



Course Title:

## **Religious Facilities Needs Analysis & Programming**

Course Number:

**MSP1906**

Company Name:

**Turner Duran Architects**

Speaker Name:

**Greg Turner, AIA, LEED AP, MBA, APF**

Presentation Date:

**May 16, 2019**

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Provider:

**CONFERENCE FOR CATHOLIC FACILITY  
MANAGEMENT**

Provider Number:

**G460**





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## COURSE DESCRIPTION

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As the key initial step in long term facilities planning for parishes and Religious Institutions, the needs analysis process and its corollary, program definition, require a well-organized effort. This course describes the “how-to” for doing so.

# LEARNING OBJECTIVES

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At the end of this course, participants will be able to:

1. ....know how to develop a step-by-step approach for effectively working with parishes and Religious Institutions, and their planning committees, in order to obtain pertinent data that will help them assess long term facilities needs and compose programs to meet those needs, using examples and case studies

# LEARNING OBJECTIVES

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At the end of this course, participants will be able to:

2. ....develop a strategy for engaging the client at all levels in effective meetings through work plans, which spell out task objectives, necessary preparation, required participants and deliverables for each meeting, using examples and case studies.

# LEARNING OBJECTIVES

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At the end of this course, participants will be able to:

3. ....develop and select means for involving congregation membership in data input and opinion research, which will result in effective goals and needs statements to underlie program development, using examples and case studies.

# LEARNING OBJECTIVES

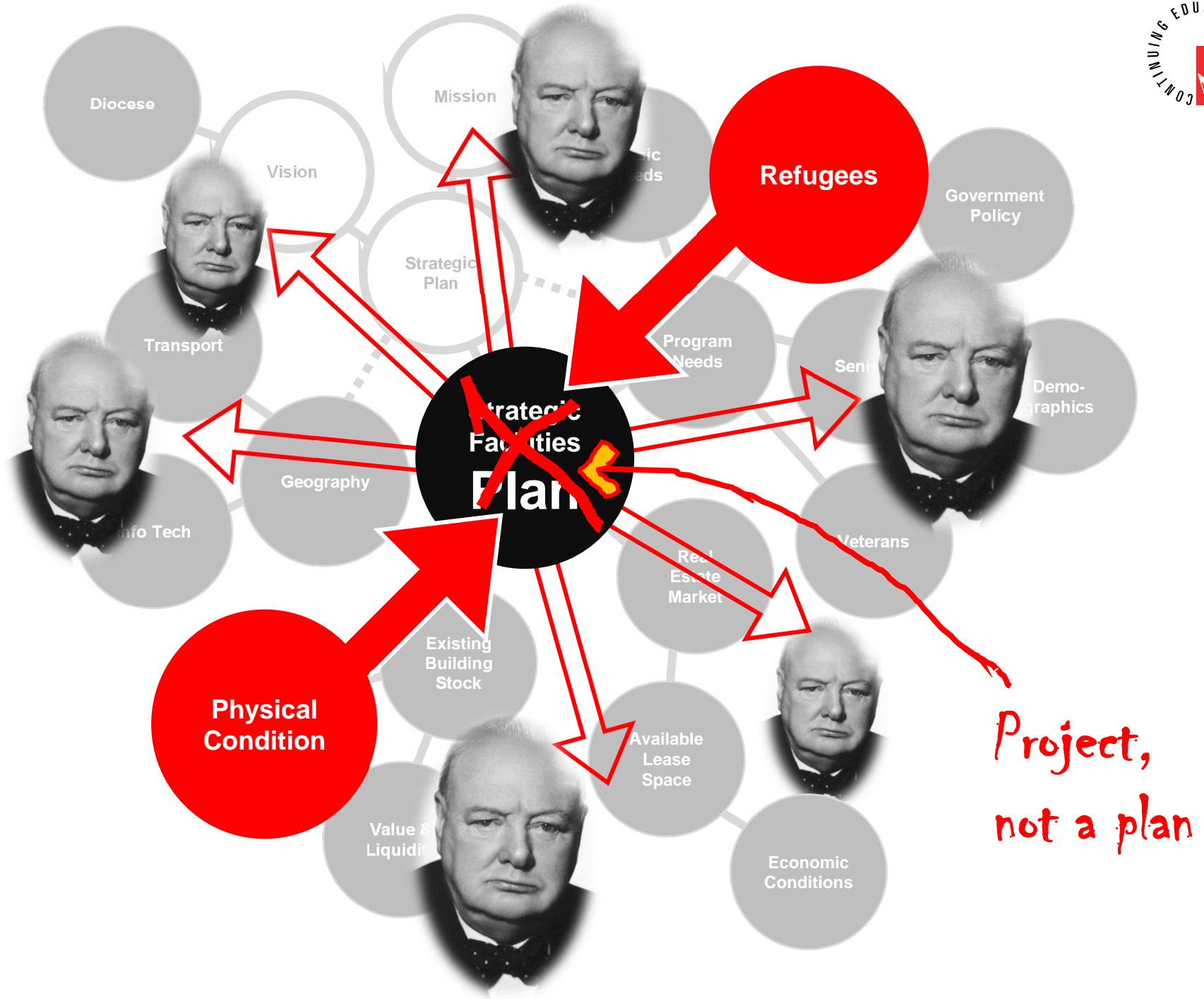
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At the end of this course, participants will be able to:

4. ....have knowledge of methods for conveying program information that is time-effective to produce, and visually appealing, to aid comprehension; also, methods for presentation of such data in order to facilitate client buy-in and decision-making, using examples and case studies.

