

St. Martin de Porres Building Committee  
Meeting Minutes—5/27/15  
Page 1 of 5

1. Opening prayer- prayer was led by Father Charlie.
2. History of the Parish Master Plan and last building project.
  - a. There have been three master plans developed for the parish over the last 25 years.
  - b. The most recent Master Plan was developed in 2010.
  - c. Elements of the 2010 Master Plan were viewed on the Master Plan Report (July 2010) and several architectural drawings.
  - d. Discussed elements of the Master Plan such as Parish hall, education building, office, and church shown clustered surrounding a central courtyard and accessed by covered connecting walkways.
  - e. The committee liked the courtyard and connecting walkways along with the general plan for the various buildings.
  - f. Moving forward, we would like to use the 2010 Master Plan as a starting point that can be refined based on our current needs. We don't want to reinvent the wheel.
  - g. The last building project was the construction of the rectory. The rectory is large enough to accommodate a pastor and associate pastor to meet our future needs.
3. Summary of current Parish needs (plan for next 5-years) and projected needs (plan for the next 20-years).
  - a. Current needs include more worship space, religious education classrooms, and office space.
  - b. Current need is for worship space seating 500-600 people. (Current church seats only about 300-350 people.)
  - c. Current need for ten religious education classrooms that would seat at least 20-25 people each. (About seven current classrooms each seating 10-15 people.)
  - d. For religious education space, consider "movable walls" that can be moved to allow several classrooms to be joined into

## St. Martin de Porres Building Committee

### Meeting Minutes—5/27/15

#### Page 2 of 5

one space capable of seating about 60-80 people for larger groups (such as Lifeteen or Knights of Columbus).

- e. Future church (20-year plan) would seat 1000-1400 people.
- f. Consider using a two-story building to maximize the usable square footage without increasing the footprint of the building. This would mean extra cost for installing an elevator, but this might be offset by the savings in the cost of the slab.

#### 4. Summary of Feasibility of church building expansion.

- a. The design of the current church building (roughly a cross-shape with covered walkways along the front and sides) would be difficult to expand upon.
- b. Design and construction of the expansion would be high, but would not add much capacity.
- c. Additional concern is that the air conditioning system and the mechanical room would be difficult to change to accommodate a larger worship space.

#### 5. Fr. Charlie Vision and Proposal to Committee

- a. Construct a parish hall that will be used as worship space, classrooms, and office space for at least five years. (See building C-education/fellowship building from the 2010 Master Plan, but consider changing the orientation by 90 degrees.)
- b. Keep the building simple- basic rectangular shape with some exterior aesthetics and worship space aesthetics, but not go overboard with expensive “bells and whistles”.
- c. Parish hall should be functional for our short-term needs. Focus for the long-term plan will be building a new church that will be more elaborate and act as a focal point for the Catholic community in Dripping Springs.
- d. Expand the existing parking lot so that it will be adjacent to the proposed parish hall building. Construct access driveway along the eastern edge of the proposed parking lot

## St. Martin de Porres Building Committee

### Meeting Minutes—5/27/15

#### Page 3 of 5

starting at Post Oak Road and extending behind the proposed parish hall to the southern edge of the church property.

- e. Construct two-way roadway for access to RM 12 along the south edge of the church property. This will tie to the access driveway and proposed parking lot expansion and provide better access for the facility.
- f. Keep the existing church building intact and use it as a chapel for events such as weddings, funerals, daily mass, etc.
- g. Recent building project to construct a parish hall at St. Helen's parish in Georgetown is a good example of a multi-use facility. Consider what was done successfully there as a model for our parish to follow.
- h. Broad Timeline
  - i. April or May of 2016-Retire existing parish debt.
  - ii. Fall of 2016 or early spring 2017-Begin a capital campaign to raise money for the new building.
  - iii. Fall of 2017-Have funds in place to begin the project.

#### 6. Process of selecting a builder/architect firm

- a. Committee's first task is to start looking for firms. Come up with several candidates. We want them to be qualified and reputable firms that will be responsive to our needs. Define criteria to use for selecting a firm.
- b. Prepare preliminary project concept to discuss with candidates.
- c. Solicit proposals from more than one firm. Check references and visit projects constructed by the firms.
- d. Deliberate the proposal packages and select a builder/architect firm.
- e. Throughout the process, coordinate with the appropriate Austin Diocese personnel to get approval for our budget and builder/architect firm.

# St. Martin de Porres Building Committee

## Meeting Minutes—5/27/15

Page 4 of 5

- i. Patrick Baker—building facilities
- ii. Scott Whitaker—stewardship
- iii. Rick Virgne—finance
- iv. <http://www.austindiocese.org/offices-ministries/offices/facilities-office/resources>

### 7. Next meeting date

a. June 24, 2015 at 6:30 PM in the education building

#### b. Action Items:

- i. Prepare minutes for each meeting to be reviewed and approved by the committee before publishing on the parish website. (Stacy)
- ii. Find a volunteer to be the committee chair. (Fr. Charlie)
- iii. Compile a list of firms that we can begin considering for the project. (Marty)
- iv. Create a basic timeline for the project beginning with this initial meeting and extending to construction. (David)
- v. Visit St. Helen's parish to see their new hall and request a copy of the plans. (Walt)
- vi. Visit St. Catherine's to request a copy of the plans for their existing parish hall. (Carroll)
- vii. Obtain CAD files for the site survey that was done for the 2010 Master Plan. (Walt)
- viii. Use CAD files to create a preliminary drawing of our vision for the site and the parish hall building. (Carroll)
- ix. Obtain information from the diocese website regarding pre-approved builder/architect firms and the process for requesting approval (if our selected firm isn't on the list). (Fr. Charlie will provide the link to the committee.)

St. Martin de Porres Building Committee

Meeting Minutes—5/27/15

Page 5 of 5

8. Closing prayer- Father Charlie closed the meeting by leading the committee in prayer.