CREATING THE PROGRAM

Holy Spirit Parish
37588 Fremont Blvd.
Fremont, California 94536

Goldman Architects

October 22, 2021
INTRODUCTION

In order to begin the design process for the masterplanning of the campus of Holy Spirit Parish, a Program will need to be created. The Program is a document that summarizes information necessary to evaluate current space use and subsequently generate priorities for the design of any remodeled or new building facilities and exterior areas. The Program is not meant to suggest the architectural appearance of the buildings or the campus. Rather, the Program is an organizational and functional tool used to enumerate the required spaces and facilities and outdoor areas.

The purpose of the Program is to organize and summarize the Holy Spirit Parish members' views of the particular requirements for their facilities and overall campus. To learn about the views and goals of as many people as possible, Goldman Architects has developed “Activity Description Forms”. The purpose of the Activity Description Forms is to define as accurately as possible the requirements for every event and activity which will occur at the Holy Spirit campus over the course of a year. The Activity Description Forms provide the information necessary to assign each activity to a particular room in the building or to an area on the site. Each room or outdoor area will later be designed by the architects based on the requirements of the activities which occur within those rooms or on the site.

For the Program to be truly comprehensive, it will be necessary to describe every activity that will occur on the campus in various buildings and on the site. If a particular activity typically occurs in a particular room, there is a place on the Activity Description Form to note that room name. More than one activity typically occurs in each room. Note that a “room” can be an indoor or an outdoor space. Each activity is described in detail on the Activity Description Form. The architect will later make recommendations regarding the suitability of combining various activities within multipurpose rooms, in order to maximize the use of those rooms and minimize the amount of construction required.

In order to organize all of the activities which will occur at the Holy Spirit campus, we have created Program Teams. Each of these teams will focus on a particular set of activities. The list of Program Teams and a partial list of the activities they will describe through the use of Activity Forms follows.

The Campus Masterplanning Committee will oversee the Program Teams' activities and will communicate the teams' findings to the architects. The programming process described here is meant to encourage the participation of all interested members of the Holy Spirit Parish community and allows them to share their views with each other and with the architects.

The result of this process will be a Draft Program. The Draft Program is designed to facilitate, through discussion of its contents, further refinement of the functions and spaces and outdoor areas required for Holy Spirit Parish. The final Program will result by revising the Draft Program based on the discussions and reviews of the Draft Program.
PRIOR TO THE START OF THE PROGRAMMING PROCESS THE CAMPUS MASTERPLANNING COMMITTEE AND PROGRAM TEAMS HAVE BEEN ESTABLISHED:

1. The Campus Masterplanning Committee members include some of the Program Team chairpersons and three members who are not Program Team chairpersons:
   - Fr. Ken frken@holyspiritfremont.org
   - Jeff Van der Sluis jeff@holyspiritfremont.org
   - Mark Saturnio mark.saturnio@gmail.com

2. The List of Program Teams and each team’s chairperson(s) have been established:
   A list of Program Teams has been prepared and they are described in this document.

3. Program Team and Campus Masterplanning Committee Meetings will be scheduled

AFTER THE PROGRAM TEAMS MEET:

1. Provide Program Team Information to Goldman Architects
   Goldman Architects will be provided with each team's program information, which will be completed "Activity Description Forms", from the Campus Masterplanning Committee.

2. Review Draft Program
   Goldman Architects will prepare the Draft Program using the Activity Description forms. The Draft Program will be presented to the Campus Masterplanning Committee for review and distribution to the Program Teams and to interested members of the Holy Spirit Parish community. Each Program Team will review the Draft Program and furnish their comments to the Campus Masterplanning Committee, who will then forward this information to Goldman Architects. Goldman Architects will prepare the Final Program by incorporating the comments from the Campus Masterplanning Committee.
LIST OF PROGRAM TEAMS AND THEIR CHAIRPERSONS:

(1) RECTOR
Chairperson: Dcn. Bernard Liwanag – dcnbernard@holyspiritfremont.org

Some of the activities to describe: Privacy, Sleeping, Rest, Prayer and Meditation, Wellness, Cooking, Dining, Visitation and Lounging, Bathing, Laundry, Reception and Offices for daily transactions as well as meeting with parishioners and inquirers.