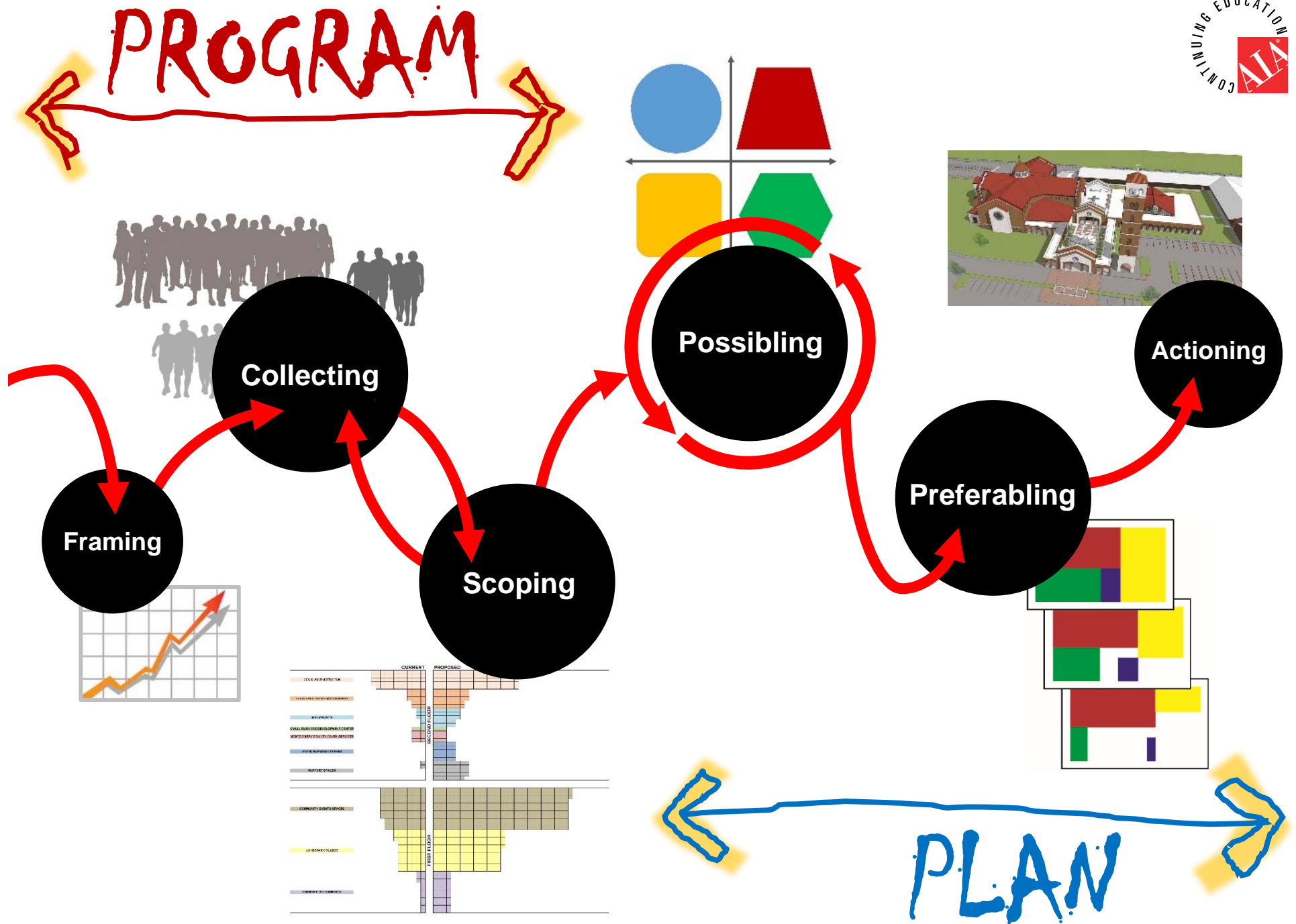


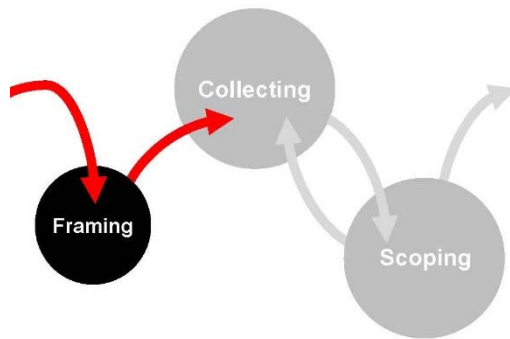




# Strategic Facilities Plan

- **Scope** of facilities necessary to *enable organization's mission, vision and goals*  
**PROGRAM**
- **Action** required to obtain facilities in terms of *quantities and qualities, and time*  
**PLAN**



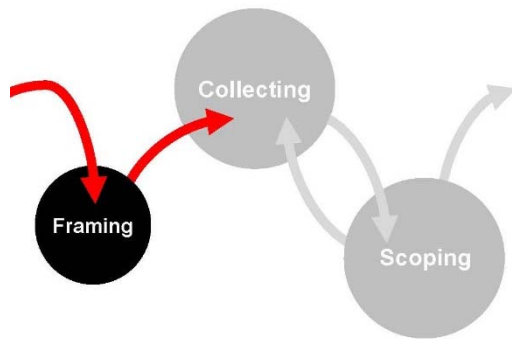


## Framing: Strategic Data Inventory

- **Review Strategic Goals 2018-2020: what “facilities implications” are embedded in each goal?**
  - What kinds of services does CC need to provide?
  - Where do services need to be located in order to serve?
  - What kinds of CC program facilities are needed for these services to be delivered effectively, and where?
  - What kinds of CC support facilities (i.e., administrative) are needed, and where?



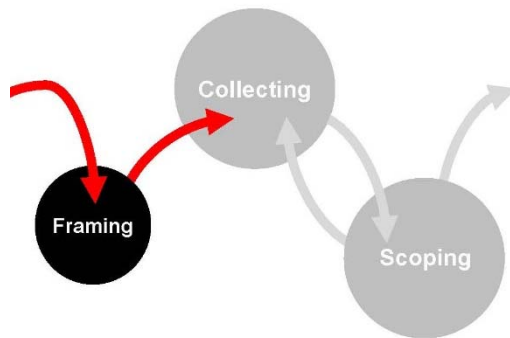
***Keep at a high level***



## Framing: Roles & Responsibilities



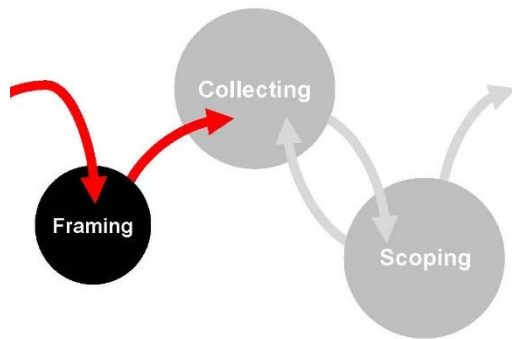
	Programmer/Planner	CC Task Force	CC Leadership	CC Users	CC Community	Specialty Resources
Framing						
Scanning						
Forecast						
Visioning						
Planning						
Action						



# Framing: Work Plan



TASK	PARTICIPANTS	DATE
<b><u>FRAMING:</u></b> <ul style="list-style-type: none"> <li>Review &amp; confirm process, deliverables &amp; schedule</li> <li>Confirm stakeholders</li> <li>Inventory strategic information</li> <li>Gather existing buildings information</li> </ul>	GUMC TDA	November 12, 2018
<ul style="list-style-type: none"> <li>Field trip: White Rock UMC</li> </ul>	GUMC & TDA	Wk of November 12
<b><u>COMMUNITY</u></b> <ul style="list-style-type: none"> <li>Prepare &amp; review congregation survey and user group surveys</li> <li>Confirm GUMC decision-making process</li> </ul>	TDA	Wk of November 19
<ul style="list-style-type: none"> <li>User group surveys distributed</li> </ul>	TDA	November 27
<ul style="list-style-type: none"> <li>Town Hall meeting and congregation survey</li> </ul>	TDA & GUMC	December 2
<ul style="list-style-type: none"> <li>All surveys (congregation &amp; user groups) answered and submitted to TDA</li> </ul>	GUMC	December 7
<ul style="list-style-type: none"> <li>Preliminary assessment of facilities</li> </ul>	TDA	Prior to December 21
<b><u>FORECAST</u></b> <ul style="list-style-type: none"> <li>Follow up meetings with user groups</li> <li>Review Draft of Facility Needs Forecast (Program Statement)</li> </ul>	TDA GUMC	<del>Wk of December 10</del> Wk of February 11
<ul style="list-style-type: none"> <li>Approve Final Facility Needs Program Statement</li> </ul>	GUMC	<del>December 21</del> February 19

