

**Needs Assessment Report for**

**St Albert The Great Newman Parish**  
Las Cruces, New Mexico



**March, 2002**



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## Needs Assessment Report for Saint Albert the Great Newman Parish

Las Cruces, New Mexico

March 25, 2002

• *Review the parish census as provided by the parish. ... parish has grown rapidly*

**Projections about future size** - In 1998, the parish population was estimated at between 1,400 and 1,700 people, comprised of 60% registered with St. Albert's parish and 40% non-registered or registered elsewhere. The parish summary report contains demographic detail and charts. The parish population is quite diverse including students, families, retirees and the faithful from all areas of Las Cruces who view St. Albert as their home parish. The year-2000 estimate by the parish was 2,300 members. By the end of 2001, the parish reports its present size as 3,000 people including 700 families and including approximately 300 students. These recent estimates represent rapid growth from the 1998 figures. The membership estimate of 3,000 is supported by the reported weekly mass attendance of 1,300 to 1,600.

**Income/expense ratios** - Approximately 275 participate in the collection, which averages \$5,600 over a weekend. Sunday collections of approximately \$290,000.00 cover operating expenses for a year. The parish will encourage participation with the goal of raising levels from 20% to 34%. The parish will also engage a fund-raising consultant to explore the initial capital campaign fundraising capacity of the congregation as well as its long-term debt carrying capacity. Annual budgeted income and expense statements are available in the parish office.

**Diocese planning** - The parish leadership will meet with the Diocese to determine the aspects of their long-range planning which could effect membership and planning for St. Albert the Great Newman Parish. Does the Diocese plan to establish new parishes? Where will they be? What are their planned priest-to-congregation ratios and congregation sizes? Will the Diocese contribute support for the mission to the University, which is not self-supporting? Are there programs of grants and loans for expansion/renovation and what are the requirements and limits? Will the Bishop lend his active support during a fund-raising campaign?

• *Evaluate the present building with regard to usage, functionality and efficiency. ...*

### **Uses, Functionality, and Efficiency...**

The existing facilities were built in phases, with primary building campaigns in 1930's, 1980's and in 1992. The efficiencies of adaptive use of the original adobe house, the multiple functions of de Colores Hall, and the then appropriately-sized worship space/meeting rooms constructed in 1992 have served the Newman Center and the Parish well until now.



The emerging inefficiencies and depreciation of the present facilities are becoming the focus of much of the resources and time of the staff and congregation, limiting the religious education and social life of the parish. The safe occupancy limits for the masses have been reached and limited clergy does not offer opportunities to add additional services. The worship space must be expanded.

The newer areas of the parish complex, including the worship space and the meeting rooms, library, and offices in the NW wing, are in good condition, suffering from some physical deterioration from the last 10 years. The kitchen, administrative offices, alumni meeting room, and fellowship hall are in poor condition and have code and safety problems, and location inefficiencies which support their demolition as part of the expansion project.

### **Worship Space ... *high value, needs expansion***

There are currently 4 weekend worship services:

- Saturday at 5:30 pm      300 attendance
- Sunday at 8:30 am      450 attendance (75-80% students)
- Sunday at 11:30 am      450 attendance
- Sunday at 8:30 pm      450 attendance

1,300 -1,600 attend masses weekly

There are now 275 upholstered chairs plus approximately 25 folding chairs around the room's perimeter which provides seating for 300 (plus 100 folding chairs in the adjacent de Colores Hall for overflow = 400.) With the remaining floor space committed to the liturgical focal points, the music ministry, and safe egress and circulation, there is not room for more seating.

The consensus of the congregation during the 2001 workshops was that the number of scheduled services is now at maximum utilization of four masses per weekend. Given current attendance and projected future growth, the 4,200 square foot worship space is too small to provide for projected needs and future growth. The recent and projected growth in worship attendance, evolving opportunities for celebrating the liturgy, and continuing clergy staffing pressures imply that the primacy, service use, and effectiveness of the worship space can be sustained by its expansion.

The layout, proportions, and ceiling height are appropriate for the use. The structure and finishes appear to be in good condition. The heating, ventilating, and cooling systems are not functioning efficiently and should be replaced. Acoustics, natural and artificial lighting, and liturgical fixtures and art need improvements.

The Marian Shrine, reconciliation chapel, and small group prayer chapel are functionally appropriate. The reconciliation chapel may need accessibility modifications. The columbarium should be relocated so that it can be expanded in accordance with the expressed desires of the congregation.



### **de Colores Hall ... *compromised value, needs to be replaced***

The fellowship hall east of the worship space is used as the main entrance, the social hall for parish dinners and events, the home of the Lunch Bunch program for University students, overflow seating for the worship space, and the largest meeting room. This 1,920 square foot multi-function space has been highly functional in serving multiple needs. Because of its central location and circulation patterns, its efficiency is limited. The ceiling height is appropriate but finishes and building systems are deteriorated. The student-built shrine at the east end is fondly regarded by the congregation and should be retained in future planning, if possible.

