



# BUILDING A HOUSE FOR EVERY AGE

**A Checklist for Parish Building Committees  
When Building & Renovating Worship Spaces**

**Diocese of St. Petersburg**  
Office of Worship  
Committee for Liturgical Art, Architecture & Environment

July 2006

# Parish Checklist – Building and Renovation

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# Parish Checklist – Building and Renovation

## Forward / Introduction

The Pastor & Building Committee have completed the following:

**✚ Formation of a Parish Building / Renovation Committee**

Members include: \_\_\_\_\_  
 \_\_\_\_\_

**✚ Contacted the Office for Worship for a DCLAA&E meeting**

Date of initial meeting: \_\_\_\_\_

Subsequent meetings: \_\_\_\_\_

Yes  No

**✚ Contacted the diocesan Construction Office?**

Yes  No

**✚ Interviewed/Hired a Liturgical Consultant?**

Yes  No

**✚ Interviewed/Hired an Architect?**

Yes  No

**✚ Interviewed/ Hired a Construction Manager/Firm?**

Yes  No

**✚ If yes, indicate names and attach report if available:**

**✚ Read the diocesan guidelines “Building a House for Every Age”**

Date of review and summary of discussion: \_\_\_\_\_

Yes  No

**✚ Read the USCCB guidelines “Built of Living Stones”**

Date of review and summary of discussion: \_\_\_\_\_

Yes  No

# Parish Checklist – Building and Renovation

## Reviewed the following liturgical documents as they relate to celebration in the Worship Space:

- Constitution on the Sacred Liturgy (*esp. nos. 122-128*)
- General Instruction of the Roman Missal (*esp. Chapters V & VI*)
- Introduction to the Lectionary for Mass (*esp. nos. 1-37*)
- Liturgical Music Today (*esp. nos. 56-62*)
- Order of Christian Funerals (*esp. nos. 1-49*)
- Music in Catholic Worship (*esp. nos. 1-38*)
- Rite of Anointing of the Sick at Mass (*esp. nos. 131-148*)
- Rite of Baptism of Children (*esp. nos. 1-71*)
- Rite of Christian Initiation of Adults (*esp. nos. 206-243 and 566-594*)
- Rite of Marriage
- Rite of Penance (*esp. nos. 22-30 and 48-59*)
- The Sacramentary (*pay particular attention to the spatial needs for the liturgical seasons*)
- Welcome and Justice for Persons with Disabilities ([www.usccb.org/doctrine/disabilities.htm](http://www.usccb.org/doctrine/disabilities.htm))

(Note any relevant comments or concerns that these documents present)

## Other Important Items to Consider

 Does the parish have a master site plan?  Yes  No





 Scope of project and target completion date(s) determined?  Yes  No

 Coordinate Temporary Needs:







Will mass need to be celebrated in another space during construction?  Yes  No

Where will weddings, funerals, etc. be celebrated during construction? \_\_\_\_\_




# Parish Checklist – Building and Renovation

Gathering Spaces			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Approved by DCLAA&E	Notes
<p> <b>Outside Space:</b></p> <ol style="list-style-type: none"> <li>1. Enough space near church for preparation rituals: blessing fire, palms and forming processions</li> <li>2. Pathways- lighted and inviting; leading to church</li> <li>3. Lighting –welcoming and provides for safety</li> <li>4. Benches- for meditation and seating</li> <li>5. Art in relation to style of church</li> <li>6. Accessibility for handicapped</li> <li>7. Covered portico for funeral and other processions</li> <li>8. Parking: ease of access to main entrance</li> </ol>			
<p> <b>Landscape Architecture:</b></p> <ol style="list-style-type: none"> <li>1. Ecologically appropriate</li> <li>2. Xeriscaping for less expensive maintenance</li> <li>3. Driveway &amp; walkway materials</li> <li>4. Lighting considerations</li> <li>5. Check state, and local regulations</li> </ol>			
<p> <b>Signage</b></p> <ol style="list-style-type: none"> <li>1. Outside: well-placed and lighted</li> <li>2. Inside: each building and room</li> </ol>			
<p> <b>Entrance/Narthex</b></p> <ol style="list-style-type: none"> <li>1. Space/Size – Adequate for entire assembly for funeral – reception of the body</li> <li>2. Adequate space for disabled</li> <li>3. Lighting- Placement- Welcoming               <ul style="list-style-type: none"> <li>Natural- windows</li> <li>Artificial</li> </ul> </li> <li>4. Décor of Walls appropriate for style and design of church</li> <li>5. Flooring: acoustically and maintenance appropriate</li> <li>6. Public service rooms               <ul style="list-style-type: none"> <li>• Restrooms-handicapped accessible</li> <li>• Bride’s room</li> <li>• Nursery</li> <li>• Minister’s Room</li> <li>• Storage Room(s)</li> </ul> </li> <li>7. Sound absorbing from main worship space: doors, etc.</li> </ol>			