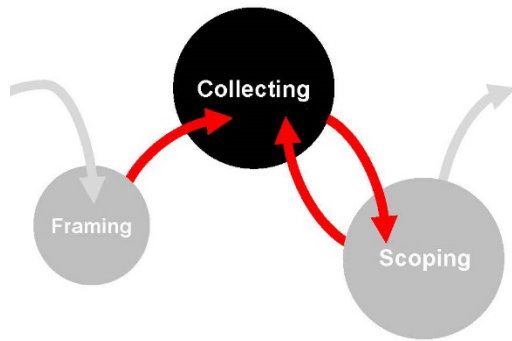


## Framing: Deliverables

- **Context Statement:**
  - Goals
  - Challenges
  - Issues
  - **Time horizon**
  - Participants







## Collecting

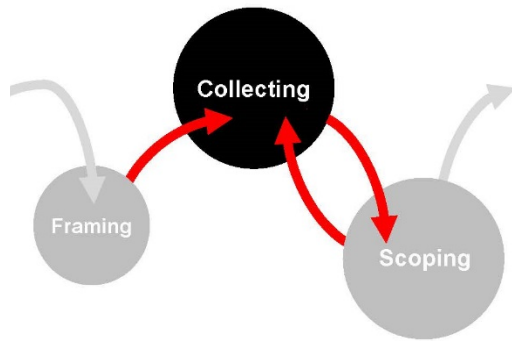
### • Current Assessment:

- What kinds of facilities do we have now?
- What could change in what we do that could impact our facilities?
- What would these impacts look like?

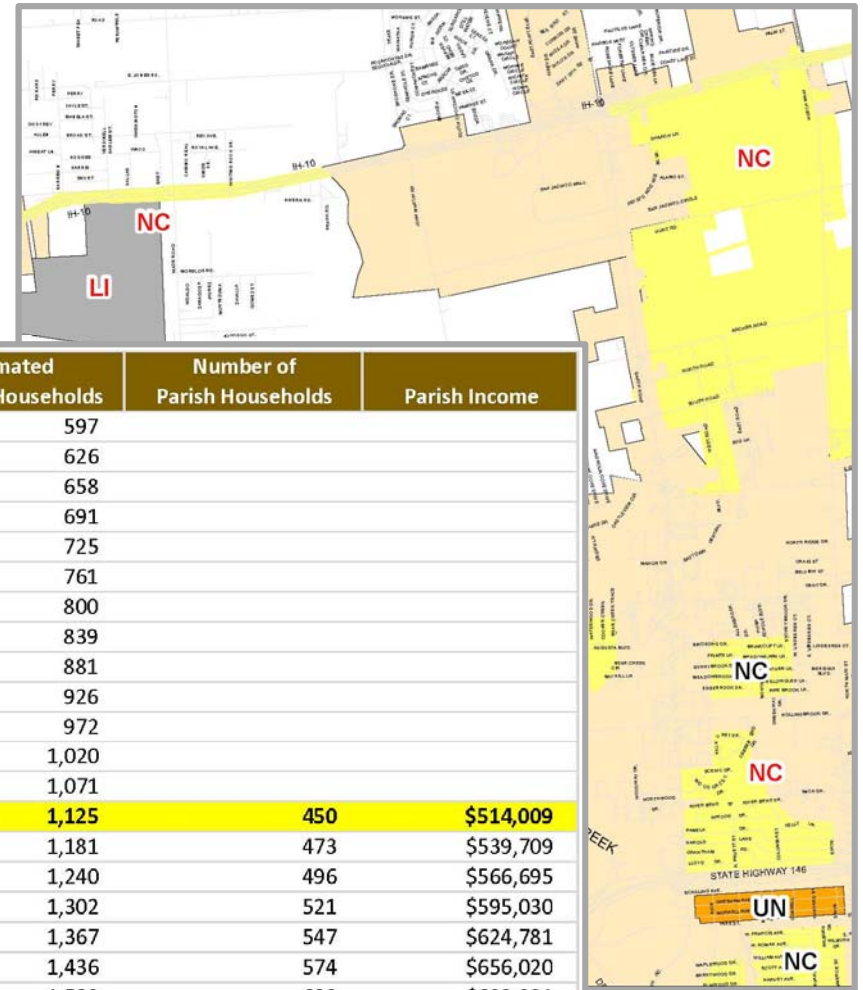


### • Needs & Wants Input:

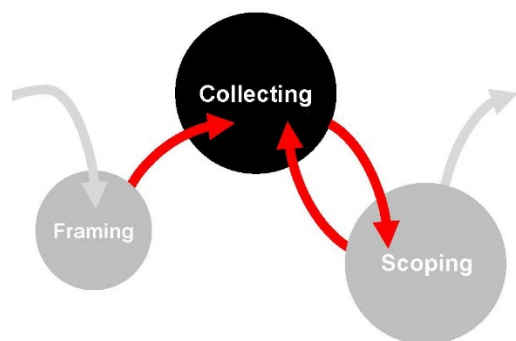
- Leadership
- Community
- Users & Ministries



## Collecting: Leadership



Year	City Population	School District Population	Estimated Catholic Households	Number of Parish Households	Parish Income
2000	2,324	7,159	597		
2001	2,475	7,517	626		
2002	2,626	7,893	658		
2003	2,777	8,288	691		
2004	2,928	8,702	725		
2005	3,080	9,137	761		
2006	3,231	9,594	800		
2007	3,382	10,074	839		
2008	3,533	10,578	881		
2009	3,684	11,106	926		
2010	3,835	11,662	972		
2011	4,223	12,245	1,020		
2012	4,612	12,857	1,071		
2013	5,000	13,500	1,125	450	\$514,009
2014*		14,175	1,181	473	\$539,709
2015*		14,884	1,240	496	\$566,695
2016*		15,628	1,302	521	\$595,030
2017*		16,409	1,367	547	\$624,781
2018*		17,230	1,436	574	\$656,020
2019*		18,091	1,508	603	\$688,821
2020*		18,996	1,583	633	\$723,262
2021*		19,946	1,662	665	\$759,425
2022*		20,943	1,745	698	\$797,397
2023*		21,990	1,833	733	\$837,266