The materials of construction, uses, and location are not compatible and this space presents numerous violations of codes, which affect life safety. Almost all of the building systems need improvement or replacement including lighting and HVAC.

### **Classroom and Meeting wing ... *average quality, needs expansion and remodeling***

The northwest wing houses the library (main conference room), four classroom/office spaces of about 165 square feet each, the music room (which opens into the worship space), the sacristy, and the most recent restrooms. The structure, built in 1992, appears sound. The rooms, though small by current planning standards, make a substantial contribution to filling the programmed space needs. Most building systems are adequate, except HVAC and new finishes after remodeling. Restrooms require expansion or supplemental new locations.

### **Administrative wing ... *below average quality, location favors replacement***

The administrative offices, kitchen and alumni lounge meeting room occupy the part of the building which contain the remaining fragments of an adobe house which has been wrapped on 3+ sides by subsequent building campaigns. The non-rated adobe/wood frame type of construction is inappropriate for the use and the building systems are substandard, presenting life and fire safety hazards. This section of the building is located in areas central to and appropriate for expansion of other parish facilities. The administrative wing should be demolished and rebuilt to current standards.

### **Locations ...**

That the existing structures are at the west end of the site and that the newest, most useable parts of those structures are the western rooms of those structures, up against S. Solano Drive, predetermines both the direction of expansion and the location of certain primary uses.

The existing worship space cannot be expanded to the west or south because of proximity to property lines and public right-of-way for the street. The worship space could be expanded to the north after razing the existing library and meetings rooms there. The rooms in this section of the building were built as part of the 1992 construction project and their structural shell is in good condition. They need



repairs of deterioration, remodeling to accommodate newly assigned uses, and a new HVAC system (as does the worship space). Project design should explore other options before committing to demolishing these useful spaces.

The adjacency pattern for the expansion suggests that the worship space be expanded to the east, a new gathering space built connecting the worship space to a new attached social hall, with rooms for religious education, administration, and meetings placed around the gathering space. Conceptually, the new gathering space would be the entrance and circulation hub.

After considered discussion, the congregation decided not to build a detached, free-standing social hall. Related to this discussion was the potential usefulness of the residential buildings on the southeast land parcel. They are of poor quality, remotely located, and the decision of the congregation was to raze these structures to replace parking land to be occupied by the new construction for the social hall, offices, and meeting rooms.

***•Assist the parish in identifying and establishing goals relevant to facility needs.***

St. Albert the Great Newman Parish identifies their spiritual life as “we welcome, we bless with holy water and oils, we incense and celebrate, we hear the word, we give blessed food, we send forward to live a Christian life”. In order to support their spiritual life, the specific goals of the parish, expressed during the 2001 planning process, are:

- ❖ plan for expansion of the worship space to projected capacity , enhance the worship environment, provide for life safety and health needs consistent with current standards and codes, replace building mechanical ventilation, cooling and heating systems (including capacity for expanded worship space)
- ❖ build a new social hall to support the programs and church-life of the parish and the Newman Center
- ❖ reconfigure, remodel, and build new multi-use meeting rooms of various sizes to support the religious education program, parish life programs, community outreach programs, and meeting space requirements for parish groups.
- ❖ reconfigure, remodel, and build administrative offices and work space for the administrative support, counseling, and business support functions of the parish.

All of the above should be achieved within those very important church planning requirements: adequate paved parking, adequate restrooms and adequate air-conditioning.

***•Establish the parish building needs based on the current census and a 5-year projection.***

In summary, the needs of the parish are:

- ❖ Redesign the liturgical configuration of the worship space for the mass, provide more seating (doubling the worship space), provide a gathering space for interactions before and after masses, and replace the heating, ventilating, and cooling systems which are obsolete. The priority and primacy of the worship space was confirmed by the parish.
- ❖ Expand and remodel facilities for religious education programs, and spaces for community outreach and meetings. The importance of these needs to the future viability of the church's service was affirmed.
- ❖ A new social hall is needed to support the mission to the University, the social life of the parish and its affinity groups, and to support religious education and youth programs. The social hall was a high priority of the parishioners.
- ❖ Appropriate administrative and counseling offices shall be provided.
- ❖ Continue planning for additional land acquisition, efficient land use, landscaping, and parking, since the existing property size is less than necessary for the parish.

In 1998, the parish assembled 100 parishioners for a town meeting about their future and completed their first external audit. The mandate was to move forward to provide for growth, (with no direction predetermined), solving space, facility operations, and parking problems. The summary report included assessment of condition of physical plant, identified areas needing improvements and repairs, and made recommendations for further planning.

