

DRAFT

Architectural Program for
Campus Master-Planning & Church
Renovation

HOLY FAMILY CHURCH
Newark, Delaware



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I. INTRODUCTION

The purpose of this report is twofold. The first portion of the report will present the results of a review of the current status of the Property Replacement Fund. In 1993, the parish commissioned the firm of Reserve Advisors, Inc. of Milwaukee, WI to prepare a Property Replacement Fund Study of the parish. The purpose of this report was to establish a reasonable yearly replacement fund contribution necessary to meet future expenditures for major replacements or repairs of the property elements. They identified sixty-six major property elements likely to require repair or replacement by 2012. We have reviewed and updated the spreadsheet that outlines the work to be done by 2012. This update has been based on a review of Building Maintenance Committee Meeting Notes from 2001 through 2006 and interviews with parish staff.

The second portion of the report presents the current and future building needs of the congregation based on the program document (which is liberally quoted in this document, with the author's permission) prepared by Dr. Michael DeSanctis, the Liturgical Design Consultant hired by the parish, and meetings with numerous members of the congregation, parish staff and committees in January and February of 2007.

It is not unusual for the current building and functional needs of any given parish to be beyond the fiscal resources of the parish to implement at one time. Therefore, we believe that it is beneficial to prioritize and identify those needs that would be addressed first and those that could be postponed. Based on the information gathered during this phase of the Master Plan, it is our understanding that the following four areas of concern are those of the highest priority, starting with the most important:

- Improved accommodations for the disabled.
- Improvements to the worship space.
- Expansion of the gathering space.
- Improved facilities for Christian Education and Outreach.

By presenting this summary of both the physical and functional needs of Holy Family Church, as we have done in this report, we hope to help build consensus on what needs to be addressed in the Master Plan.

II. SUMMARY

Typical of many churches, the physical facilities at Holy Family Church on the corner of Gender Road and Chestnut Hill Road have come into being at various times, starting with the construction of the church and the first rectory (now the Parish House Outreach Center) in 1978. Two subsequent additions to the church added office space (1982) and a covered entry and vestibule on the east side of the church (1991). The Religious Education Center was constructed in 1984 and the final building, the new rectory, was constructed in 1991. While the church was designed by the architectural firm of Waymon & Fidance of Wilmington, DE, the Religious Education Center was designed by a different firm (Anderson Brown, Higley & Funk Architects, also of Wilmington). The only thing it has in common with the church is the use of dark brown bricks below the window sill line. Both the rectories are pre-manufactured homes and are of a typical residential design, having no continuity with any other building on the site. Perhaps because a previous Master Plan included the possibility of the Religious Education Center eventually becoming a full-time school, complete with a gymnasium, it was constructed at some distance from the church. Unfortunately, its distance from the church has become the single biggest challenge to the integrated functioning of the church and the Christian Formation program.

The lack of continuity in appearance between the buildings, combined with the 1970's pseudo-Modernist look of the church, does little to announce the existence of a church campus to passersby. Parishioners have testified that people who have lived in Newark for many years are completely unaware of the parish's existence. With the only entry drive off Gender Road, the approach to the church feels very much like "coming in the back door". The churchgoer enters the site between what appears to be a house and an educational facility. As they drive farther along the driveway, the two-story rectory comes into view. Far off to the left is what appears to be the back of a somewhat non-descript building. Also visible is a covered entry (portico). A first time visitor would probably be more likely to assume that the portico is the main entrance and will head for that portion of the parking lot, perhaps never even noticing the main entry doors on the southwest corner of the building. None of this makes for an ideal entry experience for either the newcomer or the longtime parishioner, although parishioners quickly get used to it.

While there are some issues with the way the buildings are situated on the property, the buildings themselves have been well maintained and work reasonably well for the functions for which they were originally designed. But the way the church worships, socializes, educates its children and its adults and ministers to the community have all changed significantly since these buildings have been built. Attempts have been made to keep up with these changes but the buildings' capabilities appear to have reached their limit to adapt to the changes in use. The challenge is to find ways to use the existing facilities in the most efficient manner possible and modifying or adding to them to meet the current needs of the parish.

III. BUILDING ASSESSMENTS

This portion of the report includes the results of our review of the current status of the Property Replacement Fund. An updated and condensed version of the Property Replacement Funding Spreadsheet is included in Appendix B. (We did not include costs in the spreadsheet because the costs in the original study are 14 years old and because the parish has money set aside in a separate fund for this type of work.) The fire- and life-safety aspects of the building have been evaluated using the Fire Safety Evaluation Form found in Section 10 of the National Fire Sprinkler Association (NFSA) Fire Sprinkler Guide, 2000 Edition. Areas where access for the disabled is not in compliance with current codes have also been noted.

CHURCH

Building Exterior

The brick and precast concrete panel exterior of the church is a durable exterior that still looks good. It was completely power washed in anticipation of the parish's 25th anniversary celebration. All the roofs (except the portico) were replaced in 1998. There were problems with leaks in the portico roof in 2002 but temporary repairs seem to have stopped the leakage. A permanent repair is being delayed until the completion of the Master Plan.

Although the main entry doors were repainted in 2004, the deterioration of the doors has continued. This deterioration includes the wood itself as well as the pivot hardware that is used to operate the doors. We recommend that all four doors be replaced in their entirety. The design of the new doors should be consistent with other changes anticipated as part of the Master Plan.

Building Interior

The most significant improvements to the interior of the church have been the replacement of the carpeting in the Worship Space and the offices in 1999, the addition of new wall sconces in the Worship Space in

2002 and the replacement of the ceiling tiles in the Social Hall in 2006.

Additional repairs or upgrades scheduled to be performed in the next five years are listed in the Property Replacement Funding Spreadsheet. Because of the poor construction quality and current condition of the pews and kneelers, we recommend replacement of the seating rather than refinishing.

The Men's and Women's Toilet Rooms are looking very dated and the plumbing fixtures could use updating. Complete renovation of these rooms should be considered as part of the Master Plan.

Handicapped Accessibility

This building is mostly compliant with current handicapped accessibility codes. In lieu of having accessible toilet rooms for both men and women, it has one, unisex handicapped accessible toilet room. This accommodation is generally acceptable in existing buildings. The toilet room configuration complies with code, with the exception of missing a grab bar behind the water closet. It could also benefit from improved signage.

The most significant barrier to the disabled is the altar platform area, which is completely inaccessible to the mobility-

impaired. If reconfiguring the Worship Space, serious consideration should be given to making the altar platform accessible.

Although a seating area for those in wheelchairs is provided behind the baptismal font, it is not designated as such by signage or any other means. Because of that, people in wheelchairs may be not be able to find it or, once they find it, the adjacent seats in the pew may be already occupied by someone who does not realize that those seats are reserved for the companions of people in wheelchairs.

The Reconciliation Room is also not accessible for people in wheelchairs. There is insufficient maneuvering space for a wheelchair, especially for screened confessions.

One other element that is not completely accessible is the door to the office corridor. Although the door width is sufficient, there is insufficient area to the left of the latch on the pull side. A minimum of eighteen inches is required but there are only ten and a half inches of space to the left of the latch. This makes it difficult for a person in a wheelchair to exit through this door without assistance. This could easily be remedied by shifting the door toward the Receptionist's Office.

Mechanical & Electrical Systems

In 1998, all three rooftop air handling units were replaced. We recommend that consideration be given to installing a Variable Frequency Drive on the unit for the worship space to reduce start-up noise. The boiler burner was also replaced that year. There are still some pieces of mechanical equipment that need to be replaced in the next five years. These are listed in the Property Replacement Funding Spreadsheet. We also recommend the

installation of an additional shut-off valve where the water service enters the building.