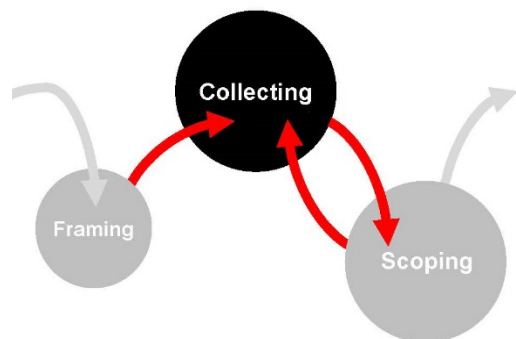
## Collecting: Community

- Educate and engage
- Confirm alignment and consensus
- Easy to tabulate survey

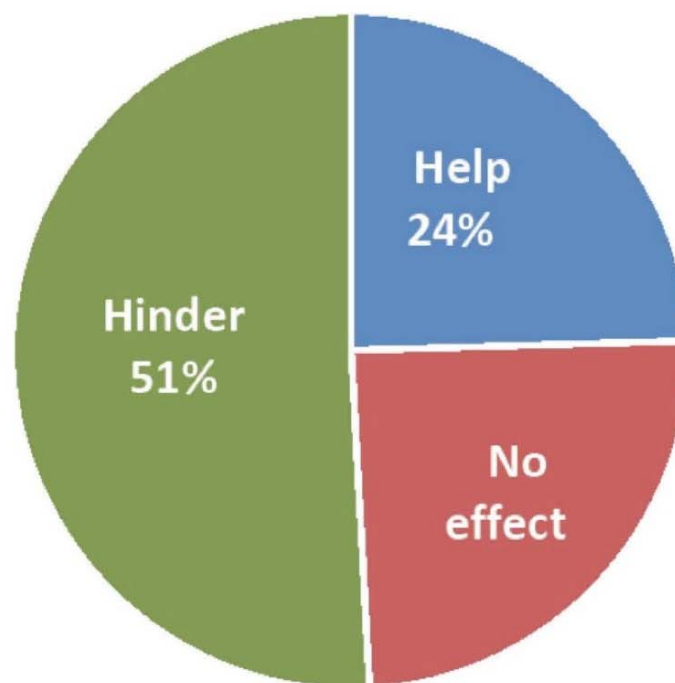


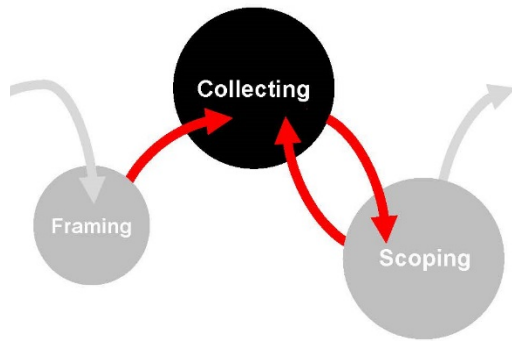
Questions	Topic
Nos. 1 through #	General attitudes
Nos. # through #	Congregation personality and self-image
Nos. # through #	Worship space assessment: general preferences and size projections
Nos. # through #	Worship space assessment: multi-use worship space qualities (if used)
Nos. # through #	Assessments of existing non-worship facilities
Nos. # through #	Future planning ideas and preferences
Nos. # through #	Respondent characteristics (demographics)
No. #	Open ended opinions

## Collecting: Community



Would you say that the existing facilities *help*, have *no effect*, or *hinder* you in effecting your mission?





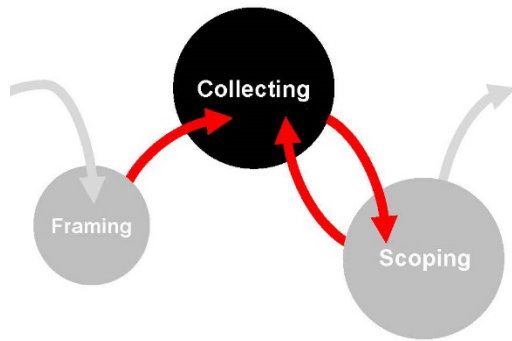
# Collecting: Community

If your congregation were a piece of music, which of the following would you most want it to be?



**Architects'  
challenge: horns  
& strings to brick  
& mortar!**



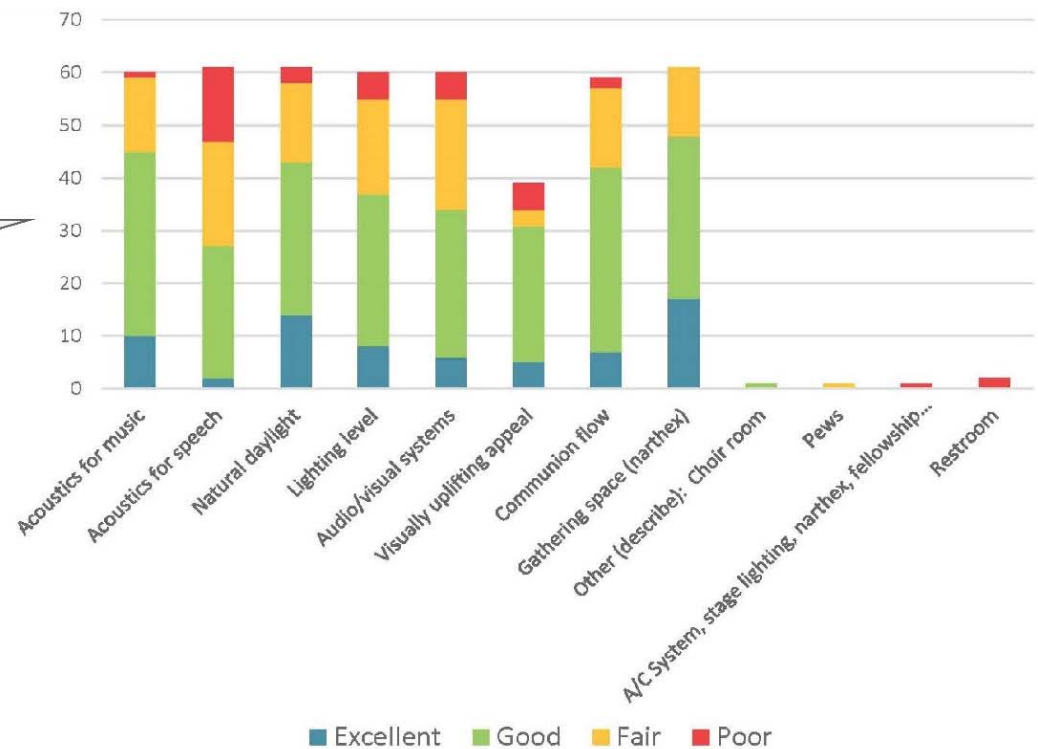


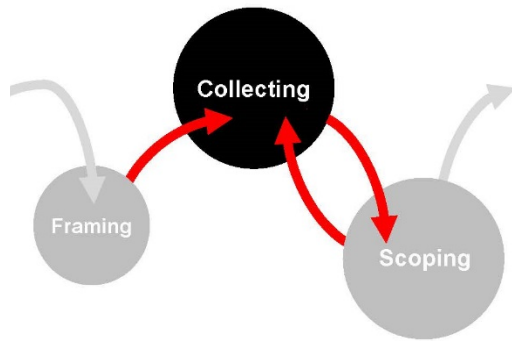
## Collecting: Community



How would you assess the quality of your existing worship space with respect to each of the following?

