11/25/09
ST. ALBERT THE GREAT NEWMAN CENTER
BUILDING COMMITTEES

SUB COMMITTIES

1. Sub Committee A – Wednesday night @ 6:30
    a. Data Collection
    b. Architectural Style Research

Members: Name	Phone	E-mail
Dan Lilley	650-3696	lilleyeng@comcast.net
Pepe Reyes	805-942	reyes_dorador1@yahoo.com.mx.
Greg Aquirre	642-0302	grgagrr@runbox.com
Olga Browne	202-3396	brownes2@aol.com
Father Mitch	522-6202	mdesertbud@gmail.com
Bob Brotherton	522-3071	bob@sunlitarchitectures.com

2. Sub Committee B – Monday night @ 6:30
    a. Mission Statement/Vision
    b. Needs Analysis

Members: Name	Phone	E-mail
Dan Lilley	650-3696	lilleyeng@comcast.net
Dorothy Rivera	642-2874	doroth@bmc-cpa.com
Jane Drew	640-7411	drewj2@ msn.com
Bill James	521-5982	willjames33@msn.com
Father Mitch	522-6202	mdesertbud@gmail.com
Bob Brotherton	522-3071	bob@sunlitarchitectures.com

Newman Center Building Committee Minutes
Subcommittee B (Mission Statement/Vision, Needs Analysis)

November 23, 2009
Present: Dan Lilley, Bill James, Jane Drew, Dorothy Rivera, Isabel Gallegos, Fr. Mitch, Bob Brotherton, Rebecca Mesa.

The group went over the input from the weekly Parish Staff Meeting which was held Thurday, November 19th. The meeting was attended by committee members, Bill James, Jane Drew, Fr. Mitch & Parish Staff. Current interior spacial needs were addressed by each of the ministries & staff. The information was compared to the 2004 architect Plan, 2002 Needs Assessment, current attendance, history of growth and expected future expansion. Points that were added to the 2002 Needs Assessment were as follows:

Liturgical
Worship space will be kept at a seating capacity of 500.
Average attendance numbers:

5:30 PM	175
8:30 AM	225
11:00 AM	425
7:30 PM	300

Gathering Space 1/3 the size of worship area.

Music: Room large enough for vocal warm up.

Columbarium: Expand to a total of 700 niches.

Religious Education:
Change the hallway paths to reduce overcrowding & noise in one hallway. Possibly consider 2 hallways. Include one large classroom with a divider so that it can serve as multipurpose room when necessary.

Administration:
Offices should be sound proof.
Gift Shop should accommodate future expansion of space and hours of operation.

Social:
Hall (Should be at least ½ the capacity of Liturgical.) If a Stage is necessary it should be portable.
Storage: one large storage area for tables & chairs. Smaller storage rooms should be used for other interior décor and supplies.

Exterior space needs
Parking: City states 1 parking space for 3-5 persons/ Plans will call for 1 space for every 4 persons. - Properties across the street on Mesa could easily fit 100 spaces.

OPERATIONAL SPACE DURING EXPANSION

The group agreed with Bob's suggestion that the expansion begin with a new worship space in the southeast portion of our current parking lot. This would eliminate interruption of ongoing operations and would allow construction to take place without obstruction. The new space could then be "connected' to the existing parish building.

Bob will give us assignments at the next subcommittee meeting scheduled for Monday, November 30, 2009.

The meeting adjourned at 8:45 pm.

Respectfully submitted
Dorothy A. Rivera, committee member.

7 SQ FT / PERSON IF STANDING
15SQFT / PERSON IF SITTING

Derived requirements for St Albert the Great Newman Parish

All areas require accessibility for the handicapped.

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
	Acoustics for voice and music must be taken into account.
Gathering space	Gathering space would be approximately 1/3 size of worship area
Sacristy	Adequate vesting area plus storage for vestments and sacred literature. Require countertops, wash basin and sacquarium and cabinet storage
Blessed Sacrament Chapel	Chapel with seating for 10-15 plus room for tabernacle
Reconciliation Rm	Reconciliation room with small desk, chair and divider
Storage for Liturgical Supplies	Require storage area for banners, hanging cloths, seasonal items, candle stands, flower vases, etc.

