

A STEP-BY-STEP BUILDING OR RENOVATION PROCESS

Whatever you build or renovate will affect your community for a very long time. Our *theology* shapes our buildings and *buildings* shape our community. This document presents a **process**. Take the time to do it right. The Diocesan *Building Commission*, the *Liturgy Commission*, the *Office of Worship* and the *Finance Office* are here to assist you in doing your very best for your community. This is a summary of the steps that are required to help ensure that your project is successful and to help guide you in meeting requirements of the Liturgy and the Rites of the Church. Please use this step-by-step guide along with the *Procedures for the Building and Renovation of Churches and Parish Facilities* brochure. If there are any questions regarding these steps, please contact the Building Commission through the Chancery Office.

PHASE 1 – PRELIMINARY PLANNING

1. ____ Form a Building Committee to *assess needs* and develop a plan to meet present *and future* needs (feasibility study). Develop a preliminary statement that addresses and summarizes the needs you have, and why and how you plan to address them. This normally happens when you are preparing for the project. This is to be shared with anyone working with you on the project: the bishop (#5), your pastoral council and parishioners, the Building Commission (#4), the Diocesan Finance Council (#6), and your architect and liturgical consultant (if one is needed). Also share a copy of this “Building Renovation Process” with them. All of this helps keep people informed.
2. ____ **If this project involves any space used for worship** (*i.e. tabernacle placement/design, baptistry, sanctuary renovation, gathering area, audio and visual components*) the Diocesan Office of Worship *must be* contacted for consultation and further discussion. Arrange for an on-site visit early-on in the process.
3. ____ **If this renovation involves any church space**, begin a study of “*Built of Living Stones: Art, Architecture, and Worship*” (USCCB)* with your committee **in conjunction with a liturgical consultant if the project is large enough**. This will give them basic principles about the renovation of your worship space. Contact the Office of Worship names of available consultants or discussion guides.
4. ____ Engage both the **Diocesan Building Commission** and **Planning to begin a series of** ongoing conversations and discussions about your project.
5. ____ Submit a request in writing to the diocesan bishop, seeking *permission to proceed* with project planning for the scope of your project. The bishop forwards the request to the **Planning Office** for consultation and review.
6. ____ Have a preliminary discussion with the Diocesan Finance Office
7. ____ **Permission in writing** is received from the diocesan bishop to proceed with project planning.

PHASE 2 - DESIGNING A MASTER PLAN

8. ____ Retain an architect for preliminary concept drawings. Consultation with a liturgical consultant takes place with the building committee and architect. The consultant can also help lead the study of “*Built of Living Stones*” with the entire parish.

9. ____ Schematic drawings are then developed by an architect and estimated budgets should be established that match the design phase.
10. ____ Schedule a meeting with the Diocesan Building Commission to present *schematic* drawings. The proposal and the drawings must be submitted to the Building Commission 2 weeks prior to that meeting. The number of meetings with the Diocesan Building Commission will depend upon the size of the project.
11. ____ After meeting with the parish planning team, the Diocesan Building Commission submits recommendations in writing to the bishop. The bishop approves/denies completion of **Phase 2**. If approved, the bishop issues written authorization to proceed to **Phase 3**. Any changes to the approved plan must come back to the Diocesan Building Commission.

PHASE 3 – FINANCIAL AND PROJECT REVIEW

12. ____ Pastor contacts *Diocesan Finance Office* requesting a *Parish Financial Packet* and arranges for a presentation to the Diocesan Finance Council.
13. ____ Pastor and building committee present project proposal to *Diocesan Finance Council*, requesting recommendation for permission to proceed.
14. ____ If financial issues require revisions to project and adjustments are made, the plan must be resubmitted to the Diocesan Building Commission.
15. ____ The bishop issues written authorization to proceed to **Phase 4**

PHASE 4 – THE FINAL STEP

16. ____ Pastor requests proxy vote of the bishop and the vicar general for Board of Directors to authorize expenditures and the borrowing of money if necessary.
 - “*Built of Living Stones*,” published by the *USCCB*, is available on the *website of our Diocesan Office of Worship*; the link is given at the bottom of the web page **or** you may order copies from *Ascension Press*. (We are currently working on a “study guide” for BOLS)

11-15-23