Indicates number of respondents, not percentage

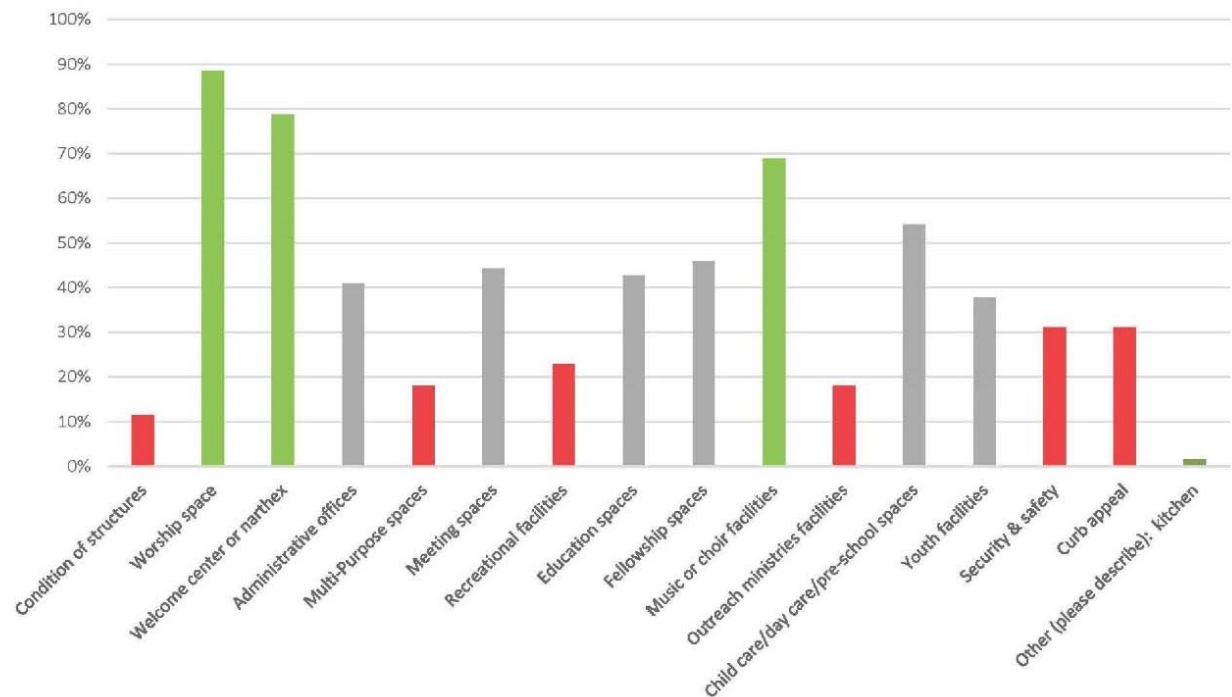


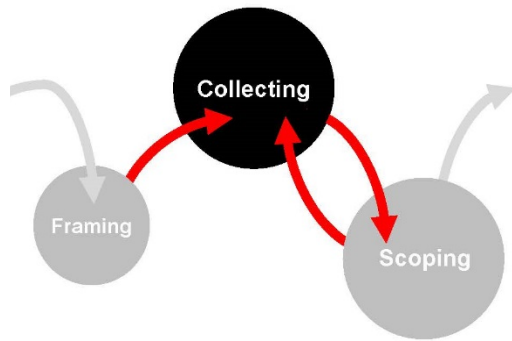


## Collecting: Community

**In general, what is the adequacy of the following facilities at this time?**

*(Percentages indicate proportion of respondents who said that the named facilities are adequate)*

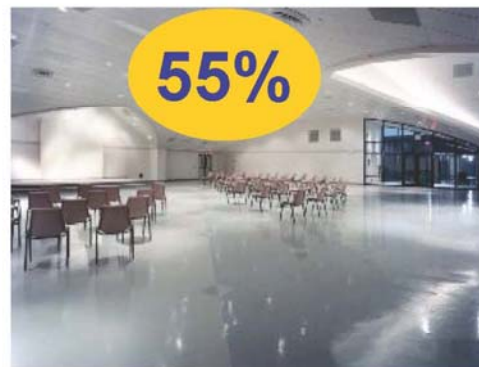




## Collecting: Community



Worshipful



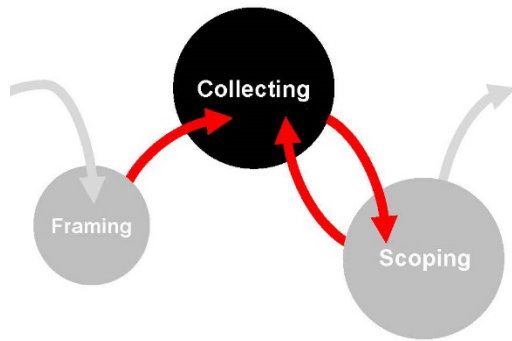
Fellowship



Recreational

Which type of  
**Architectural  
character** would  
you prefer in a  
multi-use space  
*that is used for  
worship?*

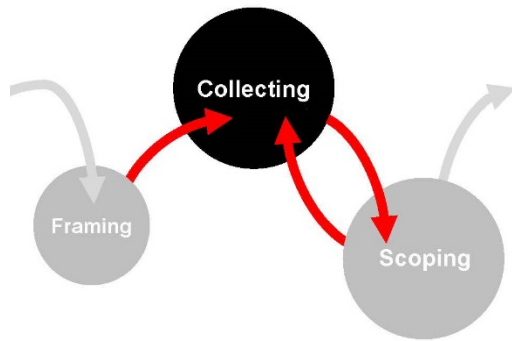




## Collecting: Ministries & Users

- Detailed information
- Caution: empire building
- Caution: tunnel vision

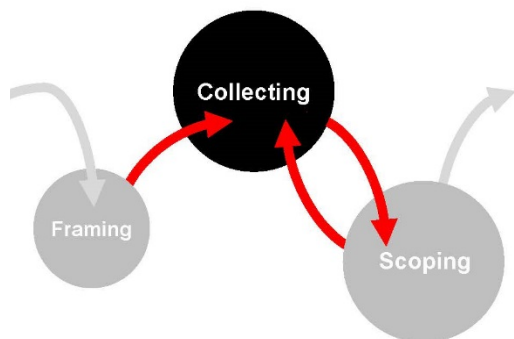




## Collecting: Ministries & Users



Ministry, Group or Committee	Section	Sub-Section
	Administration	Maintenance & Site
	Administration	Church Offices
	Administration	Finance
	Administration	Stewardship
	Worship	Worship Space & Arts
	Worship	Music & Choir
	Worship	Baptism
	Worship	Worship Ministers
	Worship	Lectors / Readers
	Ministries	(insert name)
	Christian Education	Elementary CE
	Christian Education	Youth CE
	Christian Education	Youth Ministry
	Christian Education	Adult CE
	Christian Education	Pre-School or MDO
	Fellowship	Family Life
	Fellowship	Festival / Bazaar
	Fellowship	Men's/Women's F'ship
	Other	



# Collecting: Ministries & Users

## WORSHIP

## WORSHIP SPACE & ART / ENVIRONMENT

The following items will serve as a guideline for the **WORSHIP SPACE COMMITTEE** to express their needs and ideas to the Building Study Committee and the Architect. Those interested in **ART AND THE ENVIRONMENT** should also participate in this committee's work.

### LIKES

Name some things that you like about your current church structure or worship space:

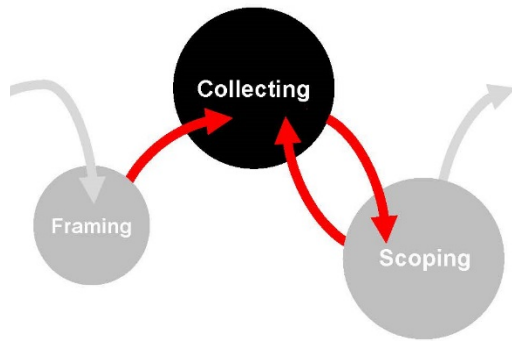
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### WISHES

Name some things that you wish were better about your current church or worship space:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_





# Collecting: Ministries & Users

## RELIGIOUS EDUCATION ELEMENTARY RELIGIOUS EDUCATION

### NEEDS

- Please fill in the following blanks with the number of classes that exist and the number required for each Elementary Religious Education age group in the future.

