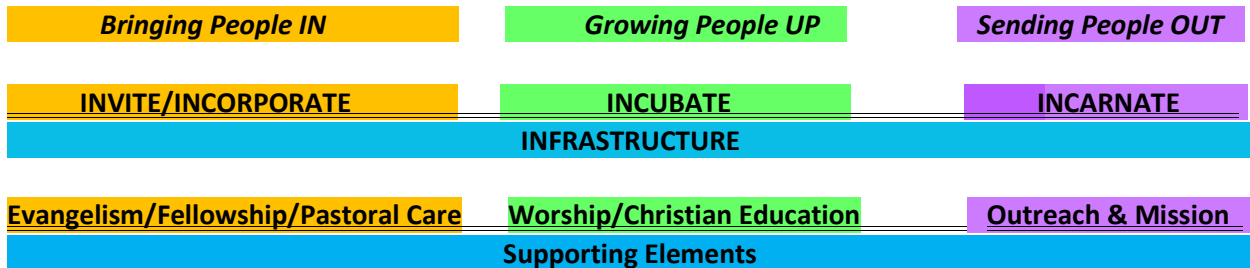




All Saints' is a Program/Resource parish in the heart of Ft. Worth, aspiring to be the exemplar Episcopal congregation in our 21-county diocese. We see great potential for the spread of our way of being Christian in this region and are ready and willing, with God's help, to lead and nurture that growth.



Invite/Welcome

We share the Good News of God in Christ through ministries of invitation and welcome.

- | | |
|---------------------------------------|---|
| Website | Newcomer coffee |
| Social Media | Advertising |
| Playground | New move-in ministry |
| Staffed welcome area (7 days a week) | Newcomer classes |
| Transit to/from parking | Inquirer's class |
| Visible entrances | Accessibility |
| Ushers/Greeters | Map kiosk (for campus/building) |
| - work station in Narthex | User friendly materials/leaflet/brochures |
| Space for nametags, welcome bags, etc | Signage (using normal words) |
| Hearing assistance devices | Clear directions |

Fellowship/Pastoral Care

We seek and serve Christ in one another.

Pastoral Care

- | | |
|------------------------------------|---------------------|
| Stephen Ministry | Clergy visits |
| Lay Eucharistic Visitors | - Holy Unction |
| Transportation to/from Church | - Last rites |
| Private, sound proof meeting space | - confession |
| Counseling center | Hospital visits |
| Retirement/elder care | Shut ins |
| | - w/ Holy Communion |

Fellowship/Pastoral Care

Fellowship

- | | |
|--|---------------------------|
| Parish Hall | Space for Affinity Groups |
| Commercial Kitchen (specifics attached) | - Spirited Sisters |
| Coffee Hour space | - Young Adults |
| Space for parish-wide functions | - Solo Saints |
| Ample storage | - Men's Club |
| - e.g. tables, chairs, china, silverware | - Women of All Saints' |
| | - St. Anne's Guild |
| | - Parent 2 Parent |
| | - The Gathering |
| | - Family Gatherings |
| | - The Middle Agers |

Worship/Music

We treasure the beauty of our liturgy.

We believe that we are stewards of a beautiful tradition, a gift from the past.

Liturgies

- | | |
|---|--|
| Daily Holy Eucharist | Confirmations |
| Daily Morning/Evening Prayer | - Space in chancel for moveable bishop's seat |
| Baptisms | - Place to kneel before bishop |
| - immobile Font at the west door | Ordinations |
| o Visible from pews at east end of Nave | - Space in crossing/chancel for ordinand to lie prostrate |
| - Space for table to hold chrism, towels, water flagon, etc | Palm Sunday |
| Weddings | - Garth close enough to west door for procession and buster the donkey |
| - Bride's room with audio/video of Nave | Maundy Thursday |
| - Groom/groomsmen area | - Space in crossing for foot washing |
| Funerals | Good Friday |
| - Place for grieving family to gather (roomy Narthex) | - Space in crossing/chancel for clergy to lie prostrate |
| - Space in Nave (crossing) for urn and casket | Easter Vigil |
| - Entrance for casket (covered?) | - Ability to veil/cover eastern wall? And then to uncover easy during liturgy? |
| | Garth / Open, outdoor gathering space |

