

SAINT FRANCIS OF ASSISI PARISH CENTER REQUIREMENTS

INTRODUCTION: This document consolidates requirements for a Saint Francis of Assisi parish center gathered from parish organizations, individual parishioners, feasibility committee field trips and committee discussions. As we work our way through various possibilities, including designs and cost estimates, this requirements document will be our guide. Fulfilling the requirements listed in this document at a reasonable cost will be the measure of our success.

The document is divided into four sections as follows:

Section I. The first section contains “must-have” requirements. These are parts or characteristics a future center¹ must have in order to continue the level of service and functionality of the present facility. By ensuring a future center contains these must-have requirements, we take a “first do no harm” approach. In addition, Section I will contain some items we currently do not have, but which we must have, for example, handicapped accessibility.

Section II. This contains “worth-striving-for” requirements. These are parts or characteristics of a future center which, even though above current capabilities and not absolutely required for some other reason, are important enough, in the committee’s estimation, to strive for inclusion in the design.

Section III. The third section contains “nice-to-have” requirements. These are parts or characteristics of a future center which would be an asset to the parish, but which are not necessary or worth “falling on our sword” over. If they can be obtained cheaply, then we may include them. If not, then they should not be included.

Section IV. The last section contains general comments which pertain to requirements.

SECTION I: MUST-HAVE REQUIREMENTS

A. Rooms/Operating Space.

1. **Classrooms/Meeting Rooms.** As the single largest user of operating space or rooms, Vacation Bible School (VBS) is a good standard for determining the maximum number of rooms required. VBS uses three classrooms in the old school (and five more rooms and the gym in the western part of the building). With proper scheduling, this number of rooms (i.e., three) will serve almost all the other needs of the parish when VBS is not in session. (But see “Contingent Room” in paragraph IIA1).
2. **Storage Rooms.**
 - a. **Organizational Storage.** One room about the size of a small classroom for lockers and cabinets for organizational storage (see paragraph IC1)

¹ As of the writing of this document, the Feasibility Committee has not reached a decision on what to recommend concerning what to do with the old school. In this document, the term “future center” may mean a brand new center, a refurbished school, a combination of the two, or even the school in its *status quo*. This document states requirements – not how those requirements will be fulfilled.

- b. Facility Support Storage.** One room for facility support storage.
- 3. Janitor Support Rooms.** At least one room will be required for janitor support on each floor². It should contain those things normally found in a janitor's room, including a mop sink (see paragraph IG3).
- 4. Kitchen.** A safe, modern kitchen capable of serving several thousand people over an 8-hour period is required. (For the annual picnic, approximately 850 meals are served in the dining room – 180 at a time, and about 1200 meals are prepared for carry-out.) It must be adjacent to the dining room. Preferred to be able to lock the kitchen. (See paragraphs IJ3 and IJ1.)
- 5. Dining/Assembly Area.** A large dining area (c. 160-180 people) is required for the picnic. This would also serve as an assembly area for parish functions. It must be adjacent to the kitchen.
- 6. Restrooms.** One for each sex on each floor.

B. Restrooms.

- 1. Number.** One male and one female, meeting all current codes, per floor. (Note: Picnic requirement was not included. It's an annual requirement which should be supported by temporary solutions (port-a-potties) if necessary.)

C. Storage. (Also see paragraph IA2)

- 1. Organizational Storage.** Storage requirements are difficult to determine. Organizations providing input to the committee presented what would be considered guesses at best. And these were based on current storage configurations, which are in general very inefficient. In addition, the requirements were given to the committee in different units of measurements, e.g., "250 square feet," "just a shelf," "one locker," etc. We feel the requirement is for a central storage room for organizations and activities, with lockable cabinets and lockers of various sizes assigned to different organizations -- some may require only one, while others may require many. The cabinets and lockers should be equipped with movable shelves to accommodate varying requirements. Requirements from different sources are noted below (see also paragraph IIC):
 - a. VBS.** 250 square feet
 - b. CYM.** 8-10 boxes
 - c. Sodality (Picnic).** Same as current on south side of dining area.
 - d. Sunday School.** One closet for DVD/video library and one closet for supplies and coats.

² This does not imply that a decision has been made to keep the old school building. "Each floor" throughout this document could refer to a single floor in a new facility, or to several floors in a new facility, or several floors in a refurbished old school.

2. **Facility Support Storage.** Storage for items which are considered part of the facility, e.g., tables and chairs. This may require one on each floor if the future center is multistoried. (See paragraph IA2b)

D. Handicapped Accessibility.

1. **Standard Requirements.** Handicapped accessibility according to code (ADA -- Americans with Disability Act).

E. Electrical.

1. **Standard Requirements.** Normal requirements for any modern building (but more than are currently there).
2. **Parish Picnic.** Outlets and supporting electrical capacity for 30 roasters in the kitchen area, plus coffee and other requirements.