At the end of 2000, Victor Johnson Architect, a New Mexico architecture company with church specialization, was hired to facilitate and guide the parish in a needs assessment process and to serve as architect for the project to solve these problems. The first of the series of meetings with the congregation and with special interest groups within the parish was held January 20, 2001. As for the 1998 meeting, all members of the congregation were invited to attend and effect the planning for the future of the parish.

The architect and parish leadership facilitated a series of workshops which assessed the needs of the parish and the Newman Center. The summary sessions were concluded in September, 2001. The summaries of work sessions on the liturgy and worship space, religious education, social life and programs, and administration are attached as appendices.



*•Make recommendations as to the existing facility's ability to accommodate the needs of the present parish membership. ... can accommodate present needs with expansion/renovation.*

### **the worship space ...**

The worship space almost accommodates the current attendance needs of the parish. At projected growth levels this space is about half of the necessary space for the future. The current HVAC system is inadequate to consistently handle the environmental control loads. The recommendation is to expand the worship space, upgrade building systems, and enhance the worship environment.

### **de Colores Hall ...**

The fellowship hall currently does multiple duty with compromised success. Given the location in the path of worship expansion, given the materials of construction, and given the life safety hazards present, the recommendation is to raze the hall and build a new social hall and separate gathering space.

### **religious education and meeting rooms...**

The current meeting rooms in the Northwest section of the facility can accommodate much of the programmed space need, but additional rooms should be added and existing rooms rehabilitated.

### **administration ...**

Currently 821 square feet, the available floor area is half the programmed need. The materials of construction and life safety hazards, coupled with the central location more functional for other uses, support the recommendation that these spaces (and the kitchen and alumni meeting room) be demolished and rebuilt to commercial standards in other locations.

*•Evaluate the existing building's capacity to accept expansion and/or remodeling.*

### **the site and existing structures –**

**Parking -** The current parking provides 76 spaces, including 4 handicap-accessible spaces. The Baptist facility to the south currently has 39 paved parking spaces which will be useable by St. Albert's through a joint-use agreement. There may be enough vacant land on the Baptist lot to add 12 (10-14) additional spaces. St. Albert's buildings at the SE lot should be demolished and their site used for approximately 20 additional parking spaces to make up for the 20 spaces lost by construction of an attached social hall. The 127 resulting spaces (76+39+12) support



seating of 500. For further expansion to 600 or 700 seats, additional parking would need to be acquired.

**Worship space** – This is the newest construction and is presumably built to then-current standards and codes. It is good, durable, sound construction, though it will require certain systems upgrades to now-current standards and codes when expanded. Expansion of the worship space will involve solving certain structurally difficult problems along the eastern bearing wall. As a practical and cost matter, the electrical equipment closet at the south should be left in place if possible. A new HVAC system will be required, designed to handle both the existing and expanded loads.

**de Colores Hall** – Built by owner's forces, approximately 30 years old, and probably not built to then-current codes and standards, the structure is of Type V-N construction (combustible structure, no fire protection rating). The size, location on the site and within the planning envelope, and construction materials of the hall do not accommodate expansion nor rehabilitation to house either the expansion of the worship space nor the social hall functions. De Colores Hall should be demolished. The small shrine on the east should be saved and incorporated in the new design, if its retention does not unduly compromise the efficiency of the scheme.

**Kitchen/Alumni room** – Probably built or remodeled as part of the de Colores Hall construction campaign, the structure is of Type V-N construction (combustible structure, no fire protection rating). Equipment does a good job of feeding the Lunch Bunch and supporting congregation meals (primarily cooked elsewhere and reheated at the church), however, the facilities would fall short of NSF (National Sanitary Foundation) standards for food service equipment and facilities upon inspection. Construction materials and layout (with internal access to the Alumni Meeting Room passing through the kitchen in violation of life-safety codes) compromise the effectiveness of remodeling or expanding this space. Many of the fixtures and equipment may be approaching the end of their serviceable life.

**Offices/the old house** – Staff offices have been fit into the floor plan of the original adobe house on the site. The size, configuration, location within the planning envelope, and construction materials of the original house do not accommodate expansion nor rehabilitation to house the administrative functions economically.

***•Evaluate the parish's present land holdings with regard to their suitability as a building site for new facilities and/or the expansion of the existing building.... small site - excellent location – will work for parish with limitations.***

The congregation voted its desire to stay at this location. There are memories, history, and associations attached to this property. Its location adjacent to the University is desirable to support the mission to students. This site of about 1.7 acres (including the southeast lot) is undersized.



The main lot is 58,887 sf and the SE corner lot is 7,655 sf for a total land area owned of 66,542 sf. A small parcel of land will be gained due to ongoing negotiations to obtain the abandoned alley.

