to the Property Management Committee**  
**Parish and School Space Needs**

**School:**

Erv Rowlands, Cindy Pudenz, Sara Sennert and Bev Mach

- There is a need for a multi-purpose room, separate from the cafeteria and could be used as a second gym
- We have many conflicts with scheduling the parish center. Could we share a future space with the Knights of Columbus?
- Ideally would like all school functions in one building
- Ideally would like to meet ADA guidelines
- If we continue to grow as a school, the rooms aren't large enough to accommodate and not suitable for remodeling. (We realize the high school had larger numbers in the past but education is different now than in the 1960s and 1970s.)
- Can't build high school numbers if we can't build up elementary numbers as we can't expand number of classrooms.
- Our rooms are smaller than recommended for education. For example, our middle school rooms are 700 square feet. Recommendations would be for 1200-1500 square feet.
- For safety, we'd like to have a locking system, possibly using FOBs. Camera system?
- There is inadequate parking for staff and students. If we grow employees, we'll have even less parking.
- The high school principal should have an office away from the noisy and hot computer server. (Server must be in air conditioning.)
- If we remodel our "block" – can't forget space for playground.
- It would be ideal to have our own auditorium separate from the gym. The gym is busy.
- If we have a separate parish center, we could host our own receptions and events other than the KC Hall
- We should look at a campus atmosphere once we own the block. This would help with church and school staff unity. Close the alleyway to create green space and playground area
- The entire building should be air conditioned. We can't comfortably host summer events.
- Our entrances are not welcoming.
- The school kitchen area needs to be updated
- Many windows need to be replaced – would also help with energy savings.

**Youth Ministry/School of Faith**

Becky Sorenson and Cary Brown

- The School of Faith office often has up to 10 people in it – too small and is full of items.

- School of Faith needs more storage for their items
- SoF would like access to the PA system from the office.
- The youth ministry could use the whole main level of the convent – realizing that isn't an option right now.
- Would like to have a youth room open a couple of afternoons a week for activities and perpetual adoration.
- We desperately need meeting space, preferably with a refrigerator and microwave.
- There should be offices for all of the parish staff members - all connected for efficiency and staff unity.
- The rooms in the school are really too small for School of Faith. All available space is used on Wednesday nights.
- New doors would help with heat and energy savings – can be drafty.
- Air conditioning in the building
- The church meeting room is too small for prayer groups, too small for RCIA.
- The classroom used for RCIA isn't conducive, especially with school activities.
- Classrooms aren't really conducive for Lenten prayer groups
- The church is always so busy – people complain there's not much opportunity for quiet prayer.
- There's not adequate space for big parent meetings. The gym, parish center and church are very busy – hard to schedule.
- Storage an issue – Vacation Bible materials are stored in an employee's home.

#### **Rectory/Parish Offices**

Fr. Jeremy, Pat Johnson, Melina Tapia, Dawn Prosser, Martha Smith, Dcn. Mark Prosser, Karen Pickhinke (Scrip)

- We don't have enough office space for all of our employees. We are hiring a new full-time person and they will have to share with Scrip. The DRE and Youth Minister work off-site. Ideally we would all have offices in the same space for communication, efficiency, staff cohesiveness, etc.
- If staff members increase due to our increased activity, we cannot accommodate them with a working space.
- When more deacons are ordained, there is no office space for them to conduct wedding preparation, funeral preparations, hold meetings with parishioners. (At least 3 are in formation now.)
- We no longer have space for a future music minister – that office was eliminated in the rectory remodel. Most of the printed music is scattered throughout the church in various rooms. Musicians would like to have a real director hired again.
- It is difficult to obtain the church for music rehearsals.
- We haul a trapset across the alley when we want to use it in church. (Not safe to have it in church where children could damage the heads.) Trapset is stored in the ball storage closet behind the convent chapel.

- Ideally we would have a music practice room large enough for the Caritas Choir, Adult Choir, small groups, etc. Keep the printed music in that room also and store the trapset and congas in a locked room.
- We need a larger meeting room that could hold around 30 people – RCIA and other activities could be held there.
- We do not have a meeting room in the parish house for staff meetings – we have to close the office, phones left unanswered, etc.
- We do not have adequate clerical work areas for working on projects where a large space is needed.
- The front office is too crowded when the many volunteers working alongside the paid clerical staff.
- It would be ideal to have a break area for staff rather than eating lunch at our desks – doesn't look very professional.
- We need more storage for paper goods, records, etc. Some of our records are in the upper room of the church.
- It would be ideal to have a storage area for ball/auction, alumni items that is more convenient.
- Difficult to conduct fellowship events when our parish center is not connected to the church and it is difficult to schedule the parish center, gym, and church. We are an active parish.