AGE GROUP	NUMBER OF EXISTING CLASSES	AVERAGE ATTENDANCE OF EXISTING CLASSES	NUMBER OF FUTURE CLASSES	AVERAGE ATTENDANCE OF FUTURE CLASSES

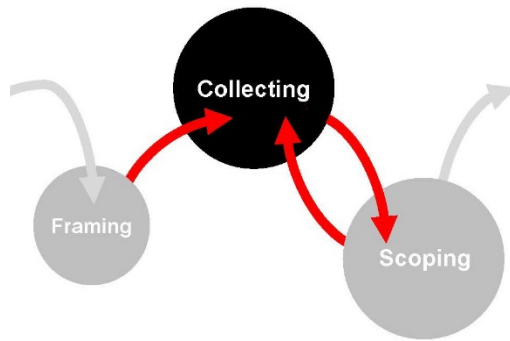


- Should there be a Religious Education Work Room and Storage Room?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Which of the following items will be located or stored in these areas?

<input type="checkbox"/> Teaching Materials	<input type="checkbox"/> Toys
<input type="checkbox"/> Costumes	<input type="checkbox"/> Office Supplies
<input type="checkbox"/> Copier	<input type="checkbox"/> Work Table
<input type="checkbox"/> Art Materials	<input type="checkbox"/> Desk
<input type="checkbox"/> Other, Please Explain _____	
_____	
_____	



# Collecting: Ministries & Users

FELLOWSHIP
FAMILY LIFE MINISTRY

## PARISH HALL CAPACITY

- What seating capacity is needed to accommodate fellowship or social activities at the parish?  
When seated at tables? \_\_\_\_\_ people.  
When seated "auditorium" style? \_\_\_\_\_ people.

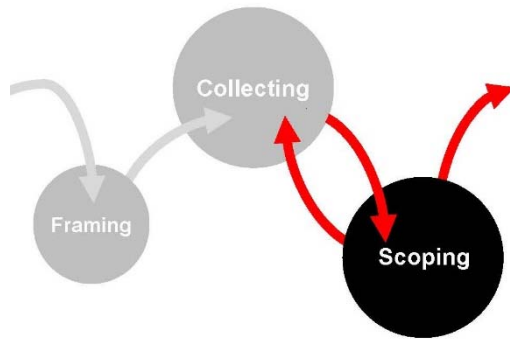
## RECREATION ACTIVITIES

- Should a gymnasium for indoor sports be provided in the Master Plan?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- Which of the following activities should be provided for in the gymnasium, if one is desired?
  - ☐ Basketball
  - ☐ Volleyball
  - ☐ Rollerblading
  - ☐ Weightlifting
  - ☐ Fitness Machines
  - ☐ Tennis
  - ☐ Table Sports
  - ☐ Other, please explain \_\_\_\_\_



## KITCHEN

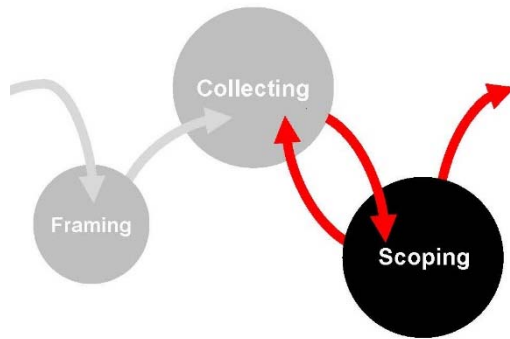
- What do you think is the best method for serving food to 200+ people at your parish?
  - ☐ Cook on site
  - ☐ Pot Luck meals
  - ☐ Catering
  - ☐ Other, please explain: \_\_\_\_\_



## Scoping

- **Describe facilities needs:**
  - Space (quantities) & character (qualities)
  - Locations & relationships
  - Highlight any outliers
- **Fit of current facilities to needs?**
  - Yes: what will it take to accommodate needs?
  - No: how else to accommodate?
- **Deliverables:**
  - Summary description of needs
  - Outline of possible outcomes to accommodate
  - Appendix



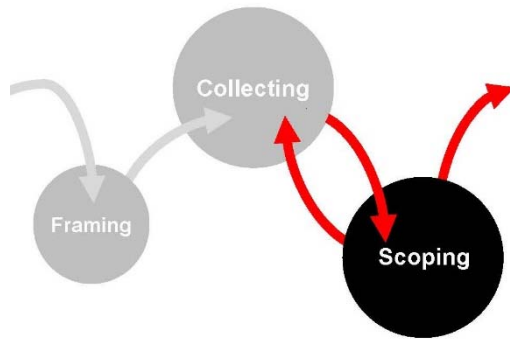


# Scoping



USE	HAVE NOW Floor Area	NEED NOW		FUTURE NEED		COMMENTS
		Description	Floor Area	Description	Floor Area	
<b>FELLOWSHIP</b>		Meeting room: 35 persons	700	Meeting room: 35 persons	700	used for Women's Circle and monthly Speaker Meetings; assume it can be used for future Men's and Special Needs Ministries
	1,800	Fellowship hall: 90 persons	1,800	Fellowship hall: 90 persons	1,800	Basement N building; Family Life request is for 100 seats, which this space can accommodate but it's a tight squeeze
	750	Kitchen & serving	750	Kitchen & serving	1,200	Basement N building; future allows conversion to commercial grade kitchen
	300	Storage: tables (8) & chairs (50)	81	Storage: tables (8) & chairs (50)	300	Basement N building
		Storage: other	64	Storage: other	64	
	640	Meeting	640	Meeting	640	2nd floor S building
		Community programs (200 persons)	3,000	Community programs (200 persons)	3,000	will accommodate "now" needs as well as "future" needs; no stage
Net SF	3,490		7,035		7,704	
Add-on	<u>979</u>		<u>4,693</u>		<u>5,139</u>	60% efficient (except Have Now)
<b>Gross SF</b>	<b>4,469</b>		<b>11,728</b>		<b>12,843</b>	

# Scoping

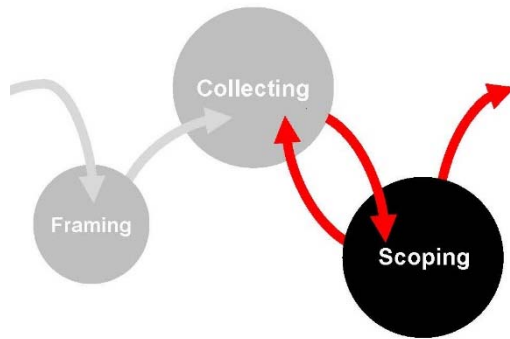


USE	HAVE NOW Floor Area	NEED NOW		FUTURE NEED		COMMENTS
		Description	Floor Area	Description	Floor Area	
<b>TOTAL NSF</b>	<b>18,038</b>		<b>22,976</b>		<b>31,458</b>	
Add-on (core & circ	10,935		15,658		22,153	
<b>TOTAL GSF</b>	<b>28,973</b>		<b>38,634</b>		<b>53,611</b>	