The City zoning category for St Albert's property is "UAC 2 - University Avenue Corridor." This zoning classification includes the following:

- Churches are a permitted use
- No lot coverage limitations
- Review of proposed projects by a Citizens Design Review Committee (CDRC) is required
- Minimum lot size of 5000 sf
- 18 foot height limitation
- Setbacks are: Front (Solano Drive is considered the primary front) = 20 feet; Secondary Front (Mesa is secondary front) = 15 feet; Side (South) = 7 feet; and rear (Chapparell) = 25 feet.
- Parking requirement is 1 space/4 seats in main worship hall =  $500/4 = 125$  spaces ;  $600/4 = 150$  spaces or  $700/4 = 175$  spaces.

A shared parking written agreement with the Baptist center to the south has been agreed to and is in the process of being executed. It will be submitted for written acceptance by the City to satisfy the planned expansion's parking requirements.

Given that the congregation has indicated its desire to limit the size of the parish by limiting the worship space to seating for 500 (600 future), it does appear that their programmed spaces can be designed to tightly fit on this site, if additional parking of 25 to 50 spaces can be provided when future seating is added. This scheme maximizes land use potential and leaves no room for further expansion. The parish leadership should monitor opportunities to acquire adjacent parcels of land, especially those which are contiguous.

***•Prepare a written space program establishing space designations and their respective areas.***

**Worship space** – the existing space will be expanded to provide 500 seats initially, with enough floor space to ultimately add another 150 permanent seats (650) and up to 50 overflow seats for the high holy days (700) should parking become available to support such expansion. The current floor area of 4,214 s.f. will be initially expanded by approximately 3500 s.f. to 7700 square feet.

**Gathering space** – a new entry and space to congregate will be provided off the worship space and adjacent to the new social hall. The gathering space will be approximately one-third the size of the worship space or 2,500 square feet

**Social Hall** – provide space for seated dinner for 250 (with overflow up to 300), probably a moveable partition system to allow for unequal division, adequate storage for user groups and for seasonal events, and a new kitchen facility. The assigned net floor area for the social hall is 5,400 s.f. The congregation expressed an interest in studying the costs and benefits of additional basement storage.

**Religious Education** – provide teaching/ activity spaces for the following numbers of children in the respective grade levels:

Nursery	one room	12 infants (plus staff)
pre-k and kindergarten	two rooms	38 children total
grades 1-8	twelve rooms	<u>287</u> enrollment
		337
high school	one or two rooms/ social hall	*55 students
adult RE (OCIA)		<u>*43</u> adults
<b>total</b>	<b>fifteen rooms/social hall</b>	<b>435 total in RE programs</b>
(*high school and OCIA do not meet at the same time as the youth RE programs and can share spaces with RE.)		

By alternating class schedules with the mass schedules, it was determined that the number of classrooms should be planned as **six plus the nursery**. The building code occupancy rate for classrooms is 20 s.f. per occupant, however the architect recommends and the committee supports a planning standard of 35 s.f. per occupant for grades 1-8 to permit more varied and active education programs. The assigned net floor area for the RE activities, then, is 4,800 sq. ft.

**Administration** – there will be seven offices:

Pastor 's office and small conference	about 15'x22'	330 s.f.
Assistant Pastor's office	about 12'x15'	180 s.f.
Campus Ministry	about 12'x15'	180 s.f.
Business Manager and archive	12'x12' plus 6'x6'	180 s.f.
Director of Religious Education	12'x15' plus storage	200 s.f.
Deacons' office – 2 desks	about 12'x15'	180 s.f.
Secretary/ reception/ work counters/ general storage		300 s.f.
Volunteers' workspaces, resource library, lounge		<u>180 s.f.</u>
<b>Total for administration</b>		<b>1,730 s.f.</b>
(restrooms are located elsewhere)		

**Support** – liturgical and seasonal storage, maintenance storage, outside/landscape storage, a gift shop and its storage, music storage, and expanded restrooms are also programmed needs ... approximately 1000 sq. ft., distributed throughout the plan as appropriate.



***•Prepare a recommendation as to any minimum land requirements necessary to accommodate a facility based on the written program of spaces. ... 3 to 4 acres – acquire more as able.***

For the space program of this parish, the architect's recommendation would be a site of about three to four-acres.

There are larger nearby properties, many owned by religious organizations, which could be purchased if put on the market and funds are available. Adjacent properties (the Baptist facility contiguous to the south, the rental houses to the southeast, and the residences across the street to the north) were all informally discussed with parish leadership as options to accommodate growth. Each presents opportunities and requires financial commitment. Each should be reconsidered in the future.