(2) PARISH OFFICES
Chairpersons: Chito Sanchez and Josephine Sahaya – chito.sanchez@gmail.com and josephine@holyspiritfremont.org

Some of the activities to describe: General office activities; communications materials; databases; donations; fellowship; fundraising and sales of goods; visiting clergy; serving homeless; keys; letters and correspondence; mailings; Mass intentions requests; meetings and conferences; parking lot; team prayer; reception and lobby; resources and schedules and goods display; sacramental records; office supplies storage; volunteers management

(3) PRESCHOOL
Chairperson: C.C. Tarant – cctarrant@csdo.org

Some of the activities to describe: "Morning Circle: Welcome / Good morning song / Attendance / Weather / Calendar"; Handwriting without Tears; Math (Learning without Tears); Themed Circle: Games, songs, and/or stories; Clean up time / Prayer / Snack time; Social Emotional Development/ God's Stories of Love; Scholastics; Outside Time; Math; Religion; Prayer / Lunch Time; Nap Time

(4) SCHOOL AND DEFERRED MAINTENANCE
Chairperson: Aaron Bakke – aaronbakke@gmail.com

Some of the activities to describe: School Board Meetings; Parent Club Meetings; Fun Run; Crab Feed; BBQ's/other; School Masses; Student Adoration; Pick up/Drop Off; General Security Measure/activity; Morning announcements; Home room teaching (split into K-2, 3-5, and 6-8?); Music class; Spanish class; Science class; STEM activities; Library (reading, researching, etc.); Gym class; Art class; School administration; Bath rooms; Teacher meetings and resources; Teacher lunch, breaks; Student lunch; Indoor recess (when necessary); Storage; Extended Care; Individual student testing and evaluation; Extra curricular activities (robotics clubs, chess club, ecology club)
(5) PLAYGROUND
Chairperson: Allan Visitacion – allan.visitacion@varian.com

Some of the activities to describe: School Recess and PE Activities; After School Daycare; Fun Run; Sports Day; Parking; Back to School BBQ; Picnics; End of School Year Picnic; Graduation; Other Extracurricular Activities; Photography Activities including using the school and playground as a backdrop; Outdoor Mass incl. Easter Sunday Vigil; Processions; Graduation Events; Car Washes; Basketball (recess); Four Square; Soccer; Volleyball (recess); Play structure; Tetherball; Jump rope, hopscotch, etc.; CYO Basketball and Volleyball Practice; CYO Track and Field

(6) CAMPUS SAFETY & SECURITY & PARKING & PEDESTRIAN FLOW
Chairperson: Gil Manzanares – norcalsb1@gmail.com

Some of the activities to describe: Parking - School Staff; Parking - Preschool Staff; Parking - Parish Staff; Parking - Church Sunday; Parking - Church Weekday; Parking - Weekday Events; Parking - Weekend Events; Drop Off/Pick up – School; Drop Off/Pick up - Pre School; Drop Off/Pick up - Faith Formation; Restricting - Car Entry; Restricting - People Entry; Restricting - Car Speed; Disaster Response – Fire; Disaster Response – Intruder; Disaster Response – Earthquake; Walking - Students to Gym, Music, and Art class; Walking - Car to Church and Back; Surveillance - Watching Cameras; Storage - traffic cones, traffic team vests, etc.; Locking and Unlocking Doors

(7) OUTREACH MINISTRIES
Chairpersons: Clarence Wilhelm – clarencedw20@gmail.com

Some of the activities to describe: St Vincent DePaul; Table of Plenty; Sister Parish; Prison Ministry; K of C; Queen Isabella Ministry; Young Adults Service Team; Drive Through Prayer; Share Christmas

(8) ALL OTHER MINISTRIES
Chairperson: Brian Zamora – brianjzamora@gmail.com

Some of the activities to describe: Adoration Chapel Intercessory Prayer Group; Counters; Ushers; Sacristans; Liturgy Committee; Acolytes; Pastoral Council; Legion of Mary; Art and Environment; Eucharistic Ministers at Mass
FAITH FORMATION AND YOUTH AND YOUNG ADULT MINISTRIES
Chairperson: Amy Wilhelm – amy@holyspiritfremont.org

Some of the activities to describe: Grades 1-6 Classes; Catechesis of the Good Shepherd; SPRED; 1st Holy Communion Practice; 1st Holy Communion Mass; Catechist August Reflection; Catechist Christmas Dinner; Christmas Play Practice; Faith Formation Fundraiser; Fundraiser Preparation; Ticket Sales for Fundraiser; RCIA; RCIA Retreats; RCIA Easter Vigil; Adult Confirmation Classes; Alpha; Called and Gifted Retreats; Called and Gifted Discernment; Lenten Early Morning Reflection; Scripture Study; Divine Mercy; Sacred Story 40 weeks; Sacred Story Community; Men’s Group; Ignation’s Men’s Group; Spiritual Guide Formation; Pan de Vida; Guadalupanos; Office Work; EDGE Junior High Classes; Confirmation Classes; Confirmation Retreat Gathering Place; Confirmation Practice; Confirmation Gathering Place; Youth Leader Nights; Youth Leadership Summit; Opened; Youth Nights; Young Adult Group; Young Adult Ministers; HSYM Senior Night; HSYM Christmas Adoration; HSYM Christmas Party