# Parish Checklist – Building and Renovation

Baptistry			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Approved by DCLAA&E	Notes
<p> <b>Baptismal Font:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Immersion style</li> <li><input type="checkbox"/> Infusion style</li> <li>• Location of font (spatial relationship between font &amp; sanctuary)               <ul style="list-style-type: none"> <li><input type="checkbox"/> In main entrance-(accessible to people to bless themselves)</li> <li><input type="checkbox"/> In main body of church</li> <li><input type="checkbox"/> In a separate baptistry</li> </ul> </li> <li>• Is there enough room for participants to gather around it?</li> <li>• How does location facilitate participation (i.e. Easter Vigil, celebrations at Mass)?</li> </ul>			
<p> <b>Decor:</b></p> <ol style="list-style-type: none"> <li>1. Lighting considerations</li> <li>2. Flooring- (non slip surface)</li> <li>3. Design or border leading to sanctuary</li> </ol>			
<p> <b>Structure:</b></p> <ol style="list-style-type: none"> <li>1. Size – substantial, allowing for possibility of immersion</li> <li>2. Shape of Font- harmonize with other liturgical furnishings</li> <li>3. Is plumbing required?</li> <li>4. What is needed for cleaning and upkeep of font?</li> <li>5. Provision for warming water for immersion</li> </ol>			
<p> <b>Ambry</b></p> <ol style="list-style-type: none"> <li>1. Location: _____</li> <li>2. Materials to be used</li> <li>3. Lighting considerations</li> </ol>			
<p> <b>Pedestal Font</b> (Temporary/Seasonal/Storefront)</p> <ol style="list-style-type: none"> <li>1. Location (permanent?): _____</li> <li>2. Size: _____</li> <li>3. Lighting considerations</li> </ol>			
<p> <b>Paschal Candle</b></p> <ol style="list-style-type: none"> <li>1. Location: _____</li> <li>2. Proportionate to the worship space</li> <li>3. Made of real wax</li> <li>4. New candle every year</li> <li>5. Stand is adequate for the candle</li> </ol>			

# Parish Checklist – Building and Renovation








Reconciliation Room			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Presented to DCLAA&E	Notes
<p> <b>Location of the Reconciliation Room:</b></p> <ol style="list-style-type: none"> <li>1. Visible and accessible (<i>indicate location</i>):               <ul style="list-style-type: none"> <li>• main entrance <input type="checkbox"/></li> <li>• baptismal area <input type="checkbox"/></li> <li>• off the sanctuary <input type="checkbox"/></li> <li>• near a side/devotional area <input type="checkbox"/></li> <li>• Reason for decision: _____ _____</li> </ul> </li> <li>2. Provides for several stations throughout the church for communal penance services with individual confessions.</li> </ol>			
<p> <b>The Environment:</b></p> <ol style="list-style-type: none"> <li>1. Sound proof room</li> <li>2. Well ventilated (HVAC)</li> <li>3. Subtle and subdued lighting</li> <li>4. Wheel chair and walker accessible</li> <li>5. Consideration for the hearing impaired</li> <li>6. Consideration for the visually impaired</li> <li>7. Glass paneled door or window (<i>required</i>) Indicate which it will be: _____</li> <li>8. “Vacant/Occupied” indicator What will this be? _____</li> </ol>			
<p> <b>Furnishings:</b></p> <ol style="list-style-type: none"> <li>1. Chair for the priest celebrant</li> <li>2. Chair for the penitent</li> <li>3. Kneeler</li> <li>4. Screen or divider (for anonymous confession)</li> <li>5. Small table &amp; lamp</li> <li>6. Cross/crucifix</li> <li>7. Bible</li> <li>8. Laminated ritual participants cards</li> <li>9. Subject-appropriate artwork or wall hanging               <ul style="list-style-type: none"> <li>• Subject of the artwork: _____</li> <li>• Commissioned art? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Artist: _____</li> </ul> </li> </ol>			