***•Develop a statement of probable construction cost to build a new facility, based on the written space program. The statement shall include the option of remodeling and/or expanding the existing building.***

The conceptual estimate of probable construction cost for the remodeling and expansion project is \$2 million. The congregation has decided to proceed with the design phases of the project, which will further define scope, designing the plans and elevations of the proposed project, and make more precise estimating possible. Because the congregation rejected the alternative of relocation to another site and construction of a new parish, a conceptual estimate was not prepared. Based on the architect's experience, new construction costs for a 700-seat worship facility including the proportionate religious education and social plant could be in the range of \$4 million plus land acquisition and extraordinary site development costs. It should be noted that many new parishes are often directed to be planned for a 1200-seat worship space which then further increases the size and cost of the facility and project (into the \$6-million range).

***•Prepare a 1 to 2 hour briefing on the complete Assessment and brief the parish Finance and Building Committees within 3 weeks after delivery of the Assessment.***

Completed in meetings September 7 and 8 with parish committees and presentations to congregation at masses on September 8 and 9.



## **Appendices**

### **Summaries of Needs Assessment Workshops/Meetings**

1. Needs Assessment Workshop    1/20/01
2. Needs Assessment Workshop    3/10/01
3. Summary Meeting                9/8/01
4. Derived Requirements for St. Albert the Great Newman Parish





## St. Albert the Great Newman Parish Needs' Assessment Workshop Minutes

1/20/01

Fr. Mitch opened the workshop with morning prayer in the worship area.

Fr. Mitch opened the meeting in the parish hall. He began the discussions by reminding us of our beginnings as a Newman Club and how our physical space has grown from the original house to our present building. He also reminded us of our growth as a parish, from a small club of college students to a fully functioning parish. As we expand in our outreach to others, we need to look at the treasure we have, and see where God is sending us next and how God is calling us to be a community.

Chuck Boehmer, our parish business manager, then gave a summary of how we arrived at this point in the needs' assessment process. In January of 1999 there was a Town Hall meeting to discuss the results of a survey taken in June of 1998. Two points came out of the Town Hall meeting:

- (1) we were growing faster than most people realized, and;*
- (2) there was a strong consensus to remain on our present site.*

In August of 2000, the parish sent requests for proposals to six different New Mexico firms that work with liturgical architecture. Of the six requests, we received three responses. Members of the building and finance committees reviewed the proposals and unanimously chose Victor Johnson of Santa Fe for an interview. His interview confirmed the initial impressions and the decision was made to pursue the process. [The proposal is in the parish office and is available for review by any interested persons.] Victor has done a number of churches, including Santa Maria de la Paz that has won several architectural awards.

Essentially, we have asked Victor to evaluate the present situation, to assist the parish in establishing goals and needs, and to make recommendations on the existing building, as well as possible new construction. The specific items requested in the proposal are listed below.

- Evaluate the present building with regard to usage, functionality and efficiency.
- Review the parish census as provided by the parish.
- Assist the parish in identifying and establishing goals relevant to facility needs.
- Establish the parish building needs based on the current census and a five-year projection.
- Make recommendations as to the existing facility's ability to accommodate the needs of the present parish membership.
- Evaluate the existing building's capacity to accept expansion an/or remodeling.

## **Appendices**

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## St. Albert the Great Newman Parish Needs' Assessment Workshop Minutes

3/10/01

Father Mitch opened the meeting with a prayer at 10:00 am. He thanked everyone for being there and contributing to this important parish venture. He then turned the meeting over to Victor Johnson.

Victor stated that the agenda for the day was to validate the work of the meeting on January 20th and to fill in the blanks in the minutes. The most work included validating the seating space in the worship area and discussing the needs of the religious education program.

The following parish statistics were felt by all to be reasonably accurate:

Registered families	580
Student served	300 – 400
Mass attendance	1300 – 1700 (weekend) 30 – 36 (weekday)
Religious Education	30 – 50 pre K and Kindergarten 230 – 240 Grade 1 – 8 36 High School

The above will be modified if more accurate information becomes available.

### Worship Space Seating

Victor stated that it was his professional opinion that a well designed worship area could maintain intimacy and the parish maintain a sense of community with a seating capacity of up to 750.

Current seating capacity in the worship space is approximately 300, with an addition 100 metal chairs available for seating in the hall.

Mitch stated that the parish census had doubled within the last 5 years. Most in attendance felt that it would double again in the 5-8.

All felt that the seating in the worship area needed to be increased. The amount of the increase varied from 475 to 750. The average of an impromptu poll was approximately 618 with a median of 625.

Many felt that we should increase the size of the worship area **incrementally, that is, have the capacity for up to 600-700 but only seat about 500.** Seating could be increased for large attendance days

such as Ash Wednesday, Holy Thursday, Easter and Christmas. Seating would also be increased as the parish census increased.

Some felt that a seating capacity of 700 to 750 was too high. Others felt that this gave us the most options for the future.

