

Needs Assessment Priorities List

Church	Nave	Item	Discussion points
		Pews for 360 people	Two Columns Wide Aisles
		Additional Seating space for 60 people	Utilizing Chairs in the back of the Nave
		Arcade	Wide size aisles
		Confessionals	2 Confessionals plus consider places for multiple priests. Behind Screen/Face-to-Face Some sort of glass door or window where priest can be visible Seperate confessional or some way of having confessions for daily mass
		Holy Water Font	Outside of the nave, before entering the church At Doors Large vessel to full bottles in gathering space
		Baptismal Area	Fixed position Does not need to be larger than what we have (can repurpose if needed) Would like to have it covered and also easy to drain like our current one)
	Sanctuary	Altar	Stone preferred Repurpose relics/altar stones
		Side Altars	One on each side with votive candle space, kneeler
		Space	Size: A bit larger than what we have...No smaller than what we have, maybe deeper with more room in front of the altar Chairs for 4 (up to eight) servers (can be split) Presider Chair 2 Deacons Chairs Arranged for better flow of ministers Apse type area for high altar (Tabernacle) Two sacristy type rooms (one on each side of sanctuary) with connecting hallway behind (Could connect to Adoration chapel and bathrooms)
		Communion Railing	Open in middle? Gate in middle? Open on ends for side altars? Space (step) to kneel on

		Steps to Sanctuary	Six steps Only one step for side altars Need ramp as well?
		Ambo	Same level as altar Light for reading during Easter Vigil or Candlelight services Similar slope as current one (for book stand) Easy open storage shelf for Lectionary, Book of Gospels etc.
		Work Sacristy Liturgical Storage	Needs outside access Running water with deep wash tub type sink Large counter height work space Cabinets to store seasonal décor, linens, large and small items
		Main Sacristy	Used by Clergy and servers etc. Storage and space for Vestments and vesting, chalices, items needed for mass (About the same size as the current space used for these purposes, but more efficiently arranged.) Running water Sacarium
		Doors	Access to sacristy inside and outside of sanctuary
		Stained glass windows	Repurpose
		Adoration Chapel	Can be added later but may be prudent to build frame structure as part of phase one

			Communion Rail Adjustable lighting Sound System Storage for blankets Access to drinking water
Gathering Space	Overflow Seating	Room for 80 Chairs in two Columns with good into nave	
	Glass walls	At least enough glass to provide good view	
	Glass Doors	About the same size as current doors	
	Crying Pews	Pews fixed in place next t glass walls to be used as crying room area when overflow space is not used	
	Funeral Visitation	Space for a casket, kneeler, flowers, displays etc. with good flow	
	Coat Racks	How many? Where to locate?	
	Restrooms	Easy access to nearby restrooms	
	Parking	Easy entrance/exits for parking	
	Handicap	Easy access with no obstructions for handicap	
	Storage	Storage for chairs, usher supplies (safe, counter space, baskets)	
	Kiosk	Place to display devotional and formation type materials	
	Bulletin Boards	Space for information	
	Sign-up Space	Tables for signing up for things	
	Sound System/TV Monitors	Monitors that also display where various events are taking place Monitors and sound so that liturgy can be observed Option for live feed (stream) of liturgies	
	Lounge	Bridal space or family space during funerals	
	First Aid	First aid stuff and AED	
	Overall Concept	Ability to expand outward	
Entrance Area	Inside	Elements to discuss include parking, drop off locations, flow of people inside and out, flow of automobiles Coat racks here or another place?	
	Outside	Plaza Area	

	Musician Space	Choir Loft	<p>75 person Capacity Space to form circle around microphone Risers that are deep enough to host seated musicians as well as instruments and stands Clear View of Sanctuary Railing Design Speaker and Monitor system Riser for Director Easy Access with elevator or low-step, wide staircase</p>
		Practice rooms	<p>Two Practice rooms with piano/organ Library Storage Lockable Storage Cabinets Large work table Copy Machine, Paper and supplies Coat hooks etc. Sound proof so they can practice even while people are in church Access to water and bathroom (so toilets can flush without disturbing others</p>
Social Space	Social Areas	Indoor Social area	<p>Large enough for wedding receptions Seating for 300 Lots of Natural Light Easy Access for deliveries etc. Stage (Dream) Larger Bathrooms Room dividers (partition) Easy Storage for tables and chairs Good sound systems and good acoustics Monitors and AV input from church too</p>
		Outdoor Social area	<p>Adjoining Patio Space with easy Access Room for Tent/Canopy possibly permanent anchors created BBQ Facilities Picnic Tables (a few available) Outdoor chairs etc Outdoor Storage for chairs, tables etc. Sound System</p>