F. Heating, Ventilation and Air Conditioning (HVAC).

1. **Standard Requirements.** Normal requirements for any modern building.
2. **Zone Controls:** Ability to heat or cool different segments of the facility separately in order to conserve energy.

G. Water. (Restrooms are considered in their own category in paragraphs IB, IIB and IIIB.)

1. **Drinking Fountains.** One on each floor.
2. **Sinks.** Kitchen-type sinks in at least two of the classrooms. These rooms are used for crafts in VBS which require water for the crafts as well as clean-up. Consider low sinks or steps so the sinks are accessible to children washing their hands. In addition, sinks would be used for obtaining drinking water (filling pitchers) for the children.
3. **Mop Sinks.** Mop sink on each floor in the janitor rooms (see paragraph IA3).

H. Furnishings.

1. **Tables and Chairs.** Enough tables and chairs for all rooms.
2. **Children's Chairs & Tables.** Currently two classrooms are furnished with small chairs and low tables for young children. These are used for the K-2 and 3-5 grade classes in VBS and for 3-4 and 5-6 year olds in Sunday School. Although this makes these rooms unsuitable for other uses, it is worth having these to make it optimal for VBS and Sunday School.
3. **Audiovisual Equipment.** TV (mobile); video player; DVD player.

J. Installed Equipment.

1. **Bulletin Boards.** Bulletin boards in each classroom in sufficient quantity for parish organizations routinely using that room to have at least one (or a portion of one) for their exclusive use (Sunday School requests two per classroom for their use).

2. **Blackboards or Whiteboards.** At least one blackboard and/or whiteboard in each classroom.
3. **Kitchen Equipment.**
 - a. **Cooking Range.** Modern cooking range with hood and fire suppression system
 - b. **Dishwasher.** Industrial size dishwasher.
 - c. **Refrigeration.** To support a function as large as the parish picnic (walk-in coolers).

K. Parking.

1. **Parking.** As required.

SECTION II: WORTH-STRIVING-FOR REQUIREMENTS

A. Rooms/Operating Space.

1. **Contingent Room.** VBS is in session for one week, with one week for set-up the first part of June. Once rooms are set up, it is very difficult for them to be used by others. So essentially all *usable* rooms in the current parish center are occupied for two weeks in the summer. In addition, the furnishings in two rooms are suited for very small children. There should be one additional room for other parish functions which might require space. A contingent room will also allow for expansion of VBS in the future.
2. **Coat Room.** One coat room per floor.
3. **Kitchen Access to Gym.** Easier access between the kitchen and the gym is preferred to accommodate distributing carry-outs in the gym.
4. **Dining/Assembly Area.** An expansion to a 200-person capacity would have advantages.
5. **CYM Room.** See paragraph IVD.
6. **Spirituality Center.** See paragraph IVE. This would require at least two rooms to be effective. If the future center is a multistory facility, it should be on the top floor.

B. Restrooms.

1. **Children's Sinks.** One lower sink in each restroom. (Lower toilets and urinals was discussed with the VBS representative and dismissed. Children are used to using normal facilities at home.) If a lower sink is not possible, they can continue using steps.
2. **Children's Towel Dispensers.** One towel dispenser (or hand blower) in each restroom which is low enough for children to use.

C. Storage.

1. **Discussion.** See paragraph IC1 for a discussion of storage in general.
2. **Sunday School.** May need an additional closet for their growing video library.
3. **Boy Scouts, Cub Scouts, Girl Scouts and 4-H.** These are not parish-sponsored organizations, but do use the facilities with permission. Their storage requirements are minimal.

- a. **Boy Scouts.** 8-15 square feet.
- b. **Cub Scouts.** 12-15 square feet (computer boxes with craft supplies).
- c. **Girl Scouts.** None
- d. **4-H.** None

D. Handicapped Accessibility.

- 1. **Expand Handicapped Accessibility.** Expand accessibility to include every area of the building
- 2. **Carry-out Meals.** Handicapped door buttons between the kitchen and the carry-out meal dispensing area (currently the gymnasium) to support the parish picnic. Food is carried in large containers between these two areas, and handicap buttons would facilitate that transfer.

E. Electrical.

- 1. **External outlets.** Outlets (both 120V and 220 V) every 30-40 feet on the exterior of the building for picnic use. Lockable boxes were suggested.

F. Heating, Ventilation and Air Conditioning (HVAC). No more than that required in Section I.

G. Water.

- 1. **Sinks.** Kitchen-type sinks in all the classrooms, including the “contingent room” if it is built. This will allow for flexibility as needs change in the future.