The subject of “controlled” or “cautious” growth was discussed briefly. Some felt that if we could control growth through the seating capacity of the worship area. Another parishioner stated that growth would also bring more marriages, funerals and baptisms, etc and that we currently did not have the ministers to take care of a larger parish.

### **Religious Education**

Statistics for religious education were discussed.

Victor Johnson asked Father Mitch what is direction/inclination for religious education was. Fr. Mitch responded that he would like to have a full time Director of Religious Education, but that we did not have the money right now. A full time DRE would cost the parish approximate \$33,000/year. He continued that we need to review our entire program from pre-K through adult. He said that religious education was religious formation or conversion of the heart and finding out what it was to belong to a spiritual community.

Someone stated that it would be beneficial to have a special children’s liturgy once per month.

Others suggested that we might look at going back to having our religious education program between the 8:30am and 11:00 pm Masses.

All agreed that a full time DRE would be beneficial.

Victor asked about the ministries at the parish. The group listed the following:

- Campus Ministry
- Music
- Liturgy
- Social Justice – La Bodega, Corazon-a-Corazon, Feeding the homeless, etc



- Lunch Bunch
- Ministry to the homebound
- Prison Ministry
- Religious Education
- Hospital Visitation

Victor again picked religious education and asked what a good **religious education** program would look like.

Statements were made as follows:

- life long growth
- parental commitment
- reformation/re-education
- financial support
- better utilization of what we have now
- a full time DRE
- a good training program for teachers and assistants

Michelle Aguirre stated that we need to get more high school students involved in the religious education program. We have about 200 students in the grade school program and only about 30 in the high school program. Something is wrong.

Ruth Payne said that we need to make religious education exciting for the high school students and those beyond high school. Religious education needs to be a vital parish program.

Victor asked about the potential growth of the RE program. Someone stated that the program would not grow the same as the general parish population. If the parish doubled, RE growth might only be as high as 30%. This is because of the high numbers of retired people moving into the area.

Requirements for space for Religious education would be \_\_\_\_\_ sq ft for nursery (thru pre K) and where should it be placed?  
 \_\_\_\_\_ # classrooms of \_\_\_\_\_ sq ft to accommodate \_\_\_\_\_ number of children in K through 8  
 \_\_\_\_\_ classroom(s) of \_\_\_\_\_ sq ft to accommodate \_\_\_\_\_ number of teenagers in high school program (or can classrooms be shared with elementary.

\_\_\_\_\_ space(s) for adult religious education (OCIA)

### **Day Care**

Someone at the January meeting had brought up the idea of a day care. Those in attendance at this meeting decided that the parish would not be interested in a licensed day care facility.

### **Social Life**

Victor then asked about everyone's idea of a parish social life. The following were included by the group:

- dances
- speakers
- dinner/parties
- use of the facility for outside groups

Annual parish activities included the Annual Fiesta (BBQ), Parish Council Christmas party, St. Patrick's Day party.

All seemed to agree that we needed a flexible, **multi-purpose hall with a kitchen**. Requirements would include:

Sit-down dining for \_\_\_\_\_ (approx \_\_\_\_\_ sq ft) with sufficient additional room (\_\_\_\_\_ sq ft) for service, talks, meeting, and dancing.

Mary Carter suggested that the worship space could be divided into smaller rooms for meetings.

Outside groups that might use our facility include:

- University clubs
- Diocese
- Other parishes
- Outside groups

In general, the use of parish facilities by outside groups would be dictated by specific parish policy.

A **kitchen** would be a definite requirement as it provides a great deal for our parish

- Lunch Bunch
- Wednesday night student dinners



Midnight breakfast during finals  
Special events and fundraisers

### **Administrative Spaces**

Victor asked about the administrative spaces. Most all agreed that they could be anywhere on the same site as long as they were together.

Approximately 7 office spaces with room for a desk and conference area (approx \_\_\_\_\_ sq ft) would be required:

- Pastor
- Associate
- Campus Minister – 1 additional desk and room for student campus
- Business Manger
- Director of religious education
- Deacons – 2 desks
- Liturgy coordinator and Music coordinator – 2 desks
- Conference area

Additional space would be required for a reception area and a large work space for the parish secretary.

### **Columbarium**

It was noted that if the worship area was expanded that we would have to move the Columbarium. There is a special Parish Investment fund that has monies to do this.

### **Next Meeting**

The next meeting of the group will be in early to mid May.

Tele-conference on April 4, 2001 between Victor Johnson, Michelle Aguirre, Ann Gibson and Chuck Boehmer

**Subject: Religious Education**

Ann verified the statistics cited at the March 10 meeting

Pre-K and Kindergarten	30 children
about 15 each 8:30 and 11:00am Mass	
Grades 1-8	230
High School	35
OCIA	35

There are currently 3 meeting time for the grade school children and one for high school.