Fire and Life Safety

According to the 2000 International Building Code (IBC), the church building is of Type IIB construction (unprotected non-combustible construction). The church building consists of two separate occupancy types. The offices are classified as Business Group B while the remainder of the building would be classified as Assembly Group A-3. Because the two uses are by the same tenant, there is no need for fire separation between the two occupancies; however, the most restrictive occupancy must be used to determine allowable height and fire area. In this case, the most restrictive is the Assembly Group, with a maximum height of 55 feet or two stories and a maximum allowable fire area of 9,500 square feet. This area is permitted to be increased by 75% for additional street frontage because the building is surrounded by open space, yielding a maximum allowable floor area of 16,625 square feet. The existing building is 14,436 gross square feet, which meets the current code.

To assess the overall fire and life safety of the building, we completed a Fire Safety Evaluation Form, which rates the building in several areas. The building did not pass any of the three areas of Fire Safety, Means of Egress nor General Safety. We recommend a few upgrades that would bring the building into the passing range and therefore increase the general safety significantly.

Our first recommendation would be to install a code-compliant automatic fire detection and alarm system that would be capable of early identification of fire and audible and visible warnings to occupants so that they could promptly exit the building in case of fire. This improvement would substantially improve the life safety

aspects of the building. We recommend the installation of a new, fully addressable fire alarm system with complete smoke detection coverage throughout the building. Horn/strobe devices should also be added to comply with the current ADA and NFPA requirements.

The second issue would consist of an upgrade to the Heating, Ventilating and Air Conditioning systems. As far as we can tell, the existing systems have no means of controlling the movement of smoke from a fire. The existing HVAC system should be reconfigured so that it can automatically exhaust smoke to the exterior in the event of a fire, rather than continuing to recirculate it.

Means of Egress

The final life safety issue is best addressed during the next phase of the Master Plan. Current codes require three exits from an assembly space with an occupant load of between 500 and 1,000. The legal capacity of the worship space is 579. If there were a fire in the Narthex, it would take quite a long time to exit the entire congregation through the pair of doors on the east side of the worship space. This issue should be corrected when and if there are any modifications to the worship space. Exiting from the Social Hall is adequate.

Mechanical Equipment Room

Although the Mechanical Equipment Room is enclosed in fire-rated construction, the construction does not provide the minimum 1-hour rating requirement of the IBC. The door to the boiler room is a 90-minute fire rated door, which is adequate for the existing equipment. Therefore, although this room does not meet code, it does provide a level of fire safety.

RELIGIOUS EDUCATION CENTER

Building Exterior

For a twenty-three year old building, the Religious Education Center is in reasonably good condition. Roofs were replaced and windows caulked in 2000 and gutters and downspouts added in 2001. More recently, the water heater was replaced and, just this year, the windows in the offices were replaced. Both the caulking and the window replacement were part of an attempt to stop water infiltration at the windows.

A review of the original construction drawings reveals that the detail at the window heads is a likely cause for the water infiltration. The construction documents indicate (and non-destructive field observations seem to confirm) that the face of the cement plaster is flush with the face of most of the aluminum windows. There is no flashing at that point nor is there any kind of drip, which would allow rainwater to flow down the face of the cement plaster and eventually work its way into the window. There is a sealant joint between the window and the cement plaster which, when intact, would reduce the infiltration of water at the windows but, without head flashing or some kind of drip, it would seem to be very difficult to keep water from coming into the building.

The new windows that were installed at the offices do include a drip near the head but it appears that it is still possible for water to enter the building between the underside of the cement plaster and the top of the drip piece of the new windows. Time will tell if the window replacement does correct the water infiltration problem. If not, more extensive investigations would be required to pinpoint the problem and to develop a recommendation for corrective action.

Building Interior

Repairs or upgrades scheduled to be performed in the next five years are listed in the Property Replacement Funding Spreadsheet. In addition to those items listed, the boys' and girls' toilet rooms are in desperate need of upgrading.

Handicapped Accessibility

This building is the most accessible building on the campus. It is a one-story building with an accessible entrance. Virtually all doors to rooms are accessible and both the boys' and girls' toilet rooms include accessible stalls, complete with lavatories. There is less maneuvering space than the code requires on the pull side of the four doors at the entry in the angled walls (to the toilet rooms, the office and the storage room) but it is probably manageable in most cases, especially since two of these doors seem to be left open most of the time, which eliminates the accessibility problem, and one is never opened.

For complete compliance with current ADA requirements, horn/strobe devices should be added to the fire alarm system and tactile signage should be added for room identification.

Mechanical & Electrical Systems

The biggest and most persistent problem with this building has been a moisture problem that results in the growth of mold and an unpleasant odor in some parts of the building. The latest theory proposed as the source of this problem is that, because part of the building is air-conditioned and part of it is not, when the warm, moist, unconditioned summer air meets the cooler, drier, conditioned air, condensation occurs. The original construction documents indicate a plenum air return system for the air conditioning system in the two large meeting rooms. The remainder of the

classrooms use the space above the ceiling as a plenum for evacuating warm summer air, which means that the space fills with warm, moist air throughout the summer months. (These design details were not confirmed in the field.) Although the drawings call for the partitions separating the classroom to extend to the underside of the structure, there is no specification that the space between the structural steel and the steel deck be sealed. Therefore, it seems highly probable that condensation is occurring in the ceiling when the warm air from above the classroom ceilings meets the cool, dry air coming up through the ceilings of the two large meeting rooms. (The air conditioning system for the offices uses a ducted return so, in that area, the condensation would be more likely to occur below the ceiling where warm air meets cool air.)

The parish's HVAC service contractor, McFoy Refrigeration, has suggested air conditioning the unconditioned portions of the building as a means of solving the moisture problem. This would certainly significantly reduce the condensation problem. However, it is also possible that providing ducted returns for the air conditioning system in the two large meeting rooms would help reduce the moisture problem. It is not within the scope of this report to conduct a thorough investigation and analysis into this particular problem nor to recommend a specific solution. We do recommend, however, that the parish consider commissioning such a study before spending between \$25,000 and \$35,000 for air conditioning the remainder of the building, unless it is desirable to do so in any case. In that case, we would recommend that the system be designed by a mechanical engineer who has reviewed the existing building and systems.

As for the other mechanical equipment, while it seems that the fan coil units used to heat most of the classrooms have some life left in them, the pneumatic control system that allows for individual control in each classroom seems to be an ongoing problem. In addition to constantly needing adjustment and occasional replacement, it is an outdated system that makes implementing any kind of energy-saving temperature control management system difficult if not impossible. Consideration should be given to replacing it with a new digital system.

The other problem with this system is the noise that the water makes as it goes through the pipes. This may be more noticeable because the piping is not insulated. Adding pipe insulation to these pipes could improve the situation.

There have also been complaints about the noise from the HVAC system that serves the two large meeting rooms. Further investigation would be required to determine the cause of this noise and possible solutions to the problem.

One final note about the plumbing system. As with the church building, there is no water shut-off valve for this building. The addition of such a valve would make servicing the plumbing easier.

All other mechanical and electrical repairs that should be done within the next five years are included in the Property Replacement Funding Spreadsheet.

Fire & Life Safety

According to the 2000 International Building Code (IBC), the Religious Education Center is of Type IIB construction (unprotected non-combustible construction). Like the church building, the Religious Education Center consists of two separate occupancy types. The offices are classified as Business Group B while the

remainder of the building would be classified as Educational Group E, because it is primarily used for educational purposes through the 12th grade. Because the two uses are by the same tenant, there is no need for fire separation between the two occupancies; however, the most restrictive occupancy must be used to determine allowable height and fire area. In this case, the most restrictive is the Education Group, with a maximum height of 55 feet or two stories and a maximum allowable fire area of 14,500 square feet. This area is permitted to be increased by 15% for additional street frontage because the building has open space on two sides, yielding a maximum allowable floor area of 16,675 square feet. The existing building is 10,876 gross square feet, which meets the current code.