# Parish Checklist – Building and Renovation









Eucharistic Reservation Chapel			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Approved by DCLAA&E	Notes
<p> <b>Purpose:</b></p> <ol style="list-style-type: none"> <li>1. To bring communion to the sick</li> <li>2. Private devotion by individuals</li> </ol>			
<p> <b>Location:</b></p> <p><input type="checkbox"/> Separate but not remote from main church</p> <p><input type="checkbox"/> Accessible from main church <i>and</i> from outdoor entrance</p>			
<p> <b>Size / Scope:</b></p> <ol style="list-style-type: none"> <li>1. Accommodate up to ten with chairs and kneelers</li> <li>2. Exclusive focus on Eucharist</li> <li>3. Minimal peripheral art</li> </ol>			
<p> <b>Tabernacle:</b></p> <ol style="list-style-type: none"> <li>1. Only one in church building</li> <li>2. Solid and unbreakable</li> <li>3. Simple and dignified design</li> <li>4. Best <i>not</i> placed on an altar</li> <li>5. Continuously burning lamp nearby</li> </ol>			
<p> <b>Lighting:</b></p> <ol style="list-style-type: none"> <li>1. Illuminates the tabernacle</li> <li>2. Candles made of real wax or oil that provides “a living flame without being smoky or noxious”</li> </ol>			







# Parish Checklist – Building and Renovation

Seating for the Assembly			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Approved by DCLAA&E	Notes
<ul style="list-style-type: none"> <li> <b>Fixed Seating:</b></li> <li>1. Adequate spacing / leg room</li> <li>2. Adequate lighting for reading worship aids</li> <li>3. Unifying orientation</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Flexible Seating:</b></li> <li>1. For persons with disabilities <input type="checkbox"/></li> <li>2. For music ministers <input type="checkbox"/></li> <li>3. For overflow seating <input type="checkbox"/></li> <li>4. For Day / Reservation Chapel <input type="checkbox"/></li> <li>5. Special seasonal needs</li> <li>6. Lighting considerations</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Considerations for the visibility of:</b></li> <li><input type="checkbox"/> the sanctuary</li> <li><input type="checkbox"/> others in the assembly</li> <li><input type="checkbox"/> the font / music ministry</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Audibility:</b></li> <li>1. Within the entire assembly</li> <li>2. Within the sanctuary</li> <li>3. For the hearing impaired</li> <li>4. Acoustical consultation</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Facility of Movement:</b></li> <li>1. Inviting arrangement</li> <li>2. Adequate aisle widths</li> <li>3. For persons with disabilities</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Lighting:</b></li> <li>1. Seasonal lighting needs</li> <li>2. Ability to adjust light levels</li> </ul>			
<ul style="list-style-type: none"> <li> <b>Placement of:</b></li> <li>1. Hymnals / music issues</li> <li>2. Envelopes (offerings, parish information cards)</li> </ul>			