Nave

- | | |
|---|--|
| Altar | Christus Rex |
| - Free-standing | - Ability to shroud in Lent and HW |
| - <u>NOT moveable</u> | - Shelf/retable below Christus Rex for flowers and candles |
| - Large enough for three sacred ministers to stand behind comfortably | o Reachable by AG/AFG |
| - Attractive enough to be with and without super frontal | |

Worship/Music (continued)

Chancel

- Quire seating for clergy, sacred ministers, and LEMs
- *Prei dieus* / places for all to kneel
- Designated seat for rector when not celebrating
- Designated seat for bishop
- Altar rail
 - o Gate, able to be easily and securely opened and closed by young acolyte
 - o No stairs between the pews and the altar rail. Accessible.
- Credence table
 - o Close enough to altar to be convenient but not so close than an acolyte could distract
 - o Closeable door/window for Altar Guild access
 - o Sturdy enough that bells can rest silently
 - o Space enough for veiled stack, cruets, lavabo, *sanctus* bells, acolyte's BCP
- Gospel book table
 - o Opposite credence table for gospel book to visibly rest after Liturgy of the Word

Pulpit

- Gospel side
- Mic
- Light

Lectern

- Epistle side
- Mic
- Light
- Accessible from pews

Ambulatories

- Easy, discrete path from Gospel side seats to Epistle side seats
- Easy, discrete path from chancel to west door
- Space in which acolyte master can work out of sight of the people

Pipe Organ

- Able to see what is happening at the altar
- Able to communicate with MC at west door to know when ready for procession in
- Able to see and communicate with choir

14 Stations of the Cross

Choir

- Seating in quire/chancel from which they can see the organist/choirmaster
- For more details, see Music Program subsection

Pews

- No seat cushions
- Kneelers
- Racks for BCPs/Hymnals/Visitor cards/pencils

Various

- Holy water stoops throughout
- Stained glass
- NO CARPET ANYWHERE
- No smoke alarms

Support needs

- Excellent acoustics (both in room and online)
 - o ability to send sound in Nave to other rooms (e.g. Parish Hall for overflow)
- Excellent lighting (both natural and electric)
- Discrete audio/visual equipment for livestream
 - o as much wiring and electrical support within the walls as possible
 - o upgradeable as technology changes without tearing open the walls
 - o room very near for a/v tech to operate the panel

Worship/Music (continued)

Side Chapels

Chapel of the Blessed Sacrament

- Always open
- Altar
- Lectern/pulpit
- Seating for clergy
- Reserve sacrament
 - o Sanctuary light (not reachable by someone off the street)
- Credence table
- Place for offerings/oblations
- Contiguous to Nave
- Small organ?
- Seating: Cathedral chairs
- Kneelers
- Space for small weddings and funerals
 - o e.g. space for coffin and small wedding party

Chapel of Our Lady

- Altar
- Lectern/pulpit
- Credence table
- Place for offerings/oblations
- Small organ?
- Seating: Cathedral chairs
- Kneelers
- Space for small weddings and funerals
 - o e.g. space for coffin and small wedding party

Music Program

Organist/Choirmaster office

- Space for desk, piano, and music

Assistant Organist/Choirmaster office

Music Library

- Space for voluminous music library
- Librarian workspace (large table for sorting, organizing)

Special Musicians

- Space for special musicians to rehearse and store their instruments
- Space for rack to hang vestments
- Space for special musicians in Nave
- Ability to see choir and organist/choirmaster/conductor

Choir rehearsal room

- Piano
- Risers
- Chairs
- Music Stands
- white board
- bulletin board
- Sound system (to play recordings)
- Podium and stool for conductor
- Storage for music folders
- Cubby holes for choristers' storage
- Lockable lockers to store personal affects during services
- Vesting area
 - o Adults
 - o Children
 - o Mirror
- Storage for spare vestments