<b>SUMMARY</b>				
WORSHIP	4,574	8,086	11,357	
MUSIC & CHOIR	0	654	2,169	
FELLOWSHIP	4,469	11,728	12,843	
EDUCATION	5,066	4,940	9,260	
DAYCARE	5,203	5,492	10,248	
DANCE & OTHER	3,438	3,751	3,751	
ADMINISTRATIVE	6,223	3,984	3,984	
<b>TOTAL GSF</b>	<b>28,973</b>	<b>38,634</b>	<b>53,611</b>	

**Cumulative**



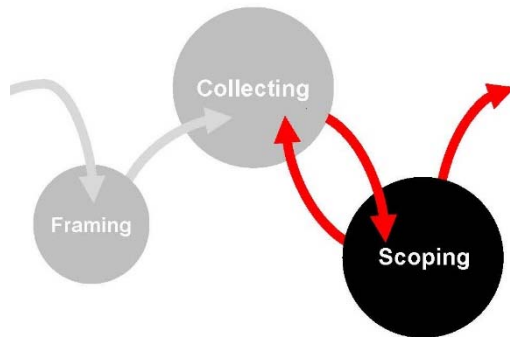


# Scoping



Item	Description	Construction	Owner Items	Soft Costs	Total Budget
Worship Spaces	Worship: Renovate Sanctuary	\$432,243	\$28,745	\$46,547	\$507,535
	Worship: Sanctuary Addition	\$1,106,280	\$73,570	\$119,131	\$1,298,982
	Worship: Sanctuary extr repairs	\$52,500	\$3,491	\$5,654	\$61,645
	Music & Choir Addition	\$171,675	\$11,416.82	\$18,487.06	\$201,579
	Contingency & Fundraiser				\$351,856
	<b>Subtotal</b>				<b>\$2,421,596</b>
North Building	Renovation & Repurpose	\$1,912,806	\$127,206	\$205,983	\$2,245,996
	Contingency & Fundraiser				\$381,819
	<b>Subtotal</b>				<b>\$2,627,815</b>
South Building	Renovation & Repurpose	\$2,011,401	\$133,763	\$216,601	\$2,361,765
	Contingency & Fundraiser				\$401,500
	<b>Subtotal</b>				<b>\$2,763,265</b>
Site Development	Sitework except Landscaping	\$261,555	\$17,394	\$28,166	\$307,115
	Contingency & Fundraiser				\$52,210
	<b>Subtotal</b>				<b>\$359,325</b>
<b>TOTAL</b>					<b>\$8,172,000</b>

PROJECT NAME	
Site Coverage Analysis	
COMPONENT	COVERAGE (square feet)
<b>Buildings</b>	
Building footprint (two-story building)	54,205
Entry canopy	1,250
Maintenance structure	1,000
Building footprint contingency (5%)	2,823
<b>Buildings Subtotal</b>	<b>59,278</b>
<b>Site Development</b>	
Parking & driveways (at 315 sf per space): 350 spaces	110,250
Walkways	1,000
Unimproved easements (no pipeline easements)	0
Landscaping & setbacks @ 20% of total impermeable coverage	34,670
Building footprint contingency (10%)	14,592
<b>Site Development Subtotal</b>	<b>160,512</b>
<b>Estimated Stormwater Detention</b> (regional, none required on-site)	<b>0</b>
<b>Minimum Required Site Size</b>	<b>219,790</b>
Minimum Required Site Size (acres)	5.05
Actual Site Size (acres)	7.350
Actual Site Area for Future Use (acres)	2.30



# Scoping

## SUMMARY OF PROGRAM STATEMENT

### Phase One Project:

#### Worship space:

- **Church:** A new **800 seat** worship space will be provided, to be constructed on the site of the existing one, which will be demolished. Sacristy, ushers room, brides' room, cry room, art & environment and liturgy storage room, and other support facilities will be included. Modern facilities for A/V and sound systems will be incorporated.
  - **Size:** 12,000 square feet (gross floor area)
  - **Initial Budget: \$4.55 million** (includes construction, Owner-provided equipment, and soft costs)
- **Narthex:** Together with the new Church, the existing Narthex will be significantly expanded, to roughly double its existing size. Hospitality features will be included, and ancillary facilities (toilets, etc.) will be expanded to meet codes, and upgraded.
  - **Size:** 4,600 square feet (2,500 SF existing and 2,100 SF new)
  - **Initial Budget: \$1.15 million** (includes construction, Owner-provided equipment, and soft costs)
- **Choir Rehearsal Space:** As part of the new Church, a music ministry space will also be included, with direct connection to the new Church. Capacity for the choir rehearsal room will be 60 persons, with terraced seating. Acoustics will be designed to replicate the Church. Music and instrument storage, and a music minister's office are also included.
  - **Size:** 2,400 square feet
  - **Initial Budget: \$750 thousand** (includes construction, Owner-provided equipment, and soft costs)

#### Fellowship space:

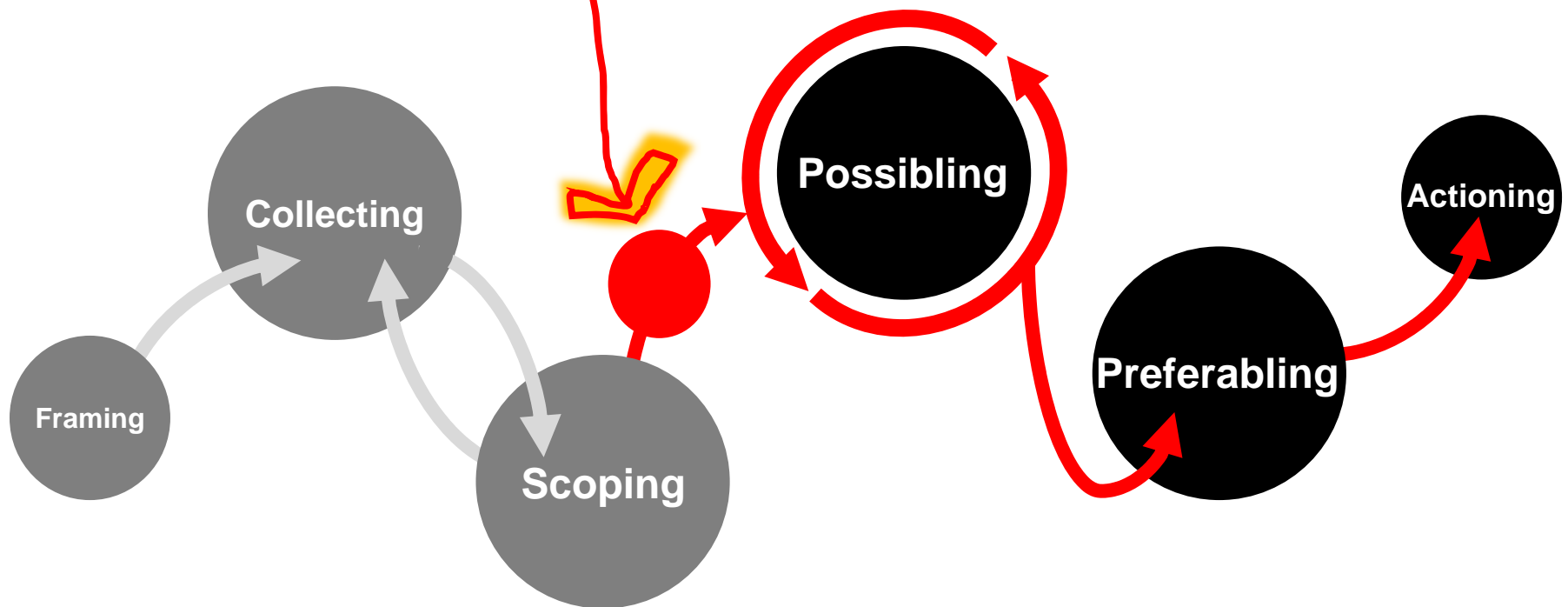
- **Kitchen:** The existing kitchen shall be expanded to provide adequate "commercial" food service facilities. This expansion will be accomplished either by adding on to the existing Family Life Center, or the existing Adult Meeting Room will be converted to kitchen usage. All new food service equipment will be obtained.
  - **Size:** 1,700 square feet
  - **Initial Budget: \$685 thousand** (includes construction, Owner-provided equipment, and soft costs)

