

Catholic Church Process Guide

Version 2.0 – November 11 2008

CGLS Architects

Determining Project Objectives

Part “A” – Questionnaire

Existing Renovation

A - Sanctuary:

Are you exceeding seat capacity at Masses?

1. Are you willing to increase number of Masses offered?
2. Do you have capacity in parish for future growth?
3. Can existing Sanctuary be expanded?
 - a. If so, provide approx. 18 s.f./per seat (for sanctuary space only).
4. Will a new Sanctuary need to be constructed on site?
 - a. If so, will existing Sanctuary converted to:
 - i. Chapel
 - ii. Educational Space
 - iii. Multi-Purpose/Social Hall
5. Can technology be used for simulating audio/video feed from Sanctuary to Parish Hall to handle overflow seating?
6. Have you exhausted the ability to expansion on existing property and need to consider relocating Parish?

B – Multi Purpose/Social Hall:

Are you exceeding capacity of present multi prupose/social hall?

1. Are you willing to alter present program to eliveate scheduling conflicts?
2. Can existing facility be expanded or a new built?
 - a. If so, provide 30-40 s.f./seat (for accommodating variety of programming including dinner & table format, kitchen and support).

C – Classroom Building:

Does your existing facility exceed capacity for educational related programming?

1. Can existing classroom facility be renovated to maximize square footage?
2. Can classrooms be overlapped with worship times to increase capacity?
3. Can existing classroom facility be expanded?
 - a. If so, provide the following approx. square foot values (s.f. values include circulation, support and ancillary spaces associated with expansion):
 - i. Adult Classroom: 35-45 s.f. per person
 - ii. High & Middle High School: 45-55 s.f. per person
 - iii. Elementary & Preschool: 60-70 s.f. per person
 - iv. Nursery: 70 s.f. per person
4. Will a classroom facility need to be constructed?
 - a. If so, the following are approximate guidelines for classroom counts based on Parish sizes:
 - i. Small Parish
 1. Adult Classrooms: 5-8 Classrooms
 2. Middle/High: 4-6 Classrooms
 3. Nursery/Preschool/Elementary Classrooms: 10-15
 4. Support Staff: 3-5 Offices

ii. Medium Parish

1. Adult Classrooms: 8-12 Classrooms
2. Middle/High: 6-10 Classrooms
3. Nursery/Preschool/Elementary Classrooms: 15-25
4. Support Staff: 5-10 Offices

iii. Large Parish

1. Adult Classrooms: 12-20 Classrooms
2. Middle/High: -15 Classrooms
3. Nursery/Preschool/Elementary Classrooms: 25-40
4. Support Staff: 10-15 Offices

D – Office Building:

Does your existing facility accommodate present staff with provisions for future growth?

1. Do you have an adequate number of offices and conference rooms to support present program?
2. Can existing facility be renovated to maximize square footage?
 - i. If so, provide the following approx. square foot values:
 1. Reception Area: 300-400 s.f. each
 2. Priest's Office: 200-400 s.f. each
 3. Typical Office: 120 s.f. per person
 4. Administrative Office: 100 s.f. per person
 5. Workroom/supply room: 300-400 s.f. each
 6. Small Conference Room (accommodate 6 people): 150 s.f.
 7. Large Conference Room (accommodate 12-16 people): 400 s.f.
3. Can existing facility be expanded?
 - i. If so, provide approx. 185 s.f. per person (for office related additions only). This approx. square footage includes general office space, toilets, corridors, support and ancillary space.
4. Will a facility to house Administrative staff need to be constructed?
 - i. If so, the following are approximate guidelines for different Parish sizes:
 1. Small Parish
 - a. Reception Area
 - b. 6-8 Offices (Priest, Administrative and general staff)
 - c. 1-2 Conference/Meeting Room
 - d. Library/Medial Room
 - e. Records Vault
 2. Medium Parish
 - a. Reception Area
 - b. 8-12 Offices (Priest, Administrative and general staff)
 - c. 2-3 Conference/Meeting Rooms
 - d. Library/Medial Room
 - e. Records Vault
 3. Large Parish
 - a. Reception Area
 - b. 12-20 Offices (Priest, Administrative and general staff)
 - c. 3-5 Conference/Meeting Rooms
 - d. Library/Medial Room
 - e. Records Vault

E – Gymnasium:

Are you entertaining addition a athletic program and what type of program are you considering?