To assess the overall fire and life safety of the building, we completed a Fire Safety Evaluation Form, which rates the building in several areas. The building passed in all three areas—Fire Safety, Means of Egress and General Safety. This is based on the assumption that the fire alarm system is functioning properly and that it includes duct detectors in the HVAC systems and that all exit signs and emergency lighting are on battery backup.

There is, however, an issue with the wood storage building located on the north side of the building. The IBC requires a distance separation of at least ten feet between structures if the exterior walls of either of the structures have no fire-resistance rating, which is the case here. In its current location, it represents a fire- and life-safety hazard to the occupants of the Religious Education Center and should therefore be relocated.

Means of Egress

Using a capacity of 20 square feet per person for the classrooms and adding five for the offices, the maximum capacity for

the Religious Education Center is 317. This capacity requires a minimum of two exits with a total capacity of 64" of width. This building has the required two exits. Each exit provides 72" of exit width, exceeding the requirement.

Mechanical Equipment Room

The Mechanical Equipment Room is separated from the rest of the building by a 6" concrete masonry unit wall, which is likely to provide the required 1-hour fire-rated resistant construction. However, the door to the boiler room has only a 20-minute label, which is not sufficient for a one-hour rated partition. Consideration should be given to upgrading this door and frame to a 45-minute fire rated door, which would comply with the current code.

One other life safety issue was noted in this space. The National Electric Code requires a three-foot minimum clear space in front of all electrical equipment for safe operation and servicing of this equipment. The Mechanical Equipment Room is serving double duty as a storage room and stored items are encroaching upon the required clearance for the electrical equipment and should be relocated.

PARISH HOUSE

Building Exterior

Very little work is needed on the exterior of this building. The roof was replaced in 1997 and, with the exception of the replacement of the bay window and the front and rear entry doors, cleaning the vinyl siding is all that is needed to make this building look good.

Building Interior

The interior of this building has been significantly modified to serve the needs of the parish's food pantry. The only

significant problem that we were made aware of was that the subflooring in some of the bathrooms needs to be replaced and new vinyl tile installed.

Handicapped Accessibility

Having been designed as a residence, it is not surprising that this building is the least successful at meeting the handicapped codes. Most of the doors are only 30 or 28 inches wide, while the code requires 32 inches clear, which is typically achieved with a door that is 34" wide or greater. Even the "accessible" door at the top of the handicapped ramp is only 32" wide. Almost none of the doors have the required maneuvering space on the pull side and none of the bathrooms are accessible either.

Although a ramp was installed in an attempt to make this building accessible, it is not entirely code-compliant, as there is a small step at the bottom of the ramp and the required handrails stop short of the end of the ramp. While it does provide a certain level of access to the building for visitors, it would be very difficult for a mobility-impaired person to work in this building. Although these defects could be remedied, it would take extensive alteration work. If this building were to be remodeled, it would make the most sense to make it accessible at that time.

Mechanical & Electrical Systems

The heat pump will need to be replaced soon, based on its age. One of the hose bibbs also needs to be replaced.

Fire and Life Safety

According to the 2000 International Building Code (IBC), the Parish House is of Type VB construction (unprotected combustible construction). The occupancy type for this building is somewhat difficult to determine since it provides office space,

storage space and meeting space. Being such a small building (1,792 square feet), its exact occupancy is not really relevant since any use (except very high-hazard storage and group homes or similar occupancies housing more than 16 persons at a time on a 24-hour basis) is allowed in a building of this size and construction type.

We did not use the Fire Safety Evaluation Form to assess the overall fire and life safety of the building, as this form

is not meant to be used for such small buildings and because it is already obvious that the only improvement for fire- and life-safety that we would recommend for this building is a fire alarm system.

Means of Egress

This building has three means of egress, which is more than adequate.

IV. FUNCTIONAL BUILDING NEEDS ASSESSMENT

Holy Family Parish has been hard at work defining the needs of the parish since 2001, when the "Dream Team" was established to assess the needs of the parish. For over a year and a half, the Dream Team met with a wide variety of parishioners, including members of parish committees and organizations, groups who use the facilities and the Parish staff, to solicit their input regarding the direction of the parish over the next five to ten years. In addition, the parish bulletin and website were used to gather information so that everyone had an opportunity to speak to the future needs of Holy Family Parish.

The findings of the Dream Team were compiled in a 63 page report dated January 22, 2002 and summarized in a two-page Case Statement to the parish distributed to parishioners in 2004, as Holy Family prepared to celebrate its 25th anniversary.

In July 2005, the Steering Committee engaged Michael E. DeSanctis, Ph.D., Professor of Fine Arts at Gannon University in Erie, PA, to serve as liturgical design consultant to the project. Under the guidance of Dr. DeSanctis, the parish entered into a methodical, five-step process intended to help Holy Family scrutinize the existing features of its physical plant in light of the parish's stated mission and the prevailing guidelines for Catholic architecture at the universal, territorial and diocesan levels. In the spring of 2006, by means of a special "Parish Inventory Tool" developed by Dr. DeSanctis, members of the parish's major constituent groups and ministries recorded their assessment of the existing parish campus for inclusion in a formal "Program Document". Those parishioners not belonging to a special ministry or constituency were likewise given the opportunity to contribute their opinions to the Program Document by completing a questionnaire-style tool that was distributed to all households in the parish. Raw material obtained by means of the "Inventory Tool" and questionnaire was incorporated into Draft 1 of the Program Document and shared with the entire parish at two parish-wide meetings held on January 10, 2007. Responses from parishioners recorded at this meeting were incorporated into the document on January 11, 2007 and are reflected in the current draft (2).

Starting on January 9 and continuing through February 1, 2007, the architect met with several church groups and committees as well as with the pastor and the parish staff to further define the needs of the parish at the current time and for the future. Groups that were represented in meetings with the architect include: the Liturgy Committee, the Social Concerns Committee, the Christian Formation Committee, the Adult Christian Formation Committee, the

parish staff and the Steering Committee. (The needs of the parish's youth were discussed at the meeting with the Christian Formation Committee.) The Architect was also present at both presentations of the first draft of Dr. DeSanctis' Program Document and heard all the parishioners' comments at those presentations. The intent of this portion of the report is to summarize the needs as stated by various groups and individuals within the parish, in a way that will foster discussion pertaining to the future of the parish and its facilities. The following needs assessment is a summary of all of this gathered information.

WORSHIP

The parish presently has five Masses every weekend—at 5:00 PM on Saturday and at 7:15 AM, 9:00 AM, 10:45 AM and 12:30 PM on Sunday. The total attendance each week averages between 1,200 and 1,400 worshipers. The most heavily attended Mass is the Saturday evening Mass, which regularly has between 350 and 400 worshipers. By the code definition of 18" of pew length per person, the worship space has a seating capacity of 579. Realistically speaking, worshipers rarely sit that close together, except perhaps for very crowded liturgies such as Christmas. An allotment of 21" per person is much more realistic. Using this number, the seating capacity would be 494, which is still significantly less than the usual attendance. However, studies have shown that when a church is at more than 80% of its seating capacity, it appears to be full. This appearance can discourage visitors from attending Mass if it seems that there is no room for them. Eighty percent of 494 is 395, so we see that some Masses are already at their maximum desirable capacity. While this is not a problem at this point, it could be a factor that limits the growth of attendance at certain Masses. It could also become a problem if the parish should find it necessary to reduce the weekend Mass schedule to three or four Masses. Based on this information, the Steering Committee's direction on seating capacity is that the current capacity should not be reduced by a reorganization of the worship space and that the Master Plan should allow for the eventual expansion to 625 seats (at 21" per person), which would comfortably fit 500 worshipers.

The parish also has a daily Mass Monday through Saturday, with additional Masses during Lent. Attendance at daily Mass varies between 30 and 50 worshipers throughout the year, with the largest number of attendees during Lent. Vespers are celebrated each Sunday of Lent at 5:30 PM and other special prayer services are conducted throughout the year.