# Parish Checklist – Building and Renovation

The Sanctuary			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Approved by DCLAA&E	Notes
<p> <b>Altar:</b></p> <ol style="list-style-type: none"> <li>Enough room for concelebrants to gather around it</li> <li>Room to incense it</li> <li>Lighting considerations (e.g. Christmas, Triduum, Easter Vigil, etc.)</li> </ol>			
<p> <b>Ambo:</b></p> <ol style="list-style-type: none"> <li>Location: _____</li> <li>Enough room to incense it</li> <li>Book shelf?</li> <li>Type of microphone: _____</li> <li>Lighting considerations</li> </ol>			
<p> <b>Presider / Deacon Chairs</b></p> <ol style="list-style-type: none"> <li>Placement</li> <li>Lighting considerations (e.g. Easter Vigil, etc.)</li> <li>Place for worship aid / hymnal</li> </ol>			
<p> <b>Seating for Servers</b></p> <ol style="list-style-type: none"> <li>Location: _____</li> <li>Place for worship aid / hymnal</li> </ol>			
<p> <b>Credence table(s)</b></p> <ol style="list-style-type: none"> <li>Location: _____</li> <li>Number &amp; Size: _____</li> </ol>			
<p> <b>Lighting:</b></p> <ol style="list-style-type: none"> <li>Adjustable</li> <li>Seasonal needs</li> </ol>			
<p> <b>Candles:</b></p> <ol style="list-style-type: none"> <li>Candles made of real wax or oil that provides “a living flame without being smoky or noxious”</li> <li>Processional style <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Proportionate to worship space</li> </ol>			
<p> <b>Ramped for handicap accessibility?</b></p>			





# Parish Checklist – Building and Renovation

Music Space			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Presented to DCLAAE	Notes
<p> <b>Location of the Musicians:</b></p> <ol style="list-style-type: none"> <li>1. Musicians seen as a part of the assembly?</li> <li>2. Are the various music ministers placed relatively close together?</li> <li>3. Church acoustics and the relationship with the music ministry been considered?</li> </ol>			
<p> <b>The Music Space:</b></p> <ol style="list-style-type: none"> <li>1. Will the space accommodate the various music groups/ensembles?</li> <li>2. Are risers required? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>3. Will the music director be visible to all music ministers?</li> <li>4. Are there adequate microphone jacks?</li> <li>5. Are there enough microphones?</li> <li>6. Has the lighting been considered?               <ul style="list-style-type: none"> <li>• Will allow for illumination/dimming when other areas are dark?</li> </ul> </li> <li>7. Will there be a mixing board? <input type="checkbox"/> Yes <input type="checkbox"/> No               <ul style="list-style-type: none"> <li>• Location: _____</li> <li>• Capacity needed: _____</li> </ul> </li> </ol>			
<p> <b>Seating for Music Ministers:</b></p> <ol style="list-style-type: none"> <li>1. Flexible seating or fixed pews? _____</li> <li>2. Type of surface underneath? _____</li> <li>3. A place for choir hymnals?</li> </ol>			
<p> <b>Instruments:</b> (Is there adequate space for different musical systems?)</p> <ol style="list-style-type: none"> <li>1. Will there be an organ? (If yes, what kind?)               <ul style="list-style-type: none"> <li>• Electronic <input type="checkbox"/></li> <li>• Pipe <input type="checkbox"/></li> <li>• Electronic/Pipe mix <input type="checkbox"/></li> </ul> </li> <li>2. Will there be a piano? (If yes, what kind?)               <ul style="list-style-type: none"> <li>• Acoustic <input type="checkbox"/></li> <li>• Grand or Upright <input type="checkbox"/></li> <li>• Electronic <input type="checkbox"/></li> </ul> </li> <li>3. Discussed spatial requirements for other musical instruments, i.e., drums, guitars, hand bell tables, etc.</li> </ol>			

# Parish Checklist – Building and Renovation

Ancillary Rooms			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Approved by DCLAA&E	Notes
<p> <b>Sacristies:</b></p> <ol style="list-style-type: none"> <li>1. Working                             <ul style="list-style-type: none"> <li>• Location: _____</li> <li>• Size: _____</li> </ul> </li> <li>2. Separate vesting for priests &amp; deacons</li> <li>3. Separate vesting for altar servers</li> </ol>			
<p> <b>Ministries Room:</b></p> <ol style="list-style-type: none"> <li>1. Location: _____</li> <li>2. Who would use?                             <ul style="list-style-type: none"> <li>• Usher / Greeter</li> <li>• Reader</li> <li>• Extraordinary Ministers of Communion</li> <li>• Choir</li> </ul> </li> </ol>			
<p> <b>Storage Room(s):</b></p> <ol style="list-style-type: none"> <li>1. Location: _____</li> <li>2. Store seasonal liturgical items?</li> <li>3. Banners, plant stands, etc.?</li> </ol>			
<p> <b>Restrooms</b></p> <ol style="list-style-type: none"> <li>1. Location: _____</li> <li>2. Easily located?</li> <li>3. Handicap accessible?</li> <li>4. Family friendly?</li> <li>5. Sound barrier from the main worship space</li> </ol>			
<p> <b>Optional Special Purpose Rooms:</b></p> <p><input type="checkbox"/> Wake Room</p> <p><input type="checkbox"/> Bride's Room</p> <p><input type="checkbox"/> Other: _____</p> <p>Will these be separate or shared spaces?</p>			