5:30 175
8:30 225
11:00 425
7:30 300

* KEEP AT 500 CAPACITY

Music

Music Room	Room with one desk and sufficient storage for music, instruments and music equipment. Should be within immediate area of worship space.
Choir	Space for musicians/choir must be provided in the worship area

- LARGE ENOUGH FOR WARM UP

USE SOUND SYSTEM FOR PROCLAMATION OF WORD - AND

GOOD EYE CONTACT

Columbarium	If worship area is expanded, columbarium must be moved. Number of niches should be increased by TBD

CURRENTLY 212 EXPAND EXPAND TO 700

Religious Education

Number of students	300 – 325 (30% increase) in the next 5+ years all levels
Class Rooms	6-8 class rooms, each seating 20 students to take care of all religious education needs (Pre-K, K-8, high school and OCIA). High school/OCIA should be large enough for 20-30 people

2 HALLWAYS

Storage	Need "large amount" of lockable storage space for RE supplies
Campus Ministry	
Student Lounge	Same size as current with tables, couches and entertainment center. If possible, should be attached to CM Office Bathrooms need to be nearby.
Social Justice	Need storage room and distribution area for La Bodega – our food distribution center. Need desk and counter space for other social justice needs
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 with desk bookshelves, telephone, computer for CM and room for 2 extra chairs or couch. 1 smaller office for student CM (desk, telephone, computer)
Business Manager	Office with 2 desks, bookshelves, safe, 2 lockable storage cabinets, 2 telephones and 2 computer hookups.
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 communications 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/ Staff Lounge	In office area with 15 person-seating capacity, white board, telephone, television and computer hookups. Room for couch, microwave and small refrigerator.

OFFICES SHOULD BE SOUNDPROOF

	Library	Adequate space for all books, study area w/ tables and chairs.
Social		
	Hall	Table seating capacity of 300+ people with a stage – PORTABLE Two toilets in female and one toilet and one urinal in male. One sink in each bathroom
	Storage	Need storage for folding tables and chairs. Area to hang table cloths
Kitchen		Approximately 100 ft2 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^2 of general, lockable storage area for tables, chairs, tools, maintenance equipment, etc Separate storage area that meets code for storage of paint and hazardous materials
Bathrooms		Sufficient bathrooms within easy access of each main area – office, worship, classroom, hall. Baby changing areas should be provided.

Newman Center Building Committee
Subcommittee B

Meeting 11/30/09

Present: Dorothy Rivera, Isabel Gallegos, Fr. Mitch, Bob

Bob announced the needs assessment committee has completed their part much sooner than expected. Both A & B subcommittees will merge together beginning this Wednesday, December 2nd.

The attached changes to the "Program of Spaces" will be presented to the Parish staff at their weekly meeting on Thursday, Dec 3rd. They will be asked to review to see if the spaces are properly sized for their ministries. Olga would be asked about the size of the Liturgical Store room / make it with a high ceiling.

It was decided to leave the seating capacity of the Social Hall at 300. A divider could be put in the room for smaller gatherings. In addition it would allow for greater option of events. The accessibility of getting in & out of the worship space, omits the necessity of a "crying room".

There was discussion about combining some of the spaces such as restrooms, chapels, etc. and the impact it would have on added parking space. In order to meet the parking constraints and allow for future growth, the option of a 2 story was discussed. Combined in the 2 story portion would be Administration, Student Center, Class Rooms and Rest Rooms. What needs to be decided, with this concept, is to identify what would be in the 1st floor and what could go on the second floor.

Examples would be:
Administrative Offices on the 1st floor, 2nd floor would be archive Room, Storage, Computer Equipment room, conference room. Student Center would consist of, lounge, kitchen, chapel, etc. on the first floor and meeting room, library, etc. the 2nd floor. Classrooms could be upstairs, R.E. Director's office on the main floor. An elevator and stairs would be incorporated into the building. The possibility of a stairway outside the building was also discussed.

In addition, Bob pointed out some additional options for parking by covering over the drainage area & use of the alley that runs east & west along the south end of the church. He pointed out that a parking stall takes 300 sq. ft. This allows 20x9 for vehicle & 12' behind it for isle(turnaround). Overall we need 125 parking spaces (1/4 our seating capacity) plus, Handicap parking & Bicycle spots.

Bob will have some plans for us to look at on Wed. the 2nd.
Isabel will give staff the Program of Spaces.
The group will discuss meeting with Susan Lowell at the City about 1315 Mesa property.
Pepe, Fr. Mitch & Bob will plan their visit to Juarez.
The next meetings will be:
Wednesday Dec. 9
Wednesday Dec. 16th- HAVE TO HAVE SITE PLAN DONE BY THIS DATE
Monday Dec 21 – GROUP CAN DECIDE WHEN TO MEET IN LATE DECEMBER.