The sacrament of Baptism is celebrated either during Sunday liturgies or outside Eucharistic celebrations. The sacrament of Reconciliation is made available to parishioners at 3:30 PM on Saturdays and by appointment. Communal celebrations of the sacrament of Reconciliation are also offered to parishioners.

There are two Music Ministry groups that are an essential part of the weekend liturgies. At the 9:00 Mass, a traditional choir of approximately 25 people is accompanied by either organ or piano. On occasion, other instruments will join this choir. The singers sit in the pews nearest the organ and face the altar. The other Music Ministry group is the Contemporary Ensemble, which includes guitars, a bass, trumpet, flute and tympani.

Dr. DeSanctis' Program Document includes a comprehensive list of positive and negative aspects of the worship space. Those comments are reproduced here, with a certain amount of editing, based on information gathered by the architect during his meetings with parishioners.

Positive Aspects of Existing Place of Worship

Among the aspects of their existing place of worship that parishioners say have the most *positive* effects on their liturgical experiences are the following:

- general simplicity of the worship setting and its decor
- seating arrangement for the lay assembly (proximity to altar)
- open, well-proportioned space with unobstructed sightlines
- fan-shaped seating arrangement
- prominent location of the tabernacle
- prominence of baptismal font
- flowing water in baptismal font
- crucifix
- comforting embrace of surrounding walls (insular character)
- gathering space
- stained glass windows of the N and E walls
- location/visibility of altar
- presence of kneelers
- banner art suspended from ceiling
- furnishings for musicians close to sanctuary but not intrusive
- seasonal décor, especially suspended Advent Wreath
- votive candles (in Gathering Space)
- electronic organ
- Holy Family statue (in Gathering Space)
- good natural room acoustics

Aspects of Existing Place of Worship that have Historical, Artistic or Sentimental Value to the Parish

Among the aspects of their existing place of worship that parishioners identify as having *historical, artistic or sentimental* value to the parish are the following:

- centralized layout of space, with altar as focal point
- present location and shape of tabernacle (sentimental value – a prominent place for the tabernacle is important)
- stained glass windows (although these windows have great value to the parish, they are not energy efficient and do not allow for any natural ventilation or natural light, qualities that are also important to the parish)
- Holy Family statue; however, current location is not ideal
- Holy Family icon
- crucifix
- Stations of the Cross
- statue of the Blessed Mother
- donor/memorial plaque in Gathering Space
- cornerstone

Challenging or Deficient Aspects of Existing Place of Worship

Among the aspects of their existing place of worship that parishioners regard most *challenging or deficient* are the following:

- worship space and Reconciliation Chapel not completely handicapped-accessible (elevated sanctuary remains off-limits to wheelchair-bound)
- Sanctuary is too stage-like due to its height
- seating arrangement does not provide good visibility of other worshipers
- insufficient room/furnishings in sacristy
- no place for private adoration (of the Eucharist)
- poor quality sound reinforcement system
- dark interior (particularly the wall behind the Sanctuary) with poor/dated lighting system makes it difficult to use color and makes the space look smaller
- clumsy location of font obstructs assembly's view of liturgical action
- gold wallpaper surrounding tabernacle
- ambient noise from HVAC system and Social Hall
- no sprinkler system
- no space for catechumens
- dated, reddish-cast carpeting
- narrow space between pews
- uncomfortable seating
- metal ambry-stand for sacramental oils obstructs views of altar
- seating area closest to the North wall is "out of the picture", their view often blocked by decorations
- choir is not located in a place that is beneficial to the congregation; they should be a part of the assembly so that they can engage them
- cantor stand is not visible to everyone
- organ speaker enclosures block much of the sound from the organ, particularly at the front
- choir is not equipped with microphones
- insufficient room for music ministers
- no practice room/instrument storage room for musicians
- lack of accommodations for noisy babies
- unattractive baptismal font and surrounding appointments
- no physical connection between church and other campus facilities
- disruptive traffic through North entrance directly into worship space
- unattractive/unarticulated ceiling and wall surfaces
- dark brick of exterior façade (fortress-like)
- altar seems disproportionate to other appointments and is too wide for sanctuary platform
- hymnal racks too narrow to accommodate thick liturgical books
- narrow aisles, especially perimeter ambulatory
- limited space for wheelchair-bound
- lack of transitional space between outside (secular) and inside (ritual) spaces
- lack of variety of colors/textures
- entry doors are not welcoming
- inadequate storage space

Greatest Needs of Parish's Liturgical Style/Setting

Among the "greatest needs" parishioners identify in the style and setting of their worship services are the following:

- making the worship space handicapped-accessible
- lowering the altar platform (predella)
- reconfiguring the seating arrangement, including relocating the music ministers
- brightening the worship space
- creating a place for adoration of the Eucharist
- providing a better setting for baptisms for infants, children and adults, preferably at the entrance to the worship space where people can hear and touch the flowing water
- creating a more inviting entranceway
- providing a Daily Chapel that meets the following requirements:
 - provides an intimate setting for small weddings or funerals with a maximum seating capacity of 100
 - provides a place for repose of the Blessed Sacrament on Holy Thursday
 - located some distance from the main worship space
- expanding the sacristy and providing the following:
 - more space for vestments
 - a space that is not a thoroughfare before weekend liturgies
 - a space that does not open directly into the worship space
 - more counter space for cleaning vessels
 - a vault for the collection money
 - space for preparing for Mass spiritually
 - more cabinet space
 - a laundry area

Other missing liturgical components that are associated with but separate from the worship space are:

- space for Children's Liturgy of the Word
- space for RCIA candidates to break open the Word (could also serve as a changing room for initiates during the Easter vigil)
- a Bride's Room/Lounge for grieving families
- a Nursery space that is near the worship space
- improving the lighting of the parking lot/grounds and having an appropriate place for the Easter fire

Between the worship space and the parking lot is a small space referred to as the gathering space. Although it is possible for people to gather in this space before or after Masses, it is hardly conducive to doing so. There is no vestibule or airlock at the main entry doors; therefore, whenever the doors to the exterior are opened, drafts of hot or cold air (depending upon the season) enter the space, making those gathering there uncomfortable. Its appearance is more like an office lobby than a liturgical space and it does not convey a sense of welcoming. It is too small and its use as a "marketplace" for selling tickets, scrip, etc. makes the congestion even worse. There is no place for people to sit down and the noise from this space carries into the worship space.

The ideal gathering space would be large enough to accommodate approximately 250 people, with most of those people standing but some sitting. It should have a welcoming character and should provide space for sales and collections that does not impede the flow of traffic into and out of the worship space. Ideally, it would provide transitional spaces between the outdoors and the worship space while also being a part of liturgical celebrations when desirable.

FELLOWSHIP

Holy Family serves as the spiritual home of a diverse community of believers. On any given weekend, the lay participants in Holy Family's liturgical celebrations are likely to represent a wide array of nationalities, races, skin colors, ages, professions and lifestyles that is truly unique among Catholic parishes in the United States yet indicative of the universality of the faith. In a formal Mission Statement prepared for the Church's Jubilee Year of 2000 and subsequently revised in 2006, the parish identifies itself as "welcoming," "multi-generational," "multi-cultural" and eager to spread Christ's Good News of salvation. If this is the parish's mission, then it is very important that this mission be able to be supported through social spaces that provide opportunities for the social interaction that will help worshipers feel welcomed and part of the Holy Family parish.

Most social activities currently take place in the 2,500 square foot Social Hall. By code, the maximum capacity of this room is 360 when arranged for a lecture or other setup without tables or 168 with both tables and chairs, the more common use of this space. With over 3,000 registered families, that is a relatively small number. Practically speaking, though, attendance at most events does not exceed 150. The Steering Committee discussed whether it made sense to increase the capacity of this space or whether it would make more sense to go off site for larger events, as many other parishes are doing. They felt that an increase of no more than 25% would be sufficient but that there is a greater need to increase the size of the kitchen, to make it a more workable space for all the volunteers who help with the preparation and cleanup of meals. Better, larger storage spaces are also needed. Consideration should also be given to creating a separate entrance to the Social Hall so that when it is used by outside groups, they do not need to enter through the main entry of the church.