Both Ann and Michelle stated that they would like to see all religious education take place at the same time. Their first choice would be on Sunday between the Masses and second choice would be Monday evenings. Adult education would also take place at the same time. Both felt that there would be a better sense of community if all the different religious education programs were at the same time.

There was lengthy discussion about future numbers attending classes, but the only consensus that could be reached was that the numbers would increase somewhat. The parish could probably handle between 20 to 25 children per class. Ann would like to see the High School program go up to 50 – 60.

185 children are in grades 1-5 with only about 45 in the remaining grades. Ann felt that one the children received First Communion that there was no longer a push from the family to attend religious education.



Minutes 5:30 PM Mass 9/8/01

Father Mitch: It has been a strain that has been put on our space at times and it impacts our worship. As a community, we engaged an architect to work with us to determine what our needs are and how we might address them in our building. We hired Victor Johnson of Santa Fe. During the meetings of the Needs Assessment Committee insights and observations were shared. We welcome Victor to our community and look forward to his presentation.

Victor Johnson: Father Mitch has gone through some of the history. It has been a spirited and open set of meetings. In every case, the focus has been on what are the physical needs needed in order to support the needs of the parish. The minutes from those meetings are available and if you are developing an interest you can easily catch up and join the process. In short, the needs of the parish that were identified by the committee were the ability to expand the worship space. We would like to extend it to 500 with the capacity to expand to 600 or 650 in the future if needed. Second, was developing classroom and meeting space to support religious education other aspects of parish life. Having adequate administrative office and support space to run the parish was also identified as well as proper parking. This presented a dilemma. Finally, a need was expressed for a new gathering space and social hall to support the gathering needs of the parish and the outreach to the university students.

(overhead)

This is an existing site plan of the facility. Overlaying it is a concept drawing. It is not a floor plan. I and the other members of the committee was to produce a concept drawing showing how the spaces might grow. This is a very rough concept drawing. The dashed line in the existing worship space is roughly the existing back wall. On the right are existing offices. Those spaces and the worship space are in pretty good shape. Some systems have deteriorated and need replacing. Where the current office and the hall is are created from the original house. We are proposing that these spaces be demolished and new spaces built to house additional meeting space and offices, the expansion of the worship space and a new social hall. This is not a schematic design. We don't know what it would look like or how individual rooms would be arranged. With this, I spent time with a cost estimating firm in Albuquerque and we spent a day going through all facets of the building and at a conceptual stage it appears that it would be a 1.8 million project with another 8 million if you choose to do the social hall, bringing it up to a 2.6 million dollar project. It would be a 3-5 year project: a year for design; at least 6 months of fund raising, a year of construction, and another year in initiating programs. This brings us to discussion of the next logical step. After we produce a summary report, then the task of the needs assessment committee and my firm are done. We are asking you to consider this in prayer and consider two things. Do you agree with the work of the needs assessment committee? Have we done our job in identifying what needs to be done? The next step is not a construction project. We have worked out an agreement in principle with our neighbors to the south for a joint use of parking which would be enough for the city to allow us to expand. We did look at the feasibility of acquiring land, but this

current plan is the most cost effective way. You will be asked whether we should proceed with the schematic design and whether we should engage a fund-raising consultant. They will help us determine our capacity to raise funds and our ability to service long term debt, should we choose to do that. At that time we would return to you and bring you a plan with specific cost estimates and a proposal for paying for it. Again the decision will yours before we proceed. There would then be another design step for producing detailed blueprints. It would come back to you for again approval before we would actually begin construction. We are a long way off from construction, we are a long way off from fund raising, but at this time, we are definitely at a decision point.

Chuck Boehmer: It would cost us approximately \$36,000 for the architect design and we project another \$10-14,000 for the capital campaign consultant for a total of \$36,000-\$50000 to proceed to the design step. This is not currently in the parish budget. The parish finance council would need to determine exactly where this money will come from.

Father Mitch: We have a choice. We may say thank you to the committee and the architect for their work and do no more. Or we can move forward. That is the choice of the community. The next step is not a commitment to building and it is not a commitment to a capital campaign. It is a continuation of the process so we can see more clearly what we need and how we might proceed. This is not a waste of money. We know much more about the building and what we can do with it. We can move forward with a much more fiscally responsible approach to our building. Please take the ballots and think and pray about the next step. We invite you to ask questions and express opinions. There are people wearing "Andele, Newman" buttons who will be happy to try to answer your questions and listen to your concerns. Thank you for your patience. This is an important step. Just as important, the Lord is calling us and what we ultimately do must come from the Lord. We have been given a mission to the university and to our families. We now decide the future of what we wish to create for our parish and what we wish to leave as them in our mission. Thank you for your attention.

Have you considered buying adjacent property?

Have you considered phasing the project?

Where will the money come from?



Dear Mitch -

Thanks for getting back to me.

