

PROJECT STUDY TEAM FORMATION GUIDELINES

Determining Parish Needs and Defining the Facility Project

When a need arises in a parish for a new building, renovation, or significant capital improvement, a representative number of people with varying skills and knowledge of different aspects of the parish should be consulted.

Groups of people are usually in the form of committees with a mix of lay people and parish staff in consultation with the Pastor. It is important that committees be limited to a manageable size (5-7) with subcommittees formed as needed to perform task execution.

Core committee representatives should be in place for the duration of a project whereas the subcommittees may be formed for a specific purpose for a limited time.

Commitment on the core committees could be for an extended period of time; a year or more depending on the size and nature of the project. It is important that all understand the need for such an extended commitment of time to ensure continuity of decision making and preservation of project knowledge base.

Specific skills and experience may be desirable and sought but of critical importance for some members is an understanding and connection with the parish ministry life. Parish knowledge and relationships will be instrumental in assessing parishioner priorities and support and in communicating project understanding. Experience that spans various age groups will also be beneficial in connecting with a broad base of parishioners.

CORE COMMITTEES:

Project Study Committee

To validate the need, support, and potential feasibility of the parish to undertake a building project, it is necessary that a project study team be formed. This committee also will ensure that the integrity of the project idea (concept) is maintained.

Building Committee

The building committee oversees the construction of the project beginning with the conceptual design phase beyond completion into the warranty period. There are also potential sub-committees that may be formed depending on the nature of the project.

POTENTIAL SUB-COMMITTEES:

Communication

Handles internal and external communications for the parish. Internal communication is key to building and maintaining enthusiasm and support for the project, providing information as to progress, validating input received from parish community, affirming participation of those giving of their time, etc. Varied tools and methods of communication are necessary – verbal and written. Examples could include: newsletters, weekly bulletin, website, pulpit

announcements, public display areas such as bulletin boards, town hall meetings, focus groups, video event displays, literature racks, etc. External communication is important to educate outside the parish: local community, Archdiocese, other parishes, special interest groups. Examples could include: newspapers, website, Georgia Bulletin, newsletters, etc.

Education

Serves as consultants for functional space (flow and movement) requirements, educational needs such as furniture, equipment, technology requirements as needed for teaching methods, safety requirements.

Interior Design

Responsible for recommendations with colors, floor/cabinet surfaces, fixtures, furniture designs, fabrics, consultation with functional space layout design, etc.

Kitchen

Responsible for space layout design, recommendation of commercial cooking, cooling, cleaning and shelving equipment needed, small ware needs, storage requirements.

Landscaping

Responsible for working with design of landscaping needs and plan development for maintenance of grounds including care for retention areas. Technical components include irrigation systems.

Property / Land

Responsible for activities such as property search, land use understanding, potential and assessment, land preparation requirements, interacting with local authorities as to zoning issues.

Technology

Responsible as consultants to equipment requirements for network design, technical components of automated systems to include computers, phones, audio-visual, organs, security, etc. Design of future needs, cable requirements.

PROJECT STUDY TEAM

Process Steps 1 and 2

Suggested membership for this team includes:

- ❖ Committee Chair – Tenured Parishioner
- ❖ Pastoral Council Representative
- ❖ Finance Council Representative
- ❖ Ministry Coordinator or key ministry contact
- ❖ Stewardship Council Representative
- ❖ Parishioner w/Education expertise
- ❖ Pastor
- ❖ Business Manager

BUILDING COMMITTEE

Process Steps 3 to 8

Suggested membership for this committee includes:

- ❖ Committee Chair – Tenured Parishioner
- ❖ Finance Council Representative
- ❖ Ministry Contact
- ❖ Pastor
- ❖ Business Manager
- ❖ Parishioners w/knowledge or expertise in const. mgmt., subcontracting, HVAC, roofing, technology/AV, interior design, civil engineering, building codes, etc.

Type of Project	Additional membership suggestions based on type of project
Sanctuary	Music / Liturgy Director(s) / Liturgical Consultant
Social Hall	Ministry or Activities Coordinator / Kitchen Expertise
Classroom Building	Director Religious Education, Other related educators, Ministry Coordinator, Pre-K Nursery
Office Building	Key Staff – Business Mgr, Facilities Mgr, Director Religious Education, Clergy
Gymnasium	Youth Coordinator(s), Ministry / Activities Director
Rectory	Pastor / Parochial Vicar at Pastor discretion
Multi-Purpose	Key Ministry Leaders / Activity Coordinator / Education
Parking Lot	Facilities / Educator Consulting for school and Pre-K (vehicle flow)