Worship/Music (continued)

Narthex

- Spacious enough for brides/bridal parties/grieving families
- Accessible restrooms
- Entrances wide enough for wheelchairs
- Tables/counter for service leaflets
- Space for welcome materials
 - o Nametags
 - o Visitor bags
- Storage for hearing devices
- Storage for usher supplies

Usher/Greeters

- See Narthex above
- Seating at the west door for ushers on duty
- Spacious entrances for greeters at every door
- Drop-safe for offerings

Smoke

- Thurible, coals, incense storage
- Designated thurifer work area
 - o No carpet or smoke alarm
 - o Contiguous to Nave, able to hear service in room
 - o Dedicated space, ventilated, fireproof
 - o Easy ash ember disposal

Acolytes

- Stools in Nave (visible, but not distracting)
- In Nave storage for 3 crosses and 4 torches and banners
- Vesting area near Nave
 - o (separate from adult lay servers and clergy)
 - o mirror
 - o white board with instructions/rota/etc
 - o near restrooms
- Storage for in and out of season vestments
 - o Cassock albs in many sizes, cinctures, gloves, and scapulars
- Secure storage for personal affects

Lay Eucharistic Ministers and Subdeacons

- Seating in Nave
- Vesting area near Nave
 - o Space to store vestments
 - o Space for steamer for personal vestments
 - o mirror
 - o white board with instructions/rota/etc
 - o Near restrooms
 - o place to store personal affects during service

Lectors

Flower Guild

Work room contiguous to Nave

- Plenty of counter space (20 ft)
- Large sink
- Fridge
- Storage for Vases, trays, blocks, candelabras, aisle markers
- Drawers for clippers and other tools
- Potential to share some space with the kitchen
-

Columbarium

Worship/Music (continued)

Altar Guild

Priest's Sacristy Contiguous to Nave

- Cedar closet for personal vestments
 - o Designated space for each priest
- Cedar closet for in-season vestments
- Cedar lined flat drawers for chapel vestments
- Lockable drawers for personal affects
- Full-length mirror
- Space for chairs
- Shelf for register
- Restroom attached

Working Sacristy Contiguous to Nave

- Large silver safe
- Built in ironing board
- Storage for acolyte hardware when not in use
- Piscina
 - o hot and cold water
- Locked cabinet large enough to hold 5 cases of wine, unboxed
- Cabinet for 5 cases of hosts
- Normal sink
- Lots of counter space
 - o long enough lay linens out to dry
- Easy access to washer/dryer
- Locked cabinet for holy oils, oil stocks, chrism, holy water vials, salt for holy water
- Frontal cabinet large enough to hold superfrontals and frontals on rods, unfolded
- Closet to hold out of season solemn sets
- Drawers for purificators, lavabo towels, corporals, palls
- Drawers for Nave paraments (incl. funeral palls)
- Drawers for chapel paraments
- Ample storage

Christian Education / Formation

We value children and youth as important members of the priesthood of all believers.

We hold in high regard our Christian Formation curricula, especially Godly Play.

“Lower School” Area (Ground Floor)

- For infants – third grade with separate, controlled entrance/exit
- In this area: nursery and Godly Play
- Central, child bathrooms (tiny toilets, low sinks)
- Central gathering space
 - o Host a variety of activities from VBS storytelling to movie nights
 - o A/V capabilities
 - o Access to kitchenette (snacks, GP feast, parent coffee)

Nursery

- 1 room for infants
- 1 room for toddlers
- connection of bathroom area
- near nave
- space for cribs, rockers, changing tables
- Safe edges on all counter tops
- Check in area
- Kid size toilets