I am now thinking that some time between November 18 and 24 would be the best time to meet at the church. It is important that I have the opportunity to meet with you, the building committee, and then another meeting with you so that I can understand what has happened in the interim and what objectives and expectations may be going forward.

You said that you would gather some planning materials from the interim and send them to me. Could you please have someone copy those documents and get them in the mail?

Concerning fees and expenses, we have an Owner/Architect Agreement, dated 12/01/2000, and the fees and expenses are stated. Basically, the total fee for all phases of services is 9% of construction cost (11.2.1). Fees for each phase of services are shown on the agreement (11.2.2). The bulk of the next step work you are requesting falls into the Design Development phase. Construction cost estimates will need to be updated.

There will be some additional charges to restart and to update the drawing files. I will be able to call you with an estimate as soon as I understand the nature of the overall project, the changes that you know of so far, and as soon as I can determine what will be required to bring the electronic files forward into the current formats. I don't anticipate that they will be shocking.

Please send me an email with the plan changes you know of from your work with the new building committee. I will begin updating the electronic files.

We can turn out some pretty effective drawings with the help of our friend the computer. I am not sure what you mean by your "printer's deadline", but will understand how to help you better if you will send me a rough outline of what you intend the text to include for the capital campaign brochure and visual boards for displays. Now, with just rough ideas, would be better than later after laboring over. I think that you'll like our presentation capabilities. Also, what are the dates and events proposed for the capital campaign?

I look forward to working with you again. I will set time aside during November, December, and January, and February. Please get back to me with information about the project. My cell during the day is 505-927-5497. My administrative assistant's name is Alaina.

Vic





## Derived requirements for St Albert the Great Newman Parish

### Liturgy

Worship Space	Seating capacity for maximum of 625 to 650 but only having initial seating for 500. Capacity would be increased for major religious holy days
Sacristy	Approximately 350 – 400 ft <sup>2</sup> with storage space
Gathering space	Gathering space would be approximately 1/3 size of worship area
Blessed Sacrament Chapel	Need chapel with tabernacle that seats approx 10 persons
Reconciliation Rm	Need reconciliation room of approx 80 – 90 ft <sup>2</sup> with small desk, screen and chair
Bathrooms	One male and one female bathroom in immediate area of worship area. Three toilets in female and two toilets and one urinal in male. Two sinks in each bathroom

### Music

Music Room	Approximately 250 ft <sup>2</sup> with one desk and adequate storage for music, instruments and music equipment. Should be within immediate area of worship space.
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### Religious Education

Number of students	300 – 325 (30% increase) in the next 5+ years all levels
Class Rooms	5-8 class rooms, each seating 20 students to take care of all religious ed needs (Pre-K, K-8, high school and OCIA)
Storage	Need “large amount” (TBD) of lockable storage space for RE supplies <b>NOTE: having all religious education in a single time frame would be a significant cost driver to any renovation</b>

### Campus Ministry

Alumni Room	400 – 600 ft <sup>2</sup> with tables, couches and entertainment center. Bathrooms need to be nearby.
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### Social Justice center.

Need 300-400 ft<sup>2</sup> for La Bodega – our food distribution

## Administration

### Offices

Pastor	Approx 15 x 20 with desk, couch, chair, telephone, computer and book shelves. Office should be sound proof enough that a person could receive the sacrament of reconciliation
Deacon(s)	Small, 1 person office with desk, 2 chairs, telephone and computer capability. Office should be sound proof.
CM	1 office approx 14x 12 – desk bookshelves, telephone, computer 1 office approx 10 x 10 for student CM's (desk, telephone, computer)
BM	Approx 14 x 12 with 2 desks, bookshelves, safe, 2 lockable storage cabinets, 2 telephones and 4 computer hookup (2 operational computers and 2 servers
RE/Liturgy	Shared office with 2 desks, 2 telephones, 2 computers. Sufficient space for interviews with 2 people at once.
Comm Room	Sufficient capacity for all comm equipment and 4 servers
Reception	Space for receptionist, desk, computer, telephone, fax area, work area and a general reception area with table chairs
Conference Rm	In office area with <del>35</del> person seating capacity, white board, telephone, television and computer hookups
Bathrooms	Unisex bathroom in immediate area of office. Toilet and Sink plus small storage cabinet.
Hall	Table seating capacity of 300+ people with a stage One male and one female bathrool. Two toilets in female and one toilet and one urinal in male. One sink in each bathroom
Kitchen	Approximately 100 ft <sup>2</sup> more than current kitchen with same type of sinks and appliances. One sink should have commercial quality garbage disposal
Custodian	Area co-located with storage for desk and telephone. Approximately 750 to 1000 ft <sup>2</sup> of general, lockable storage area for tables, chairs, tools, maintenance equipment, etc Separate storage area of approx 50 ft <sup>2</sup> for paint and hazardous materials