Other problems identified with the Social Hall include:

- social hall is not warm or inviting
- exterior appearance of hall is not attractive
- inadequate access (narrow access hall and entrance door)
- lighting system is dated
- portable coat rack is insufficient
- inadequate kitchen facilities for large events
- HVAC controls located in sacristy
- existing oven is broken
- inadequate acoustical barrier between hall and worship space (poor soundproofing makes it difficult to have social and liturgical events simultaneously)
- no windows to admit natural light

Among the *general* terms parishioners use to describe the social spaces that might best serve their parish are the following:

- handicapped accessible Social Hall (including kitchen)
- flexible, with abundant room for social, business, educational and other activities
- “family friendly”
- abundant storage

Parishioners say they would like to see the following *specific details* incorporated into the design of their new social spaces.

Practical

- enlarged social hall and kitchen facilities
- abundant storage
- stage area for presentations/performances
- hard-wiring for modern AV and telecommunication capabilities
- reception area
- childcare area connected to worship building
- possibly relocate parish library to worship building complex
- new tables/chairs and related furnishings
- display cases
- moveable furnishings
- more meeting spaces
- external electric service for Summer Fest activities in parking lot
- programmable lighting system

Aesthetic

- natural light
- soundproofing
- soft surfaces/contours
- warm decorative treatment but neutral enough to accommodate large range of activities
- carpeted floor surfaces

There seems to be almost unanimous support for improving and increasing the number of restrooms throughout the facility. These restrooms should not only meet the needs of the worshipping community on Sundays but should also meet the needs of the many groups that use the facilities at other times. Specifically, the Steering Committee has requested:

- doubling the number of fixtures in the Women’s toilet room
- enlarging the Women’s Lounge (could then serve as Bride’s Room)
- upgrading both the Men’s and Women’s toilet rooms

PARISH OUTREACH MINISTRIES

The parish is highly committed to its various outreach ministries, which come under the purview of a Social Concerns Committee. The primary site of daily outreach activity is the Parish House, which receives heavy use as a food storage/distribution center, a counseling center, and a setting for group meetings of both parish and outside groups such as Alcoholics Anonymous. A regular user of the House is the parish’s Outreach Office, which attends to the well being of the poor of the community. In addition to its weekly distribution of food and clothing to needy persons, for example, the Committee hosts an annual Thanksgiving Basket

event, the gift parcels for which are assembled in the Parish House. The Outreach Office also safeguards materials pertaining to such parish committees as Respect Life, Peace and Justice, and Bereavement, to name a few.

The Food Pantry's current operating hours are Monday, Tuesday and Thursday evenings and Wednesday, Friday and Saturday mornings. Bags of food from the Food Pantry are also left in the church lobby for needs that arise over the weekend. The Food Pantry currently serves approximately twelve families per week. The St. Vincent de Paul Society has a phone line in the Parish House with an answering machine. They sometimes coordinate their efforts with the Outreach Office and they hold meetings in the Parish House once a month.

Included in the parish's outreach ministries is a parish nurse, who does blood pressure and cholesterol testing. As the population ages, nursing services will become more important and could be expanded to include additional services.

The space needs identified by those in the outreach ministries include:

- Additional space for food storage, particularly for refrigerators so that the Food Pantry could stock perishable items as well as dry and frozen goods
- A secure reception area for visitors
- A private area for meeting with clients
- An office for the parish nurse
- A better loading area for loading food deliveries into vehicles
- A sidewalk from the parking lot to the building
- A better handicapped ramp and full accessibility to and through the building
- Better exterior/security lighting
- Possibly space for storage of clothing for a clothing ministry
- Connection to the church's computer network
- Additional work space for Giving Tree assembly area
- Access to classrooms for educational programs
- Access to a garden area and a place that can be used for reflection and prayer
- A small kitchen

The Social Concerns Committee feels that it is important that this ministry remain on the Holy Family campus, as it gives the parish an opportunity to see the faces of their neighbors.

CHRISTIAN FORMATION

The parish places high value on its Christian Formation Program and employs a full-time director, coordinator of Youth Ministry and staff. The program occupies a dedicated building known as the Religious Education Center (REC) that is in use throughout the year. During the summer months, the parish hosts a popular Vacation Bible School (VBS) session.

The parish's catechetical activities are meant to serve all parishioners, from adults to the youngest of children. Currently 300-400 children are enrolled in the parish's Pre-school—Grade 12 Christian Formation Program. Hundreds of adults are served by various programs, for which the group sizes can range from a few participants to as many as 100 or more. The number of participants in the Christian Formation programs has apparently stabilized after several years of decreasing attendance, which has been attributed to factors such as: a new

ARCHITECTURAL PROGRAM FOR HOLY FAMILY CHURCH, NEWARK, DE

parish nearby that is attracting younger families; population shifts to other areas, such as Middletown; the sexual abuse scandal in the church; the aging of the parishioners; Christ the Teacher Catholic School; and shifting priorities for parents. On the other hand, the program for high school-age students is growing and becoming more active. This growth may be attributable to social networking and evangelization among the students and having a safe environment in which they can be themselves.

Specifically, the classes are held at the following times during the school year:

Day	Time	Location	Grades	Avg. Attendance
Sundays	During the 9:00 and 10:45 Masses	REC Rooms 3 and 4	Pre-school through K	10-12
Second Sunday of each month	During the 9:00 and 10:45 Masses	Social Hall	Children's Liturgy of the Word (ages 3-10)	30-50
Sundays	During the 9:00 and 10:45 Masses	REC Room 1	Infants – 3	1-6
Sundays	9:30 AM	Library	RCIA	Varies
Mondays	6:15 – 7:30 PM	REC (all rooms except Room 7)	1 through 8	Grades 1-6: 12 Grades 7 & 8: 30
Mondays	6:15 – 7:30 PM	REC Room 7 & Library	Sacramental meetings and other groups	Varies
Tuesdays	4:30 – 5:45 PM	REC rooms	1 through 4 or 6	8-10
Tuesdays	6:15 – 7:30 PM	REC (all rooms except Room 7)	1 through 8	Grades 1-6: 12 Grades 7 & 8: 15
Wednesdays	6:15 – 7:30 PM	REC rooms	2, 3, 4, 7 and 8	Grades 2-4: 10 Grades 7 & 8: 14
Thursdays	6:30 – 9:00 PM	Youth Room, REC Rooms 6, 7 & 8, Library	9 through 12	24-32
Thursdays	6:30 PM	Library	Adults	Varies
Every third Friday	6:30 PM	Youth Room	Jr. High	Varies

Other activities for the youth of the parish include lock-ins, retreats and leadership training. Some activities are held off-site. The youth are also involved in liturgies and parish service activities.

During our meetings with the Christian Formation Committees, several deficiencies with the existing facilities were noted. These include:

- Religious Education Center (REC) is disconnected from the rest of the campus components, which limits opportunities for linking catechesis with other parish activities and makes staff/students dependent on weather conditions
- Parish Library and childcare services are underutilized because REC is isolated
- dangerous drop-off zone for children in middle of entrance drive
- no kitchen/food preparation facilities
- no dedicated setting for small-group worship activities
- no dedicated space for childcare/nursery
- no assembly space in REC to gather entire cohort of students
- regular geometry and appearance of classrooms does not lend itself to informal gatherings of students
- insufficient storage space, especially for Audio/Visual equipment
- inflexible lighting system limits what can be done to create mood for special activities
- classroom and other spaces in REC were originally designed primarily with school-age children in mind and do not accommodate special needs of adult learners
- no stage area for children's pageants
- small lobby does not provide sufficient waiting area for parents or good space to display information
- current exterior entry arrangement creates congestion
- poor lighting at the entrance
- dated exterior appearance
- not wired for current technology
- security system is limited to office area and should be expanded

ADMINISTRATIVE

With eleven full time, eight part time staff and a large number of volunteers, meeting the needs of the parish staff and volunteers is very important. The staff and volunteers currently work in three different buildings. While most of the staff works in the church building, five staffers work in the Religious Education Center and a large number of volunteers work in the Parish House. Being spread out over three buildings makes it difficult for the various staff members and volunteers to coordinate with one another or to even be aware of what others in the parish are doing. Although computers in the church building and the Religious Education Center are networked together, those in the Parish House are still not part of the network. All staff members agree that being able to be physically closer to other staff members would be beneficial.