H. Furnishings. No more than that required in Section I.

J. Installed Equipment.

- 1. **Icemaker.** An icemaker was listed by several organizations as a desirable addition. For example, by VBS which currently buys three bags of ice per day from Casey’s, CYM for the annual children’s Christmas party and the Sodality for the annual picnic.

K. Parking:

- 1. **Children’s Pick-up/Drop-off Zone.** VBS has requested a safer pick-up/drop-off area for the children. This could also come into play for other functions, such as the CYM children’s party or Sunday School.

SECTION III: NICE-TO-HAVE REQUIREMENTS

A. Rooms/Operating Space. No more than that required in Sections I and II.

B. Restrooms.

1. **Showers.** One shower stall per restroom. Supports possible Quest and Teens Encountering Christ (TEC) use. (See paragraphs IVB and IVC)

C. Storage. No more than that required in Sections I and II.

D. Handicapped Accessibility. No more than that required in Sections I and II.

E. Electrical. No more than that required in Sections I and II.

F. Heating, Ventilation and Air Conditioning (HVAC).

1. **Gymnasium.** In addition to sports, several organizations use the gym for other purposes. For example, VBS uses it for morning gatherings and closing ceremonies. It is used during the picnic for dispensing carry-out meals. The Girl Scouts have an annual county-wide sockhop dance in the gym. Eventually it should be air conditioned. Even though the gym is not within the charter of the Feasibility Committee, it might be wise to at least get an estimate of the cost to air condition the gym separately, and then the cost to air condition it as a part of this project. If there is a considerable savings doing it as part of this project, it should be considered.

G. Water.

1. **Sinks.** A small kitchen-type sink in each quadrant of the dining/assembly area. This allows servers at the picnic to wash their hands and to have a source for water and wet rags for wiping tables or cleaning up spills. It also provides sinks for crafts or other uses for each room if the dining/assembly area is partitioned as suggested in paragraph IIIJ2.
2. **Showers.** One shower stall per restroom. Supports possible Quest and Teens Encountering Christ (TEC) use. (See paragraphs IVB and IVC)

H. Furnishings. No more than that required in Sections I and II.

J. Installed Equipment.

1. **Bulletin Boards.** Bulletin boards in each classroom in sufficient quantity for nonparish organizations (such as Boy Scouts), which routinely use that room with permission, to have one (or a portion of one) for their exclusive use.
2. **Partitions.** Collapsible partitions in the dining/assembly area would provide great flexibility. For example, splitting the dining area east-west and north-south would provide four additional classrooms/meeting rooms. It would also allow breaking up the dining room into a smaller dining room for use by groups which do not need the entire room. This would make clean-up and assessment of responsibility easier when organizations use the room.

K. Parking. No more than that required in Sections I and II.

SECTION IV: GENERAL COMMENTS

- A. American Legion.** The American Legion and Saint Francis Parish enjoy a special relationship in Aviston which everyone wants to continue. There are many parish activities which take place at the Legion Hall, e.g., funeral lunches, wedding receptions, Knights of Columbus (K of C) meetings and K of C breakfasts. It has been our intention from the beginning, and continues to be, not to supplant use of the Legion Hall with a new parish facility. The parish relationship with the Legion, which has been “for God and country since 1919,” should not be ruptured.
- B. CYM Room.** During our visit to St. Nicholas Parish in O’Fallon, IL, one room of which Father Bill was obviously very proud was the youth room. It is a room set aside for the high school youth. They have decorated it. It has home-like furniture, only, as Father put it, of “indestructible” construction, i.e., it is designed to be used rather than looked at. This room is another example of design producing an atmosphere. It has throw rugs and table lamps. It is a very homey atmosphere, not a room with white tables or classroom furniture. Someone has donated a foosball table. The parish rule is that others may use the room, but the youth have priority. It is their room. (An adult must be present when they use the room.) Setting aside a room just for them gives them the feeling that the parish affirms them – they count. All the committee members who visited St. Nicholas were impressed with this youth room, and feel a similar idea should definitely be considered for the St. Francis parish center. It will require a room in addition to those discussed in Section I.
- C. Spirituality Center.** Another concept drawn from St. Nicholas Parish is the Spirituality Center. Father Hitpas believes the parish is not just a social club. Every person is on a spiritual journey, and it is the parish’s job to help them along the way. A parish should define itself as a school of spirituality, and the journey should not be confined to Sunday Mass. While St. Nicholas Parish proposes a separate facility, this is beyond our capabilities. So we suggest that only a portion of the future center be set aside as a Spirituality Center. This would be a portion of the facility which would not be used for anything but spiritual type activities such as Bible study, catechetics, adult religious discussion groups, prayer group meetings, etc. Activities such as recreation or parties would not be allowed. It would be decorated in a religious theme and people would be expected to be quiet and respectful – not silent, but never boisterous. As an example, recall the youth program is composed of prayer, education, social and service. In this example, a youth retreat might be held in the Spirituality Center. However, social functions such as dances would be held in other portions of the facility. The Spirituality Center would reinforce, especially with the children, the concept of sacred space which has been lost. The atmosphere of the meeting rooms

would be enhanced by nice furniture, rugs, pictures – not classroom décor. This would be conducive for small group discussions like the Renew program or Scripture discussion. A Spirituality Center would require rooms in addition to those noted in Section I. If the final plan is a multistory building, it would ideally be situated on the top floor to preclude noise and to set it apart from other, mundane activities.