Godly Play

- Begin with 4 dedicated rooms with Christus Rex at focal wall
- All large enough for circle and work area and optimal story lay out
 - o 1st room for smallest children
 - Low shelves
 - Space for art materials
 - Built-in cubbies for work
 - Space for core stories vol 2, 3, and 4
 - o 2nd room
 - built in shelves, slightly larger than in previous room
 - All materials and needs in room 1
 - o 3rd room
 - built-in shelves, again slightly larger/higher
 - add stories from vol 6, 7, and 8
 - add space for more books for work time (e.g. bible atlases)
 - o 4th room (and potentially 5th)
 - built-in shelves, again larger and taller
 - more space for more art response supplies
 - All GP stories and independently published stories
 - mini labyrinth?
- 1 room for expansion
- Many closets for storage

Offices

- Director of Christian Ed (1)
- Support Christian Ed staff (2)

Christian Ed Closet

- Art supplies
- Supplies for special events

4 Multipurpose classrooms

- Future programming (parents’ day out, expanded GP, etc)

Special Events

- Ample storage for seasonal decorations, supplies, etc
- Costume/prop storage
- Access to parish hall /multipurpose room

“Upper School” Area (2nd Floor)

- Classrooms for dedicated youth space
- Start with 4 classrooms, with space to grow
 - Potential to share with AA, NA, EFM, Confirmation classes, Grief Support, Spirited Sisters and other special classes
 - Built anticipating growth.

Christian Ed / Formation (continued)

Bible Study/Adult Forum

- Lecture/conference space
 - One small for parish wide gatherings
 - Potentially large enough to host plays/productions/concerts
 - With own entrance?
 - One smaller for Wednesday night BS
- Tiered seating
- Flexible
- A/v, microphone, and lighting
- Accessible

Cry Room

- Near Nave and nursery
- Separate entrance to room where mothers can nurse (could potentially double as bride's room)
- Audio/video to what is happening in the Nave

Playground

- Near lower school area
- Highly visible to church and to road
- Accessible to kids with varying needs
- Safe
- Contained (fence/gate) and controlled entrance
- Space for outdoor picnic, gathering, etc
- Space for outdoor Godly Play?

Ideally, all Christian Ed near Parish Hall / Multipurpose Gathering Space

Outreach and Mission

We reach out beyond the walls of our parish in local, regional, and international mission and ministry.

Local

We are the Mother Church of our School, All Saints' Episcopal School, our primary outreach ministry.

Feeding Ministries

Como/INA

- Large, climate-controlled storage/assembly room
- Easy access to a loading area for bulk food deliveries
- Industrial, off the floor shelves to hold heavy bulk food
- Open floor space to allow volunteers to set up tables and form assembly lines.
- Additional storage for bins of assembled food, empty stacked bins, and full grocery bags
- Near a parking lot or street with a door wide enough for pallets of food to pass through on dollies
- Ideally, garage door access to loading area

PNS

- Large, climate-controlled assembly room
- Easy access to a refrigerator
- Handwashing station
- Sterile tables/counter-tops
- Storage for plastic bags, gloves, etc
- Easy access to the dumpster/recycling bin
- Easy access to the parking lot/loading area
- Ideally, garage door access to loading area so cars can back up for delivery

Where?

On-Site Pro's

- Easy access for new volunteers, encouraging participation
- Unspoken message that our local outreach is an important part of who we are (one of our big three)
- Access to church's other resources (e.g. kitchen)

Off-Site Pro's

- Increases ASEC visibility in community
- Encourages non-parishioner volunteers
- Enables us to be neighbors with those we serve

Adopt-a-Family

- Space to collect donated clothing and small gift items (2-4 wks per year)
- Space and tables for "store" (2-4 wks per year)
- Easy access on Sunday mornings
- Space for wrapping party
 - o Tables, chairs, wrapping supplies, light refreshments
- Year round storage for left over gifts and wrapping supplies

AA/AI-Anon

- Use of meeting space, several times a week
- Confidentiality
- Access to restrooms
- Access to coffee
- Storage for program materials
- Chairs that can be moved into circle, table for snacks/materials
- A/v equipment?
- Parking