The current breakdown of staff is as follows:

Church Building:

Full time: Pastor, Associate Pastor, Director of Liturgical Music, Business Manager, Administrative Assistant, Receptionist, Secretary

Part Time: Deacon (2 people), Evening/Weekend Receptionist (2 people), Bookkeeper's Assistant, Musician, Volunteers

Religious Education Center:

Full Time: Director of Christian Formation, Youth Ministry Coordinator, Secretary, Head of Maintenance

Part Time: Office Assistant, Night Receptionist (2 people), Volunteers

Parish House: Twenty-eight volunteers

The present Receptionist's Office currently serves many different functions—reception area, file area, storage area and copy machine area. The mailboxes for staff are also located in this office. The Receptionist's Office itself should simply be a work area for the receptionist where she can answer the phone and work on her computer. It should be situated so that the receptionist can see people entering and leaving the building through the main entrance. The "service window" where people come to speak with her should provide better security.

There should be a separate Work Room for faxing, scanning, copying and collating. This room should not be too far from the office and should have its own phone. Office supplies could also be stored in this room.

The room across the hall from the Receptionist's Office is currently used for small meetings and as a lunchroom. On weekends, Liturgical Ministers sign in in this room and get coffee. For some meetings, this space is too small. For example, staff meetings must be held in the Religious Education Center because the room is too small for all the staff to gather at once. Even when the room is large enough, it still has the character of a lunchroom, making it inappropriate for certain types of meetings (such as funeral planning). It also has no soundproofing, which means there is no privacy for those using the room. Consideration should be given to a larger, dedicated conference room. The parish also needs a total of three to four meeting rooms of various sizes that could accommodate meetings ranging from ten to twenty-five people. One of these meeting rooms could conceivably be used as the conference room for the staff.

As with the Receptionist's Office, most of the other staff offices are adequate in size but have become overcrowded because they are being used for things other than what they were intended for. For example, valuable church records are being kept in fireproof files in both the Business Manager's Office and the Administrative Assistant's Office. It would make sense to consolidate these and other files in a central location, perhaps even in a fireproof room. This would free up much needed space in both of those offices. The Administrative Assistant's Office is also used as a temporary storage space for various parish projects. Over time, this office becomes almost impassable. A dedicated, lockable storage space for such items would relieve this problem.

Similarly, the Director of Liturgical Music's Office has both an electronic carillon and a small electronic keyboard taking up space along with the requisite books and file cabinets full of music. The value of the sheet music is in the thousands and should ideally be kept in a fireproof file cabinet or room. This office is used for meeting with families planning weddings and funerals as well with cantors. It is also used as a warm-up space for the choir on Sunday mornings. A separate rehearsal space should be provided for the choir as well as storage space for instruments, music stands, etc.

The other offices (Pastor, Associate Pastor and two shared offices) seem to work reasonably well in their current configuration. The Pastor's Office was originally designed as a Conference Room, which accounts for its large size and rectangular shape.

The Head of Maintenance currently has space in the Mechanical Equipment Room in the Religious Education Center that is used as his office/workshop. That space is adequate for his needs. The bigger need is for storage for things used by other people in the Religious Education Center, most of which gets stored in that room

There are many items that are stored in various places around the church building. Some of these spaces are better organized than others. In addition to the items mentioned previously, storage space is needed for computer software, manuals, disks and spare parts as well as for program-related materials.

The security system currently only serves the office area and should be expanded into the rest of the building.

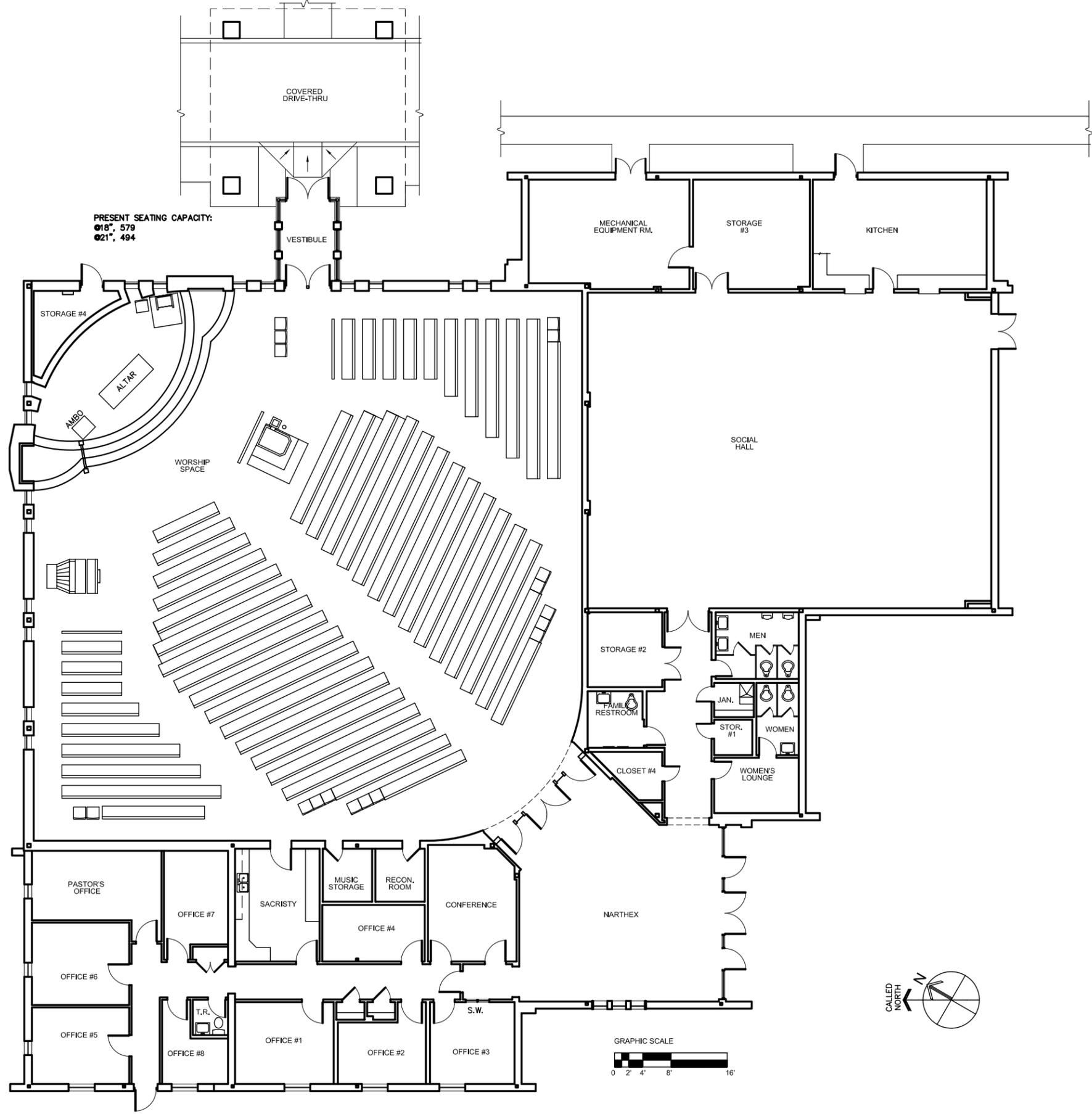
Other deficiencies in the parish's administrative facilities include:

- no kitchenette/lunchroom
- no waiting area for visitors
- the floors in the perimeter offices are cold in the winter
- a lack of signage or visual cues (both outside and inside the building) makes the office suite hard to find for non-parishioners
- windows are drafty
- a second toilet room would be convenient

All the functional needs described in this section of the report are presented in a tabular form in Appendix C – Summary of Functional Areas. Please note the following regarding these tables:

1. "Net square feet" is the square footage of the actual floor area of the room. For existing spaces, this number was obtained from the original construction documents and is an approximation. The numbers in the "Desired" column are maximum desirable values.
2. The "desired" amount of non-programmed space is based on the efficiency ratio of the existing building, which varies from 12% for the church building to 40% for the Religious Education Center.
3. The tables have been arranged by building for ease in comparing existing space to desired space. However, all three sheets should be viewed together to gain a complete understanding of the parish's needs. When doing so, it should become apparent that there is a certain amount of redundancy of spaces. This is a function of the way the information is presented. During the design phase of the Master Plan, opportunities to eliminate redundant spaces or to use spaces for more than one use will be explored, which may result in a lower square footage than the total of all three tables.