**Youth space:** no change to existing.

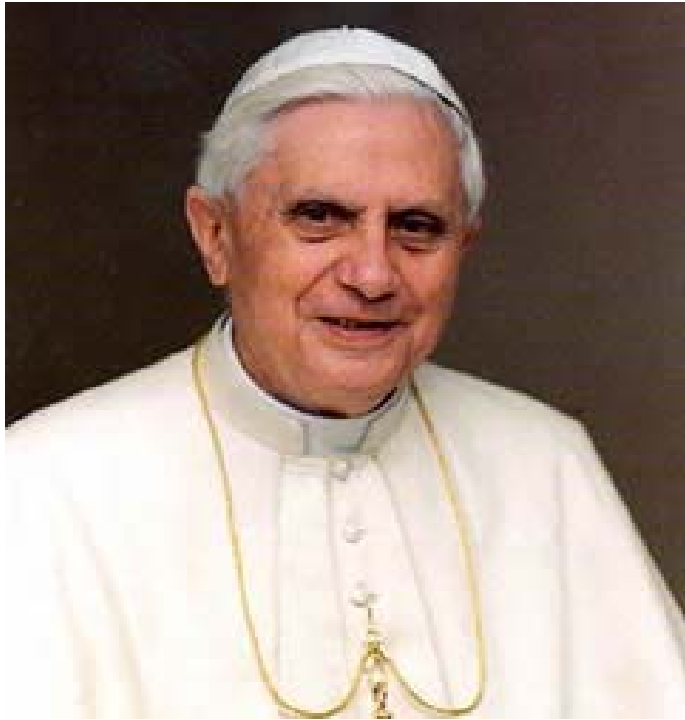
**Education space:** no change to existing at this time. While there are additional space needs at this time, they can be accommodated by using other existing facilities.

*Now you're ready  
to "PLAN"!*

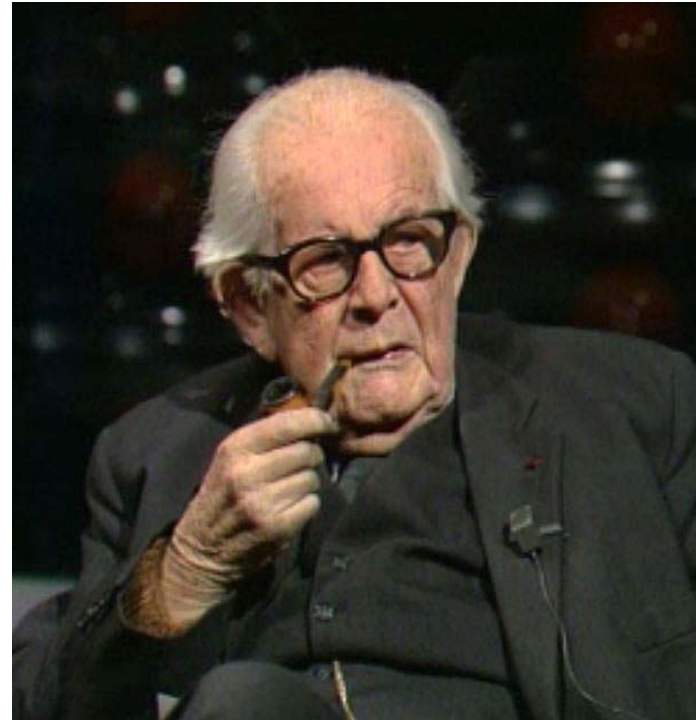
*Formal approval*



# Headline 1: ***Purpose rules the Process***



Pope Benedict XVI



Jean Piaget

## Headline 2: *People wanna see pictures!*

Space & Description	Name	Have Now (NSF)	Unit	Qty	Size Each (NSF)	Subtotal Size (NSF)	Total Size (GSF)	Cubicle or Office?	Extr Wdw?	Public Desk?	Adjacencies	Location	Comments	Have Now	Need Now	Change
<b>A Executive Team</b>																
8 CEO office	Steve G	247	ea	1	247	247		O			near Lobby	W1				
CEO connected conference room		190	person	15	25	375		O				W1				
CEO break and toilet		124	allw	1	124	124						W1				
9 Administrative Assistant	Elizabeth G	147	ea	1	147	147		O			CEO	W1				
27 VP CAO	Julirey V	200	ea	1	200	200		O	Y			E1				
28 VP CFO	Pam M	200	ea	1	200	200		O	Y		Accounting	E1				
17 VP COO office	Tom R	212	ea	1	225	225		O	Y			EE				
COO private toilet			ea	1	40	40						EE				
16 VP Lending	John M	169	ea	1	180	180		O	Y		Central Lending	EE				
7 VP Member Relations	Susie H	156	ea	1	156	156		O	Y			W1				
VP spare				1	180	180		O	Y		MSCR	EE				
						0								2,629	3,317	688
						0										26%
<b>B Accounting</b>																
37 Accounting supervisor	Beatrice D	135	ea	1	135	135		O				E1				
38 Accounting	Jose C	78	ea	1	78	78		C				E1				
39 Accounting	Kristen W	78	ea	1	78	78		C				E1				
40 Accounting	Maria R	78	ea	1	78	78		C				E1				
41 Accounting	Theresa C	78	ea	1	78	78		C				E1				
42 Accounting	Victoria B	78	ea	1	78	78		C				E1				
								O				E1				
														1,140	1,140	0
																0%



Google *Ed Tufte*



## Headline 3: *Planning changes the Program*





This concludes The American Institute of Architects  
Continuing Education System course.

At this time, the course participants  
are free to ask questions.

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**Turner  
Duran  
Architects**

TURNERDURAN  
ARCHITECTS

Contact Information:

**Greg Turner**

(281) 497-1040

greg@turnerduran.com

Conference for Catholic  
Facility Management  
("CCFM")



Contact Information:

**Andrew Guljas**

(317) 525-7176