D. Quest. Quest is a diocesan-sponsored retreat for high school freshmen and sophomores. Accommodating it is not a requirement for the parish, but would be a benefit to the parish as it grows, as well as providing flexibility to the diocese. Quest is held in various places throughout the diocese to accommodate its target age group which does not drive. It is a 33-hour program which includes an overnight stay. It includes up to 36 (minimum 12) participants, with 10 adults and 10 teen supporters (juniors and seniors). It also includes a supply support team (OATS – Our Almighty Team Support) of 3-4 adults and 4-5 young people, i.e., up to 10 people. Many of its requirements could be met by current facilities or facilities listed in Sections I and II, as follows:

REQUIREMENT	METHOD OF FULFILLMENT
Chapel Room for 50 people	See paragraphs IIA6 and IVE
Directors’ Sleeping Room and Counseling Room if needed	See paragraph IA1, 1 st VBS Room
Kitchen and Dining Area	See paragraphs IA4 and IA5
Restrooms	See paragraphs IA6 and IB
Showers (not required but <u>very</u> preferable)	See paragraphs IIIB1 and IIIG2
Recreation Room, preferably a gym	Gym – current facility ³
Outdoor recreation area	Playing fields – current facility
Mass on Sunday evening in church	Church – current facility
Large conference room	Heritage Room – current facility
Female adult sleeping room	Primary Room 1 – current facility
Female participant sleeping room	Primary Room 2 – current facility
Male adult sleeping room	See paragraph IA1, 2 nd VBS Room
Male participant sleeping room	See paragraph IA1, 3 rd VBS Room
OATS supply room and sleeping room	See paragraph IIA1, Contingency Room

This table shows that the only requirement for supporting a Quest weekend beyond requirements in Sections I and II are showers. These have been placed in Section III since Quest is not a parish requirement. However, addition of showers will most likely provide a tremendous capability for a *relatively* low cost.

³ “Current facility” in this table means those facilities which are not part of this study and thus will remain no matter what the outcome of the study. They are listed here only to ascertain if supporting a Quest weekend will require any additional items in the future parish center.

- E. Teens Encountering Christ (TEC).** TEC is a diocesan retreat program for high school juniors and seniors. It has similar requirements as for the Quest program (see paragraph IVB). Thus, fulfilling the requirements for the Quest program (showers) will also add TEC to our parish capabilities. However, it is not a parish program, so showers have been included in Section III.
- F. Other Possible Uses.** The committee asked all if there were other possible uses for the future center, and several were given. None of these require anything in addition to what has already been discussed in Sections I and II. They were simply brainstorming ideas, and are presented here for the record only. The committee neither endorses nor rejects these ideas.
1. **Luke 18.** This is a retreat for 6th, 7th and 8th graders. It is similar to Quest and TEC, only the participants do not stay overnight.
 2. **Deanery Youth Activities.** This is a nonspecific entry implying that a nice facility could be used for many other youth activities.
 3. **Emergencies.** Temporary shelter after disasters such as fire, floods, or tornadoes. This is another advantage of having showers in the facility.
 4. **Day Care Center.** Self-explanatory.
 5. **Elementary School Overflow.** As Aviston grows, the future parish center may present a temporary option for accommodating students until public solutions can be reached.
 6. **Organization Meetings.** Some organizations which don't currently meet in the parish center might move their meetings there if the facility were upgraded, e.g., Catholic Knights and Ladies of Illinois.
 7. **Anniversaries, Weddings and Showers.** A nicer facility might attract these type functions when they are small enough that booking the Legion Hall is not practical.
 8. **Birthday Parties.** Self-explanatory.
 9. **Secular Classes.** Examples given were Extension classes and Farm Bureau Classes.
 10. **Recreational Activities.** Some suggestions were card parties, Bunco tournaments, Bingo, ping pong and shuffleboard.
 11. **Computer classes.** On one of our parish visits, the idea was broached of computer skills classes provided by St. Vincent De Paul Society to the poor seeking work.
 12. **Retirement Seminars.** Another thought from a parish visit was retirement classes for those expecting to retire or already retired.
 13. **Sacramental Classes.** Classes such as pre-Cana, Engaged Encounter, preparation for Baptism, etc.