APPENDIX A
FLOOR PLAN OF EXISTING CHURCH BUILDING



PRESENT SEATING CAPACITY:
 @18", 579
 @21", 494

TITLE: EXISTING CONDITIONS DRAWING

SCALE: 1/16"=1'-0"

UNAUTHORIZED ALTERATION OR ADDITION TO THIS DOCUMENT IS A VIOLATION OF SECTION 7209 SUBDIVISION 2 OF THE NEW YORK STATE EDUCATION LAW

EX1

OF

HOLY FAMILY CHURCH
 NEWARK, DE

PROJECT CODE: DATE OF ISSUE: 3/2/07

REV. NO.	DESC.	DATE

JAMES HUNDT, ARCHITECT
 56 CLIFTON COUNTRY ROAD, CLIFTON PARK, NY 12065
 PHONE: (518) 371-0832 FAX: (518) 371-0835

DESIGNED BY: JH DRAWN BY: MCE © 2007

APPENDIX B
PROPERTY REPLACEMENT FUNDING
SPREADSHEET

PROPERTY REPLACEMENT FUNDING

	Element Description	Life Analysis, Years		Year Replaced	Cost	Estimated Next Replacement year
		Normal	Remaining			
	Church Building					
1 allow.	Administration & office computers, equip & furn.	15 to 25	on going			2002
1 ea.	Air handler, in ceiling	to 25	-3			2004
300 sq. yds.	Carpet, offices & narthex	10	2	1999		2011
1 ea.	Condenser, roof top, carrier, 5 ton	15	0			2007
1 ea.	Condenser, roof top, carrier, 5 ton, cooling	15	3	1995		2010
4 ea.	Entry doors, refinish	30	3	2004		2010
3 ea.	Fan coil cabinet heaters	to 30	3			2010
1 allow.	Organ, capital maintenance	15 to 20	3	1998		2010
53 ea.	Pews & kneelers, replace	25	-2			2008
12 ea.	Plumbing fixtures & restroom renovation	to 25	13	2000		2020
2 ea.	Pumps, circulating 3 HP	15 to 20	-2			2005
1 allow.	Sanctuary restoration	25	-1			2006
780 lin.ft.	Caulking, building perimeter & stone fascia	10	-4	1993		2003
360 sq. yds.	Vinyl floor, hall	to 20	1			2008
1 allow.	Caulking, windows	to 25	-5			2002
11 ea.	Yard lights	30	4			2011
	Religious Education Center					
2,100 sq.ft.	Acoustic ceilings, phased replacement	to 25	-5			2002
1 ea.	Burner, boiler 882 MBH	to 20	-3			2004
700 sq. yds.	Carpet, phased replacement	10	on going			2002
2 ea.	Condensers	15	-11			1996
1 allow.	Office Equipment & Furniture	to 25	-10			1997
	Parish House					
1 lot	Appliance & plumbing fixtures	to 25	19	2001		2001
1 ea.	Bay Window	to 30	1			2008
200 sq. yds.	Carpet	10	-2			2005
134 lin.ft.	Fencing	to 20	-2			2005
1 ea.	Heat pump	15	0			2007
22 sq.yds.	Vinyl flooring	to 15	-3	1995		1995
	Rectory					
2 ea.	Condensers	15	0			2007
3 ea.	Garage Doors	to 20	4			2011
42 squares	Roof, asphalt shingled	20	5			2012

APPENDIX C
SUMMARY OF FUNCTIONAL AREAS

HOLY FAMILY CHURCH, NEWARK, DE
SUMMARY OF AREAS

CHURCH BUILDING							
REF	REQ'D	SPACE	DESCRIPTION OF FUNCTION/USE	NET SQUARE FEET		ADJACENCY	
				PRESENT	DESIRED	NEARBY	DIRECT
CB-1	1	Worship Space	A space that will comfortably seat up to 400 people now and 500 people in the future and allow for their full and active participation in liturgical celebrations. This space should also include an appropriately sized sanctuary space and an appropriate area for up to twenty-five choir members and various musical instruments.	5,850	8,750	Children's Liturgy of the Word Space, Sacristies, RCIA Room, Bride's Room, Library	Gathering Space, Reservation Chapel, Reconciliation Chapel
CB-2	1	Gathering Space	Also called a Narthex, it would accommodate up to 250 people, most standing but some sitting. It would be used after Mass for coffee hour and also for other liturgical and parish functions. Properly designed, this space can substitute for a Cry Room.	789	1,750	Toilet Rooms, Coat Storage, Kitchen	Worship Space, Main Entry
CB-3	1	Reservation Chapel	Place for private prayer with chairs and kneelers. The tabernacle is usually located in this space.	0	150		Worship Space
CB-4	1	Reconciliation Chapel	Place for reconciliation with one location for the priest and locations for face-to-face and screened penitents.	52	80		Worship Space
CB-5	1	Work Sacristy	This sacristy is used to store and prepare the bread and wine for communion. It is also where decorations and flowers are prepared. Includes a sink and sacraarium.	See below	175		Worship Space
CB-6	1	Vesting Sacristy	Place for priests to vest and storage of vestments. Can also be used as changing room for the newly baptized.	192	125	Worship Space	Gathering Space
CB-7	1	Acolyte Vesting	Place for acolytes to vest and storage of vestments. Can also be used as changing room for the newly baptized.	See above	80	Worship Space	Gathering Space
CB-8	1	Children's Liturgy of the Word Space	Rooms for children's liturgy during Mass. Accommodate approximately 30-50 children. If program is expanded, multiple rooms for various age groups will be required.	Social Hall used	1,000	Worship Space	
CB-9	1	RCIA Room	Comfortable room for 6-8 adults. This space can also be used for grieving families before funerals and as a changing rooms for initiates at the Easter vigil.	0	175	Worship Space	Gathering Space
CB-10	3	Public Toilet Rooms	2 WC's, 2 urinals and 2 lavs for men; 4 WC's and 3 lavs for women plus a Family Restroom. Used for Social Hall as well. Women's Room includes a lounge that can be used as a Bride's Room.	334	500	Gathering Space, Social Hall	
CB-11	1	Janitor Closet	Include service sink, storage for custodial supplies.	53	60	Toilet Rooms	
CB-12	1	Music Rehearsal and Storage Room	Space for choir rehearsal and storage of musical instruments, equipment, etc.	52	750	Worship Space	
CB-13	1	Waiting Area	Waiting area for visitors to church office	0	100		Receptionist's Office
CB-14	1	Receptionist's Office	Computer workstation, mailboxes.	144	144	Business Manager's Office, Administrative Assistant's Office, Work Room	Waiting Room
CB-15	1	Pastor's Office	Desk, meeting space for 3-4, bookshelves, file cabinets.	184	184	Receptionist's Office, Administrative Assistant's Office	
CB-16	1	Administrative Assistant's Office	Desk, computer work station, visitor seating.	116	116	Receptionist's Office, Work Room, File Room, Storage Space for Program Materials and IT Equipment	
CB-17	1	Assoc. Pastor's Office	Computer work station, bookshelves, visitor seating.	144	144	Receptionist's Office, Administrative Assistant's Office	
CB-18	1	Business Manager's Office	Computer work station, locking file cabinets, visitor seating.	150	200	Receptionist's Office, Work Room, File Room	
CB-19	1	Director of Liturgical Music's Office	Desk, meeting space for 3-4, bookshelves, file cabinets.	168	168	Receptionist's Office, Pastor's Office, Work Room, File Room	
CB-20	1	Shared Office Space	Desk space and computer work stations for two people.	155	155	Receptionist's Office, Business Manager's Office, Work Room, File Room	
CB-21	1	Tellers Office	Workspace for 4 people to sort and count weekend collections and for volunteers to work during the week	139	139	Sacristy, Business Manager's Office, Work Room, File Room	
CB-22	1	Work Room	Room for copier, fax machine, scanner and space for collating printed documents	0	150	All offices	
CB-23	1	Conference Room	Meeting space for all staff (20) and other large groups.	190	500	Receptionist's Office, Lunchroom	
CB-24	1	Lunchroom	Space for office staff to heat up and eat lunch. Include coffee machines, refrigerator and sink.	0	250	All Offices, Conference Room	
CB-25	1	Records Room	Fireproof room for storage of important church records and sheet music for the choir.	0	250	Business Manager's Office, Administrative Assistant's Office, Director of Liturgical Music's Office, Work Room	
CB-26	2	Private Toilet Rooms	Individual use toilet rooms for the office area	25	50	Offices	
CB-27	1	Social Hall	Large assembly space for church gatherings and events.	2,529	3,160	Gathering Space, Coat Room, Toilet Rooms	Kitchen, Storage Room
CB-28	1	Kitchen	Well-equipped kitchen for preparation of food for parish dining events and for preparation of refreshments to be served in the Gathering Space.	374	560	Toilet Rooms	Social Hall, Food Storage
CB-29	1	Storage Rooms	General storage of liturgical decorations, ushers supplies, tables, chairs, foodstuffs, equipment, etc.	572	1,000		Worship Space, Social Hall, Offices, Outdoors
CB-30	1	Non-programmed space	Circulation space, partitions, mechanical & utility spaces, etc.	2,224	3,756		
Church Building Subtotal				14,436	24,621	Gross square feet	

