

St. Dominic Catholic Church
St. Francis Xavier Catholic Church
Our Lady of the Snows Catholic Shrine

Office: 416 Ohio ~ Holton, KS 66436 ~ Phone: 785.364.3262 ~ Fax: 785.364.1499

Fr. Christopher Rossman, Pastor

July 15, 2012

Dear Most Reverend Joseph Naumann,

St. Dominic Catholic Church is blessed to be an active parish that continues to grow in faith and in numbers. As we continue to grow in members and in our faith, we also see a need to grow in our service to the people. The parish has developed and is currently implementing a ten year Master Plan to address the needs of our parishioners. Phase 1 entailed remodeling our church, including the addition of restroom facilities. This phase was completed in 2006. Phase 2 involved remodeling and updating the parish rectory. This was completed in 2008. Phase 3, which we are proposing now, includes the construction of a dedicated space for the parish offices and remodeling of the ground floor of the parish hall.

A parish building committee was formed to explore and plan for the implementation of Phase 3. Below are the reasons identified as being necessary for a dedicated office space and remodeling of the parish hall.

- There is a great need for adequate office space. Currently, the offices are located in two rooms of the rectory. The office for the secretary and accountant is an 11' x 12' space. With three computers, a copy machine and file cabinets in this office, usable office space is 7' x 9' with little space for more than two people in this office area at the same time. Additionally, there is a lack of storage space. Currently one coat closet houses all the supplies and materials for the office. The parish records are stored in the basement of the rectory as we have no space in the office area.
- Another significant concern is that the current offices are not handicap accessible. There is no ramp or any kind of wheelchair access and the doorways of the rectory are not wide enough to accommodate a wheelchair.
- Having a dedicated location for the offices is another important consideration. Often, people do not know where the parish offices are located. With the offices being in the rectory, there are also concerns of privacy for the pastor and perceptions of who is coming in and out of the rectory/offices.
- The consolidation of the offices into one building is another factor. Currently the Religious Education office is located in the parish hall. It is a hassle and time consuming for the Director of Religious Education to have to come to the offices multiple times a day to speak with the office staff or retrieve documents and materials residing in the parish offices. With the Religious Education office as part of the dedicated offices, the current office would be removed giving additional space in the parish hall.
- The dedicated offices will include handicap restrooms that will be accessible from both the parish hall and offices. The current restrooms in the parish hall are not handicap accessible and are single toilet units which are not adequate for parish hall activities.
- Lastly, the parish hall is in need of improvements and renovation as well. The tile floor and entry door need replaced. The kitchen is in need of some changes as well, including additional storage space, a deep sink and re-positioning of the island counters.

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Once the building committee was formed, they examine the above needs and to begin exploring the options for fulfilling these needs. The building committee consisted of 9 people including a general contractor, certified roofer, owner of a heating and air business, representatives of the parish and finance councils and the accountant. After consultation with the building committee, finance and parish councils, a preliminary design layout was discussed and it was determined that the construction of a 42' x 22' office space to include a parish office, religious education office, pastor's office, men's and women's handicap restrooms and multiple storage areas would do well to meet the needs of the parish. There is adequate space on the north side of the parish hall to accommodate the aforementioned building size.

Recently, the parish paid off a 10 year loan taken out from the archdiocese in 2006 for Phase 1 of the Master Plan as stated above. The original loan was for \$120,000 and the parish retired the loan in August 2012. According to the amortization plan, we retired the loan 5 years ahead of our scheduled repayment.

Financially, the parish is stable and operating in the black. The building committee has determined that the addition financial needs to construct dedicated offices and remodel the parish hall will not be a significant burden to the parish. In addition, the parish has \$50,000 specifically earmarked for construction of dedicated offices.

In conclusion, I concur with the building committee and believe the construction of dedicated parish offices as well as the remodeling of the parish hall is necessary for the continued growth and service to the parishioners of St. Dominic Catholic Church.

I have been in contact with Reverend John Riley and am aware of the Archdiocese guideline process for new construction and renovation. We humbly ask that you consider the aforementioned proposal and give your approval to move forward in the next step in the process. Thank you for your time and consideration regarding this matter.

In Service to Christ,

Rev. Christopher Rossman
Pastor, St. Dominic Catholic Church

PARISH REPRESENTATIVES

Parish Council Representative

Finance Council Representative

Accountant