OUTDOOR FELLOWSHIP AND PRAYER – PLAZA AND PRAYER GARDEN
Chairperson: Dan Custodio – danpcustodio@gmail.com

Some of the activities to describe: Prayer Gatherings; Parish Fair; Outdoor Barbecue/Grilling; Outdoor Masses; After Mass Coffee Socials; Blessing of the Animals; Outdoor Stations of the Cross; Peaceful Meditation and Reflection
THE PROGRAM ORGANIZATION

The program will be organized into two sections: The Buildings and Campus Description and the Activity Descriptions.

The Buildings and Campus Description present issues which effect the buildings and campus as a whole, which includes overall building organization and relationship of activities within each building; relationship of buildings to each other; and relationship of buildings to the campus. Conceptual diagrams will be used to summarize the buildings’ organization and the campus layout.

The Activity Descriptions present detailed information regarding all the events and activities which occur over the course of a year at the Holy Spirit Parish campus. In the Program, each of those activities will be assigned to a room. A typical Room will include many Activities. Also identified for each Activity are "adjacencies", which are that Activity's required relationships to other Activities. The components and special considerations for that Activity are then described.

The Program will include a Program Tabulation which lists each Activity, the Room where that Activity occurs, each Room’s square footage, and the total building area. This will serve as the basis for beginning the design process.

ACTIVITY DESCRIPTION FORMS

The Activity Descriptions form the primary section of the Program document, and therefore require the most time and attention. For Goldman Architects to receive information regarding each Activity, Program Committee members will fill out “Activity Description Forms”. The purpose of the Activity Description Forms is to define as accurately as possible the requirements for each activity which occurs at Holy Spirit Parish. The Activity Description Forms provide the information necessary to assign each activity to a particular Room in the buildings or to an area on the site. Each Room will later be designed by the architects based on the requirements of the activities which occur within those Rooms or areas. The Rooms or areas are assembled in relationship to one another in the building and on the campus based on required activity adjacencies.

Each Program Team should prepare a complete list of Activities which are related to the program areas represented by that team. That list should include all activities which occur over the course of a year at Holy Spirit Parish. If a particular activity now always occurs in a particular Room, there is a place on the Activity Description Form to note that Room name. More than one activity typically occurs in each Room. Each activity is described in detail on the Activity Description Form, both current activities and future activities. The architect, in the Program, will make recommendations regarding the suitability of combining various activities within multipurpose rooms. On the following page is the information we seek for the Activity Description Forms.
ACTIVITY DESCRIPTION FORM: REQUIRED INFORMATION

Current activities and future activities will be described on the forms. When describing future activities, describe their preferred/ideal schedules, occupancy, adjacencies, components and special considerations.

1.) Activity Name

2.) Room
   Insert the name of the Room where this activity now occurs.

3.) Activity Description
   Describe the activity. Complete a separate Activity Description Form for each activity.

3.) Schedule
   Describe the times when the activity occurs.

4.) Occupancy
   Determine the number of persons who participate in the activity. Indicate the group size for a typical gathering as well as for special events. Indicate the age of participants.

5.) Adjacencies
   Determine which Activities should be adjacent to this Activity. Identify whether the connection should be "direct" (the Activities are directly connected) or "indirect" (the Activities are connected by a hallway or through another room). Also indicate required adjacencies to the street, views, or a certain direction.

6.) Components
   The components are the various furnishings, fixtures and equipment for a particular Activity. Specify if the components are moveable or built-in and their size.

7.) Special Considerations
   This information should include the following categories:
   **Spatial Experience**: (the "feeling" of the room where the Activity occurs)
   **Natural Light**: (what amount and where)
   **Artificial Light**: (what type, special considerations, lighting controls)
   **Materials**: (Floor, wall, ceiling materials and finishes, colors, quality level, etc.)
   **Acoustics**: (what sound quality is important: absorptive, reflective, quiet. For Activities which involve music or performances, describe the types of sound systems and amplification desired)
   **Telecommunications**: (particular requirements for intercom systems, telephones, computer hookups, video/TV, etc.)
   **Storage**: (counters, cabinets, bookshelves, closets. List items and sizes)
   **Display, Posting & Charting**: (what needs to be displayed, charted, posted)
   **Priority, Phasing and Growth**: (What is the priority importance of this activity? Must this activity be accommodated now, or can it be accommodated later? Will the occupancy of this activity grow in the future? If so, how can the room for this activity allow for future growth of this activity?)

8.) Additional Considerations
   (Categories particular to this Activity to achieve the full success of this activity)
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