HOLY FAMILY CHURCH, NEWARK, DE
SUMMARY OF AREAS

RELIGIOUS EDUCATION CENTER							
REF	REQ'D	SPACE	DESCRIPTION OF FUNCTION/USE	NET SQUARE FEET		ADJACENCY	
				PRESENT	DESIRED	NEARBY	DIRECT
REC-1	8	Classroom	For the religious instruction of children in grades K through 6. Ideally, there would be areas for gathering as a group and areas for sitting at desks or tables.	3,430	3,920	Worship Space, Christian Formation Office	
REC-2	4	Classroom	For the religious instruction of children in grades 7 through 12 and for adults. Seating should be comfortable and allow for more conversation than instruction.	0	2,400	Worship Space, Christian Formation Office, Kitchen	
REC-3	1	Library	For the storage and display of 2,500 books and 500 video tapes. Include space for librarian's desk, locked cabinets for videos and chairs for reading.	990	500	Gathering Space	
REC-4	1	Assembly Space	Accommodates 100 people at a time for gathering the entire student body or for holding sacramental meetings with parents.	0	1,000	Christian Formation Office, Toilet Rooms	
REC-5	1	Kitchen	For the preparation of food served in the Youth Room and other educational spaces.	0	150	Youth Room, Adult Education Classrooms	
REC-6	1	Resource Room	Centralized storage of audio/visual equipment, resources, large work space, copier area.	156	300	Classrooms, Christian Formation Office	Reception Area
REC-7	1	Nursery	Comfortable, safe space for the care of up to 20 infants and toddlers.	490	550	Worship Space, Toilet Rooms	
REC-8	1	Worship Space	Suitable space for prayer services with individual classes.	0	500	Classrooms	
REC-9	1	Youth Room	Includes seating areas for up to 30 youth and table games area.	990	2,000	Christian Formation Office	Kitchenette
REC-10	2	Toilet Rooms	Boys' and Girls' Toilet Rooms	498	498	Classrooms	
REC-11	1	Janitor's Closet	For storage of custodial supplies and equipment.	74	74		Toilet Rooms
REC-12	1	Storage Room	General storage of seasonal items (decorations, VBS, etc.)	0	400		
REC-13	1	Chair Storage	Storage of chairs for Assembly Space.	0	100		Assembly Space
REC-14	1	Reception Area	Computer workstation, mailboxes for catechists, bookshelves.	244	300	Director of Christian Formation's Office, Youth Ministry Coordinator's Office	Resource Room
REC-15	1	Director of Christian Formation's Office	Desk, 2 visitor's chairs, bookshelves, file cabinets.	190	190	Reception Area, Resource Room	
REC-16	1	Youth Ministry Coordinator's Office	Desk, 2 visitor's chairs, bookshelves, file cabinets.	190	190	Reception Area, Resource Room	
REC-17	1	Open Office Area	Two computer workstations, file cabinets.	120	200	Reception Area, Resource Room	
REC-18	1	Lunchroom	Space for office staff to heat up and eat lunch. Include coffee machines, refrigerator and sink.	120	120	Offices, Reception Area	
REC-19	2	Private Toilet Rooms	Individual use toilet rooms for the office area	56	56		Offices
REC-20	1	Non-programmed space	Circulation space, partitions, mechanical & utility spaces, etc.	3,328	5,379		
Religious Education Center Subtotal				10,876	18,827	Gross square feet	

HOLY FAMILY CHURCH, NEWARK, DE
SUMMARY OF AREAS

PARISH HOUSE							
REF	REQ'D	SPACE	DESCRIPTION OF FUNCTION/USE	NET SQUARE FEET		ADJACENCY	
				PRESENT	DESIRED	NEARBY	DIRECT
PH-1	2	Large Meeting Room	Space for meetings of up to 25 people with conference table & chair type setup. For both parish and outside groups (such as AA).	320	1,200	Kitchenette	
PH-2	2	Small Meeting Room	More intimate space for smaller meetings, such as prayer groups, bereavement groups, etc.	200	400	Kitchenette	
PH-3	1	Outreach Office	Includes reception and waiting areas for clients and two private workstations for meeting with clients; file cabinets for client records; copier, fax, etc.	227	500	Conference Room, Food Pantry, Nurse's Office	
PH-4	1	Conference Room	Conference Room for volunteer staff meetings of up to 8 people.	173	300	Outreach Office	
PH-5	1	Kitchen	For the preparation of food served for staff.	0	100	Conference Room	
PH-6	1	Food Storage	Space with shelving for storage of dry goods; floor space for refrigerators and freezers for storage of perishables; work space for assembly of food orders.	231	500	Outreach Office	Reception Area
PH-7	1	Clothing Storage	Space for storage of clothing, including sorting space, hanging space, and shelving.	0	1,000	Outreach Office	
PH-8	1	Nurse's Office	Desk, 2 visitor's chairs, bookshelves, file cabinets, storage for medical supplies & equipment.	0	120	Outreach Office	
PH-10	2	Toilet Rooms	One public and one private toilet room.	212	56		Reception Area
PH-11	1	Janitor's Closet	For storage of custodial supplies and equipment.	0	26		Toilet Rooms
PH-12	1	Storage	General storage of office supplies, meeting supplies, etc.	67	100		
PH-20	1	Non-programmed space	Circulation space, partitions, mechanical & utility spaces, etc.	362	1,076		
Parish House Subtotal				1,792	5,378	Gross square feet	