

PROPOSED MASTER PLAN PROCESS AND KEY ACTIVITIES

THE MASTER PLANNING PROCESS

“The First Step in the Development, Design and Implementation of a Building Project.”

Copyright:
JNA 2007

What is a Master Plan?

It is a comprehensive inventory of a Parish's physical assets with detailed projections for future activity. It always starts with an analysis of the past and present to identify the church's needs and to develop a plan for growth. Architects, being neutral facilitators, can be of great assistance, helping to create a Master Plan that will result in a renovation, remodeling, addition, or new building that will serve the Parish now and for years to come.

I. Identify existing physical parameters

- A. Current land use and zoning requirements
- B. Potential for land acquisition and relative value
- C. Existing building status versus current codes
- D. Existing building status versus accessibility
- E. Survey of existing architectural and/or structural concerns
- F. Survey of existing mechanical, electric and plumbing systems

II. Collect spacial need data and prioritize

- A. Develop and distribute Parish General Membership Survey
- B. Develop and distribute Ministry/User Group Surveys
- C. Conduct key Parish staff, or Lay Leader personal interviews

III. Develop Parish Space Needs Program

- A. Short term/immediate need requirements
- B. Long term need requirements

IV. Develop planning strategies to solve defined program needs

- A. Within existing site and building context
 - 1. Within established budget parameters (preliminary cost estimates)
 - 2. Within options for phasing if necessary

B. Other options, what ifs...

V. Generate Master Plan Ownership

- A. Sharing preliminary concepts with key ministry/user groups
- B. Sharing preliminary concepts with the Parish via the town hall meeting

VI. Finalize Master Plan study to include

- A. Site and Floor Plan(s) to illustrate scope, concept, and establish phases, if necessary
- B. Small scale site and building model to three dimensionally illustrate concept
- C. Interior and/or exterior perspective sketches to illustrate concepts
- D. Preliminary estimate of probable construction costs

VII. Obtain Project Approvals

- A. By the Parish via town hall meeting format
- B. By the Diocese via presentation if required
- C. By the municipality via presentation if required

VII. Assist Fundraising Campaign

- A. Provide graphic illustration materials

IX. Set Schedule for subsequent Activities

THE MASTER PLANNING PROCESS

“How Do We Know What You Need?”

Parishioners:

The Parish has retained Jaeger, Nickola & Associates Ltd., Architects, to prepare a “Master Plan/Construction Feasibility Study” to meet our current and future building needs in terms of the Worship, Music, Education, Fellowship and Administrative Ministries of the Parish.

Robert Nickola, our project architect, has asked us to define our needs and we would like your help. We ask for your comments and input, either individually or as a family group.

- ***What should be the single most important attribute of our Parish facilities be?***
- ***What are the most important parts of our worship celebrations?***
- ***What has been missing for you in our current worship settings?***
- ***Do you have an “image” (photo, drawing, etc) of your favorite building, or part of a building that you can share with us? (Enclose with your response.)***
- ***Can you identify problems, or concerns, that you may have regarding our facilities?***

Please feel free to comment on any aspect of our current facilities, or any future building or its use of which you feel both we and the architect should be aware.

The promptness of your reply is critical, as the Committee intends to bring you its recommendations in the (season) of this year. Therefore, we would be most appreciative of receiving your comments at the Parish office by (date).

Thank you for your assistance as we plan together in His Service.

The Planning Committee:

(Print or Sign names)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



ARCHITECTS ORGANIZATION QUESTIONNAIRE

THE MASTER PLANNING PROCESS

“How Do We Know What You Need?”

This questionnaire will help determine the needs of organizations that are part of the Worship, Music, Ministries, Religious Education, Fellowship, Administrative, Recreation and Outreach Programs of the Parish. Our architect will use the information to prepare a “Master Plan” for facilities growth and improvement.

NAME OF ORGANIZATION _____

ROOM NUMBER _____ Typical Meeting Dates _____

Meeting Times _____ A.M. _____ P.M.

Total Organization Membership _____ Average Meeting Attendance _____

Membership 5 years ago _____ Expected membership in 5 years _____

Describe a typical meeting in terms of activities: _____

Special needs (i.e. piano, visual aids, video, computer, chalkboards, bookshelves, tables, chairs, sink, microwave, refrigerator, electrical, lighting, etc.) _____

Do you need storage? ___ Yes ___ No. If YES, describe items to be stored and approximate space required:

Does your organization have meetings with other groups? ___ Yes ___ No. If YES, please state the approximate total number of people to be accommodated. _____

Remarks: (problems, concerns, etc.) *Use back of sheet if needed.*



ARCHITECTS

CLASSROOM SPECIFIC REQUIREMENTS

We need information from you for the Architect who has been retained to prepare a "Master Plan" for our Church and evaluate our existing facilities – both positive and negative aspects.

RESPONDENT: _____ ROOM NUMBER: _____
Room Function: _____ Adjacency Desired: _____
Frequency of Use: _____
Users: _____ Ages: _____ Number: _____

Special Room Requirements: _____

Floor Material(s)/Locations: _____
Desk/Chair Requirements: _____
Permanent Storage Requirements/Quantity/Location: _____
Audio/Visual Requirements/Locations: _____
Computer Requirements/Locations: _____
Other Electric Requirements: _____
Special Lighting Requirements: _____
Other Requirements: _____

Remarks: (problems, concerns, etc.) Use back of sheet if needed.

Copyright:
JNA 2007

JAEGER, NICKOLA & ASSOCIATES LTD.
104 SOUTH MAIN STREET, PARK RIDGE, ILLINOIS 60068-4091
ARCHITECTS@JAEGER-NICKOLA.COM

ARCHITECTS
(847) 692-6166
FAX (847) 692-2002



ARCHITECTS OFFICE **SPECIFIC REQUIREMENTS**

We need information from you for the Architect who has been retained to prepare a "Master Plan" for our new Church facilities.

RESPONDENT: _____ ROOM NUMBER: _____
Room Function: _____ Adjacency Desired: _____
Frequency of Use: _____
Users: _____ Ages: _____ Number: _____

Special Room Requirements: _____

Floor Material(s)/Locations: _____
Desk/Chair Requirements: _____
Permanent Storage Requirements/Quantity/Location: _____
Audio/Visual Requirements/Locations: _____
Computer Requirements/Locations: _____
Other Electric Requirements: _____
Special Lighting Requirements: _____
Other Requirements: _____

Remarks: (problems, concerns, etc.) *Use back of sheet if needed.*

