



## Project Presentation and Review Guide

Name of Parish \_\_\_\_\_ Date \_\_\_\_\_

### Introduction

The Church Art + Architecture Commission (CA+AC) offers consultation and assistance to faith communities in the diocese that are involved in new construction, renovation, restoration, or enhancement of liturgical space. The CA+AC offers recommendations to the diocesan bishop regarding parish projects.

### Preparatory Resources- Parish Reading Guide

- *A House of Prayer* (Diocese of Grand Rapids document)
- *Built of Living Stones* (hereafter BLS, document from the United States Conference of Catholic Bishops)
- *Taste and See: Guidelines on Eucharistic Reservation in the Diocese of Grand Rapids*
- *A Place Apart: Guidelines on Auxiliary Places for Worship*

### Parish Presentation Suggestions

The Church Art + Architecture Commission meets monthly at Cathedral Square Center. It has a stable membership of about 10 people, representing expertise in art, architecture, liturgy, music, and environment for worship. Meetings are usually 3-5pm. The schedule can be obtained from the Office for Worship: 616-475-1241.

We welcome parish presentation – including diagrams, architectural plans, and other ideas that may represent the project. Cathedral Square Center has excellent technology support for visitors. The pastor, architect, musician, and any persons associated closely with the project should attend the meeting. The goal of any presentation is a dialogue in a helpful, consultative atmosphere.

Recommendations concerning the project will be given to the pastor and to the bishop. The bishop has the final approval on any project. Please let us know your presentation needs by calling the Office for Worship at least 10 days before the meeting to be placed on the agenda.

Your presentation should include the elements below:

- Brief history of the Parish Community
- A summary statement about the project needs
- Project introduction and scope of project
- Existing photos and new renderings of the proposed project

*This list is intended to help you as you plan your project and presentation. It will also serve as a guide for the CA+AC. The following list is fairly comprehensive and generic - all items may not apply. Other items might also become relevant that are not listed below.*

1. ARCHITECTURAL	Presented	Comments	Need additional Info
<b>Site Plan</b>			
<b>Community/Street Presence</b>			
<b>Exterior Elevations</b>			
• material samples			
<b>Entry (Portal) Experience</b>			
<b>Narthex/Gathering Space</b>			
<b>The Baptistry</b>			
• location			
• font			
○ materials			
○ provision/immersion			
• ambry/holy oils			
• paschal candle			
<b>Nave / Assembly Space</b>			
• total seating capacity:			
• existing seating			
• proposed seating			
• type of seating			
• seating configuration			
• music ministry			
• vocal			
• instrumental			
• overflow seating			
<b>Sanctuary Area</b>			
• altar (location)			
• ambo (location)			
• crucifix (location)			
• chair for presider (location)			
• visibility & sight lines			
<b>Reservation of the Blessed Sacrament</b>			
• tabernacle			
• lamp near the tabernacle			
• visible from main worship space			
• integral to main worship space			
• 24 hour accessibility			
• daily Mass			

I. Architectural (cont'd)	Presented	Comments	Need additional Info
<b>Auxiliary Spaces</b>			
• sacristy			
• sacarium			
• preparation & work areas			
• dismissal of catechumens			
• Children's Liturgy of the Word			
• wedding preparation room			
• quieting space for children			
<b>Storage</b>			
• music ministry			
• seasonal decorations			
<b>Reconciliation Chapel</b>			
• accessibility			
• provision for:			
• anonymity			
• face to face			
• supports Rite II penance			
• confessor ingress/egress			
• window in door, visual surveillance			
<b>Accessibility for All</b>			
• visually			
• mobility			

<b>II. LITURGICAL FURNISHINGS</b>	Presented	Comments	Need additional Info
• altar (design)			
• ambo (design)			
• presider's chair (design)			
• processional cross			
• assembly seating (design)			
• credence table			
• gifts table			
• auxiliary table(s)			

• candle stands			
• cantor stand			
• chairs for other ministers			
Devotional & sacred images:			
• Marian image			
• patron saint			
• stations of the cross			
• votive candles			
•			
Additional Comments:			

<b>III. CONSIDERING OUR RITUALS</b>	Presented	Comments	Need additional Info
Baptism, Eucharist, Confirmation, Weddings, Anointing of the Sick, Funerals, Holy Week and Processions:			
• visibility/sight lines			
• accessibility			
• processions			
Paschal Fire			
Additional Comments:			

<b>IV. INTERIOR ELEVATIONS &amp; MATERIALS</b>	Presented	Comments	Need additional Info
Color Palette			
• exterior			
• interior			
Interior Finish Samples			
• floor			
• walls			
• ceiling			
Stained Glass			
Furniture			
• finish			
• fabric			
Additional Comments			

<b>V. OTHER IMPORTANT CONSIDERATIONS</b>	Presented	Comments	Need additional Info
Lighting			
• sanctuary			
• nave			
Acoustics			
Sound			
Provision for Video			
Sustainability/Energy Conservation			

<b>VI. ART BUDGET</b>	Presented	Comments	Need additional Info
Items List			
• present			
• future			
Additional Comments			

**Thank you for your presentation**