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May 31, 2026

Allocation of Responsibilities for the Facilities Program – Parish Council and Board in Melbourne, Swedish Church Australia

The Parish Council is responsible for items 1–3.

1. DESCRIPTION OF ACTIVITIES

- Overview of the congregation's activities (pastoral, diaconal, social, and cultural).
- Current scope of activities and projections for the next 5–10 years.
- Number of employees, volunteers, and visitors.
- Description of worship services, activities, children's groups, opening hours, etc.
- Need for flexibility (changing activities, partnerships, and seasonal variations).

2. FUNCTIONAL REQUIREMENTS AND SPACE NEEDS

Ecclesiastical Spaces

- Chapel/church space: capacity, acoustics, technology (streaming, sound), and liturgical functions.
- Sacristy.

Social Spaces

- Parish hall / activity space for children and youth activities, book clubs, choir rehearsals, events, Christmas markets, baptism celebrations, memorial gatherings, and venue hire.
- Café.

Meeting and Office Functions

- Offices (number of permanent workstations and flexible workspaces).
- Meeting/consultation rooms (e.g. for diaconal work and pastoral care).
- Meeting rooms of various sizes.
- Administrative areas (archives, printing/copy rooms).



Technical and Support Areas

- Kitchen/kitchenette (basic kitchen vs. commercial kitchen).
- Storage areas.
- Cleaning storage and technical service rooms.

Each room should be specified with:

- Function.
- Minimum floor area.
- Equipment requirements.
- Special qualities (acoustics, lighting, location).

3. LOCATION

- Proximity to members and target groups.
- Accessibility by public transport.
- Availability of parking.
- Location in relation to other Swedish/Nordic organisations.
- Visibility within the city (important for new members and visitors).
- Safety and security in the surrounding area.
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The Board is responsible for items 4–5.

4. ACCESSIBILITY

- Lifts, ramps, door widths, and toilet facilities.
- Orientability and signage.
- Accessibility for prams/strollers and wheelchairs.
- Workplace health and safety requirements for staff.

5. TECHNICAL REQUIREMENTS

- Ventilation, cooling, and heating.
- Sound insulation.
- IT and audiovisual technology.
- Fire safety and security requirements.