Outreach and Mission (continued)

Career Search Program

- One evening meeting per week
- Access to restrooms
- Access to kitchen or kitchenette
- Storage for program materials
- Projector/computer/screen/internet/microphone
- Space without access to Sunday school, childcare areas, Nave, etc
- Parking

International

Kenya

- A meeting room with access to the kitchen (for team meeting meals).
- A place to store items brought from Kenya for later sale, or collected from parishioners, or purchased for sale at the mission market.
- Kitchen and parish hall for Kenya fundraising dinners.
- Access to Parish Hall
- Place to print and store Amazing Grace promotional materials.
- Place to store files on the Amazing Grace girls and the facilities and copies of any grants submitted.
- Place to pack God Bags

Belize

- A meeting room for 20-25 people
- Access to a kitchen for the meetings
- Access to the kitchen for fundraising
- A space large enough for fundraising events like lunches and auctions.
- A modest amount of storage for God bags and auction items (temporary space)
- A place to pack God Bags

Fundraising

Golf Tournament

- Permanent Storage: Shelves/Open Space for Tubs, Boxes, Signs, Sign Holders (Approx 3' x 5')
- Would also need storage for ice chests (we used to use the ones used for other things)
- Tournament Prep:
 - o Secure closet for Raffle Prize gathering
 - o Also would need a classroom sized space with tables to prep player bags and raffle prizes the week before the tournament.
 - o (this space would also be where all of the items are staged to transport to the course the day of the tournament)

Mission Market

- Ample space for booths/tents/temporary shops
- Storage throughout the year for leftover schlock
- Wifi access for check out

Bookstore

- Space to display wares
- Space for check-out desk/computer
- Storage for inventory not on display
- Wifi/computer access for bookkeeping and check out

Infrastructure

Rector, Vestry and Corporation Officers
Finance/Stewardship Committee
Facilities Committee
Endowment Board
Governance

Office for Rector
Offices for Rector's staff (lay and ordained)

Garth/Outdoor Space

- **Adjacent to Nave, Admin, Christian Ed, and Outreach/Mission**

Kitchen (see attachment)
Playground
Robust wifi across campus
Phone system
Interactive kiosks/electronic boards for campus map/daily news items/calendar ?
Cell phones for staff to use only on campus?
Elevators for multi-level buildings
Loading docks
Trash and recycle pick up areas
Hardened facility (safety)

Basic

Parlor type space(s) when more intimate setting required
A/V equipment and internet access in meeting rooms, conference rooms, parish hall, and older Sunday school rooms
2 Washer/Dryer sets

- one for sexton
- one for vestments

Medical support

- defibrillators and first aid in several locations

Communication

- Work room for mailing equipment, folder, copiers, work tables
- Software/hardware for production of print and digital communication
- Storage for paper, envelopes, printer cartridges, office supplies
- Work areas for volunteers: preparing mailings, stuffing busy bags, etc

Business Office

Drop safe for Sunday offerings
Safe for drop safe keys
Fobs for online bank account access
Fire safes
File cabinets for current year financial docs
File cabinets/storage area for parishioner records: active and inactive
Storage area for archival materials
Printers/Copiers that are used only by Business Office (printing checks and confidential docs)
Shredders
Computers and robust people and accounting software
Shared drive for whole staff
Back up of digital files
Paper file storage
Storage for office supplies
Locking offices

Kitchen Specifics

2 6-burner gas cooktops
2 extra large electric ovens
2 extra large microwaves
Commercial refrigerators
Commercial freezers
Ice maker
Warming drawers
Butler Pantry for:
 linens
 serving dishes
 supplies (foil, to-go boxes, appliances)

Plumbed coffee maker (in adjacent area)
 cafe area in parish hall?

Commercial high-temp dishwasher
Serving counters separate from prep counters
Table storage
Eating area
Kitchen sink
Deep sink
Hand sink
Trash/recycling area
Laundry-washer/dryer
Lockable cabinet for purses/keys