Submitted by Dorothy A. Rivera

ST. ALBERT THE GREAT NEWMAN PARISH

PROGRAM OF SPACES
11/25/2009

	NAME	SIZE	SQ. FT.	
ADMINISTRATION				
	Reception	20'-4"x10'-1"	206	
	Work room	20'-4"x9'-0'	184	
	Business office	20'-4"x10'-5"	214	
	Archive room	9'-0"x8'-10"	70	
	Pastor's office	12'-0"x20'-6"	246	
	Small Conf. Rm.	12'-0"x12'-0"	144	
	Lit. Office	12'-0"x15'-0"	180	
	Campus Min. Office	12'-0"x15'-0"	180	
	Religious Ed. Office	12'-0"x15'-0"	180	
	Deacon Office	12'-0"x15'-0"	180	
	Gift Shop	16'-0"x14'-0"	112	
	Storage	irregular	72	
	Computor equip. rm.	6'-0"x8'-0"	48	
	Walls & Circ. (15%)		302.4	
TOTAL			**2318.4**	
		Budget @$175		**$405,720.00**
SOCIAL HALL				
	Social Hall (seating 300)	300x15	4500	
	Table Storage	13'-6"x7'-2"	96	
	Storage	3- 3'-6"x7'-6"	75	
	Kitchen	38'-5"x26'-2"	768	
	Kitchen storage	25'-0"x10'-1"	275	
	Walls & Circ. (15%)		857.1	
TOTAL			**6571.1**	
		Budget @$75		**$492,832.50**
STUDENT CENTER				
	Lounge Space	41'-6"x29'-0"	1204	
	Meeting Room	17'-6"x24'-0"	420	
	Kitchen	13'-4"x17'-6"	234	
	Chair/table strg.	12'-0"x17'-0"	204	
	La Bodega		517	
	Conf./ref./library	22'-0"x17'-0"	374	
	Comm./data	6'-6"x9'-6"	62	
	Chapel	15'-0"x15'-0"	225	
	Work Room	11'-0"x9'-4"	103	
	Student Ministry office	12'-0"x12'-6"	149	

	Janitor	8'-0"x8'-0"	64	
	Men's Restroom	9'-0"x26'-0"	234	
	Women's Restroom	9'-0"x26'-0"	234	
	Walls & Circ. (15%)		603.6	
TOTAL			**4627.6**	
		Budget @$175		**$809,830.00**

CLASSROOMS

	Classroom 1	12'-11"x24'-10"	320	
	Classroom 2	12'-11"x24'-10"	320	
	Classrm 3/Library/Mtg.	19'-3"x24'-1"	430	
	Classroom 4	19'-11"x11'-2"	250	
	Classroom 5	15'-3"x15'-6"	274	
	Classroom 6	15'-0"x15'-6"	258	
	classroom 7	15'-0"x15'-6"	258	
	Highschool classroom	20'-0"x24'-0"	480	
	New Music Room	19'-11"x15'-0"	326	
	Mens Restroom	18'-5'x9'-5"	159	
	Womens Restroom	18'-5"x17'-11"	260	
	Janitor	7'-1"x6'-1"	47	
	Walls & Circ. (15%)		507.3	
TOTAL			**3889.3**	
		Budget @$75		**$291,697.50**

WORSHIP SPACE

	Assembly and Altar (597	87'-6"x78'-5"	6880	
	Vestibule	13'-9"x15'-0"	207	
	Gathering	96'-10"x15'-1"	1673	
	Marian Shrine	16'-3"x10'-8"	167	
	Reconciliation	16'3"x8'-9"	143	
	Chapel	16'-3"x17'-6"	269	
	Sacristy	16'-3"x13'-1"	205	
	Bride's Room	16'-0"x15'-0"	240	
	Men's Restroom	13'-10"x14'-3"	197	
	Women's Restroom	15'-10"x19'-11"	274	
	Lit. Storage	16'-0"x8'-0"	128	
	Janitor	6'-4"x6'-10"	44	
	Columbarium	750 - 36'-0"x9'-	252	
	Walls & Circ. (15%)		1601.85	
TOTAL			**12280.85**	
		Budget @$120		**$1,473,702.00**
TOTAL BLDG. SQ. FT.			**29687.25**	
		TOTAL BUDGET		**$3,473,782.00**