	<p>Production and utility space</p>	<p>Kitchen</p>	<p>As large as current kitchen if it includes the boiler room space Easy Outdoor Access for deliveries etc. Dumpsters easily accessible, but discreet Separate room for dirty dishes and dishwasher etc. Mostly Shared storage Some lockable storage cabinets for various groups (6-8) Beverage Center near kitchen but not in kitchen (with storage for cups, condiments, pitchers etc.) External access to plates and cups etc. Near Kitchen but not in Kitchen Storage space similar Walk-in Fridge (dream) More freezer space Walk in Freezer (dream) A little more work space (islands) More walking space Separate prep space All New appliances (Big stove like we have) More serving carts and storage for them Serving Windows Windows in Kitchen Doors (safety) Windows that open Bathroom for kitchen staff Handwashing stations (code) Pizza Oven (dream) Laundry Facilities Cleaning Facilities</p>
		<p>Indoor Cleaning and maintenance space</p>	<p>Shared space but locked Better lighting Talk about easy to clean flooring throughout campus Safe and easy to clean windows throughout Storage and supplies away from events that might be taking place</p>

Business Offices	Pastor	Desk/work space Perhaps table & chairs or to be used for private conversations
	Deacon(s) Or Hoteling Office	Desk/work space Reservable Loveseat and comfy chairs etc. If feasible we might like to have two of these and can be used for private conversations (comfortable for about 4 people (could have multi-purpose)
	Secretary	Welcoming reception area with waiting lounge Good windows to outside Easy to find, convenient Filing Cabinets Easy Access to work room
	Bookkeeper	Private - lockable office - near secretary and Father Access to work room
	Religious Ed Office	Desk/work space Access to work room Near classrooms Good storage and organizational space
	Work room	Work area and supplies space Shredder Copy machine Work space File Cabinets Storage for supplies Good counter space
	Break Room	Lounge/kitchenette Sink Microwave Coffee Refrigerator
	Conference Room	Table and chairs for 12 Some simple storage AV capabilities Project Whiteboard Power for laptops Good lighting Could be re-purposed as a classroom

			Doors from offices and from other spaces (classroom area etc)
		Restroom	Specifically, for office staff use
		Storage	Some space for cleaning supplies, vacuum cleaner Food shelf space Saint Vincent DePaul storage But this could be incorporated with the classroom space and may not need to have an additional one for office.
		Emergency Exit	Accessible to staff as needed
		Additional Meeting Room Family Room	Reservable Accessible to outside of the office space Small table and chairs – up to 12 Place to meet with couples, grieving family etc. (can be multipurposed as bridal room and a classroom) Sink – small kitchenette Mirror for bride etc.

Other Space needs	School	Classrooms In addition to the repurposed spaces listed above	5 with capacity of 15 people 2 that can support 20 people 1 large enough for 40 people that can be divided into two rooms for 20 people each Bathrooms in a couple smaller rooms (could be shared) Sound Proof Space to arrange tables in a “circle” Monitor screens or prep for future screens All with windows Whiteboards
		Restrooms	Generally accessible for use of entire facility If we can make this closer to classrooms, we may not need extra bathrooms in classrooms
		Child Care Room	????
		Sleeping Bag Ministry	Utilize a classroom? but need dedicated lockable storage Need three rows of 3 tables each (8 ft each)

Rectory			One Level Two bedrooms Small Office space that could be used as third sleeping space Kitchen-Dining-Living room (Open plan) Mudroom Laundry Attached 2 car garage Mechanical room Deck or patio (wish list)
Outdoor Spaces		Playground	Near Social Hall Can repurpose existing equipment Fenced in space
		Water/Hose	Convenient to future garden
		Outdoor Maintenance Structures	Separate from other structures, but convenient Garage/Pole barn Three Stalls (separate keys) <ol style="list-style-type: none"> 1. Lockable for picnic storage 2. Lockable for equipment 3. Lockable Heated Work Shop