# Parish Checklist – Building and Renovation

Liturgical Art and Environment			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Approved by DCLAA&E	Notes
<p> <b>Crucifix:</b></p> <ol style="list-style-type: none"> <li>1. Location: <input type="checkbox"/> suspended over altar (or) <input type="checkbox"/> affixed to sanctuary wall</li> <li>2. Size – clearly visible</li> <li>3. Lighting considerations</li> <li>4. Materials to be used</li> <li>5. To be commissioned? <input type="checkbox"/> Yes <input type="checkbox"/> No                             <ul style="list-style-type: none"> <li>• Artist: _____</li> </ul> </li> </ol>			
<p> <b>Processional Cross:</b></p> <ol style="list-style-type: none"> <li>1. Location during Mass: <input type="checkbox"/> in the sanctuary (or) <input type="checkbox"/> to the side</li> <li>2. Location outside Mass: _____</li> <li>3. Size (Proportionate to the liturgical space and altar servers can carry with ease)</li> <li>4. Materials to be used</li> </ol>			
<p> <b>Stations of the Cross:</b></p> <ol style="list-style-type: none"> <li>1. Location:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Inside (on walls or imbedded in floor) (or) <input type="checkbox"/> Outside (prayer garden)</li> </ul> </li> <li>2. Proportionate to location</li> <li>3. Lighting considerations</li> <li>4. Materials to be used</li> <li>5. To be commissioned art? <input type="checkbox"/> Yes <input type="checkbox"/> No                             <ul style="list-style-type: none"> <li>• Artist: _____</li> </ul> </li> </ol>			
<p> <b>Devotional Spaces / Shrines:</b></p> <ol style="list-style-type: none"> <li>1. Location(s): _____</li> <li>2. Consider a niche for changing the sacred image throughout the liturgical year</li> <li>3. Lighting considerations</li> <li>4. Votive Candles? <b>NOTE:</b> Candles are to be made of real wax or oil that provides “a living flame without being smoky or noxious” (electric lights are not permitted)</li> <li>5. Devotional statues? <input type="checkbox"/> Yes <input type="checkbox"/> No                             <ul style="list-style-type: none"> <li>• Parish Saint: _____</li> <li>• Other saints: _____</li> </ul> </li> <li>6. To be commissioned? <input type="checkbox"/> Yes <input type="checkbox"/> No                             <ul style="list-style-type: none"> <li>• Artist: _____</li> </ul> </li> </ol>			

# Parish Checklist – Building and Renovation

Liturgical Art and Environment (continued)			
Appointments and Other Items Checklist <input checked="" type="checkbox"/>	Date of parish discussion	Approved by DCLAA&E	Notes
<p> <b>Sacred Images / Liturgical Art: statuary and icons; stained glass</b></p> <p>2. Location: _____</p> <p>3. Size – appropriate for space</p> <p>4. Lighting considerations</p> <p>5. Quality &amp; Appropriateness – Will this be commissioned art? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• Artist: _____</li> </ul>			
<p> <b>Wall Hangings/Banners, Altar and Ambo Scarves:</b></p> <p>1. Location of wall hangings: _____</p> <p>2. Ease of hanging (pulley system for large hangings/banners)</p> <p>3. Seasonal banners?</p> <p>4. Commissioned art? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• Artist: _____</li> </ul> <p>5. Fabrics used:</p> <ul style="list-style-type: none"> <li>• Ease of care and cleaning</li> <li>• Quality</li> <li>• Appropriate for season and space</li> </ul>			