1. If so, use the following sizes depending on program?
 - a. Small Gymnasium Facility – Approx. 7,500 g.s.f.
 - i. Junior High Court Layout
 - ii. Restrooms
 - iii. Adequate lobby/pre-function space
 - b. Large Gymnasium Facility – Approx. 15,000 g.s.f.
 - iv. High School Court Layout (50'x84')
 - v. Multipurpose rooms
 - vi. Restrooms with Dressing rooms
 - vii. Fitness Rooms
 - viii. Running Track
 - ix. Kitchen with support spaces
 - x. Large lobby/pre-function space

F – Rectory:

Do you have an existing Rectory that requires expansion?

1. If so, provide the following approx. square foot values:
 - a. Living Room: 250-400 s.f.
 - b. Bedroom w/bath: 300-400 s.f.
 - c. Kitchenette: 100 s.f.

Will you be adding a Rectory?

1. If so, the following are three variations depending on occupant requirements:
 - a. Small Rectory – Approx. 2,000 s.f.
 - i. Foyer, Living, Dining, Kitchen, 3 Bedrooms, Small sized Social Room & Garage.
 - b. Medium Rectory – Approx. 4,000 s.f.
 - i. Entry Vestibule, Living, Library, Dining, Sun Room, Kitchen, 3-4 Bedrooms, Medium sized Social Room & Garage.
 - c. Large Rectory – Approx. 6,000 s.f.
 - i. Entry Vestibule, Library, Offices, Living, Formal Dining, Sun Room, Kitchen, 4-6 Bedrooms with individual bathrooms, Large sized Social Room & Garage.

G - Parking Lot and Site:

Do you have an existing master plan for the site?

Are you willing to increase the number of Masses offered?

Have you exhausted the ability to expand on existing property and need to consider relocating Parish?

Can existing parking be increased to accommodate growing program?

1. If so, provide one parking space for every 2.25 people (on church site at one time for simultaneous events).

Can you purchase land adjacent to the current site if needed?

1. If so, provide approx. 1 acre for every 200 persons (parish population)

Is attendance exceeding parking infrastructure?

1. Can existing parking be increased to accommodate growing program?
 - a. Provide one parking space for every 2.25 people (on campus at one time).

Does your existing facility need to expand an existing athletic program or add to existing?

1. Do you require an additional athletic field (i.e. soccer or baseball)?
 - a. If so, provide approx. areas below:
 - i. Baseball – Approx. 2 Acres
 - ii. Football/Soccer – Approx. 2.5 Acres

Part “B” – Parish Sizes

New Building Construction

Abbreviated Parish Programming Guide

Version 2.0

November 11, 2008 CGLS Architects

	Note	Small Parish (less than 700 registered families or 2000 in parish population)	Medium Parish (less than 700 to 1999 registered families or 2000 to 5999 in parish population)	Large Parish (less than 2000 registered families or 6000 in parish population)
Families		500 Families	1250 Families	2000 Families
Based on # of Masses		3 to 5 Masses	4 to 6 Masses	6 to 8 Masses
Sanctuary Seating		280 Seats	625 Seats	1200 Seats
Seats/Family		1.8 Seats/Family	2.0 Seats/Family	1.7 Seats/Family
Program Requirements				
1 Sanctuary	1	12,700 s.f.	28,500 s.f.	44,200 s.f.
2 Multi-Purpose/Social Hall	2	4,300 s.f.	9,500 s.f.	18,400 s.f.
3 Classroom Building	1	14,400 s.f.	30,600 s.f.	38,300 s.f.
4 Office Building	3	3,700 s.f.	9,200 s.f.	14,700 s.f.
5 Gymnasium				
Small Facility	4	7,500 s.f.	7,500 s.f.	
Full Facility	4		15,000 s.f.	15,000 s.f.
6 Rectory				
For Small Parish	4	2,000 s.f.		
For Medium Parish	4		4,000 s.f.	
For Large Parish	4			6,000 s.f.
7 Parking Lot/Site				
Site Requirements				
With Athletic Field	4	12.5 Acres	25 Acres	35 Acres
Without Athletic Field	4	7.5 Acres	20 Acres	30 Acres
Parking Requirements	4	125 Parking Spaces	280 Parking Spaces	535 Parking Spaces
Dual Session Parking Req't's	4	160 Parking Spaces	360 Parking Spaces	690 Parking Spaces
Sub Total - Building S.F. Required				
Lower End		31,220 g.s.f.	67,760 g.s.f.	95,620 g.s.f.
Average		44,600 g.s.f.	96,800 g.s.f.	136,600 g.s.f.
Upper End		57,980 g.s.f.	125,840 g.s.f.	177,580 g.s.f.

- Notes
- 1 Based on Parish Population
 - 2 Based on a percentage of Sanctuary seating
 - 3 Based on a percentage of Registered Families
 - 4 Standard Rule of Thumb

Information outlined in this summary is based on assumptions and require formal programming process. Pre-existing or special conditions may impact figures dramatically.