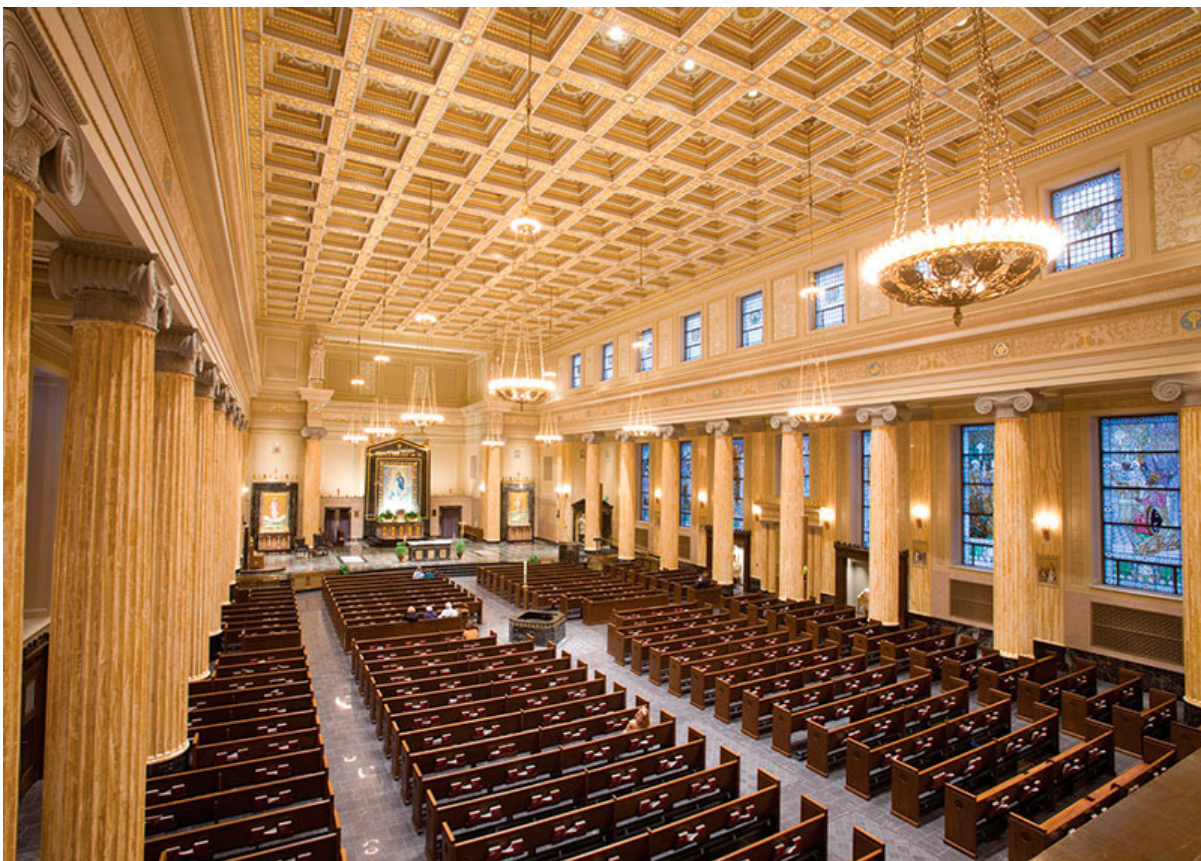


DIOCESAN APPROVAL PROCEDURES FOR INTERIOR PAINTING, DECORATING OR RESTORATION OF WORSHIP SPACES INCLUDING FURNISHINGS

When a parish contemplates any kind of painting decorating, renovation or restoration of the worship space, the project requires the Bishop's permission regardless of the cost of the project. Unlike the other capital improvements and extraordinary expenditures of the parish that have a \$10,000.00 threshold before the Bishop's approval is required, the worship space, because of its importance in the celebration of the liturgy, requires Bishop's approval from the first dollar spent.



The following pages list the steps that are to be taken by the pastor, with the help of his parish council or appointed committee, to follow the Diocesan approval procedures for interior painting, decorating or restoration of worship spaces including furnishings.

The Office for Property, Buildings and Cemeteries is available to assist the pastor and parishes with this approval process. For more information, please contact

Gregory Fleck, Director
Office for Property, Buildings and Cemeteries
Phone: 217-321-1195
e-mail: gfleck@dio.org
website: www.dio.org/pbc/home.html

DIOCESAN APPROVAL PROCEDURES FOR INTERIOR PAINTING, DECORATING OR RESTORATION OF WORSHIP SPACES INCLUDING FURNISHINGS

January 9, 2018

Name of Parish: _____

City: _____

Date: _____

A. Organizing for the Proposed Project

____ 1. Pastor contacts the Office for Property, Buildings and Cemeteries to obtain a packet containing information from the various offices within the Curia pertaining to painting, decorating or restoration of worship spaces and to have an initial discussion about the proposed project.

____ 2. Pastor contacts bishop and/or the vicar general/moderator of the curia in writing for permission to interview architects and/or liturgical consultants, church painters, restoration companies, electricians, plumbers, floor covering companies, liturgical furniture companies and, if needed, fundraising companies and to obtain proposals for their services to assist with a feasibility study for proposed project, citing the necessity, nature, and funding of project.

Note: In order to simplify the process of communication between the Pastor/parish representative and the various offices within the Curia that have input on painting, decorating or restoration of worship spaces in churches within the diocese, the Office for Property, Buildings and Cemeteries will be the point of contact for the Pastor/parish representative. The Office for Property, Buildings and Cemeteries will then communicate with The Office for Divine Worship and the Catechumenate, the Office for Pro-Life Activities and Special Ministries, The Commission for Buildings and Property and the Commission for the Liturgy and report back to the Pastor/parish representative on the recommendations from the other Offices and Commissions involved.

____ 3. The Commission for Buildings and Property and the Commission for Liturgy reviews proposed project description. Both Commissions make a recommendation on the project to the Bishop.

B. The Discernment Process

____ 4. Letter to pastor giving permission to interview architects and/or liturgical consultants, and other contractors as needed, and obtain proposals for their services and, if it pertains, to interview fundraising companies and obtain proposals for their services, and to continue with a feasibility study for proposed project.

____ 5. Pastor contacts bishop and/or vicar general/moderator of the curia in writing for permission to hire chosen architect and/or liturgical consultant to develop conceptual plans and

DIOCESAN APPROVAL PROCEDURES FOR INTERIOR PAINTING, DECORATING OR RESTORATION OF WORSHIP SPACES INCLUDING FURNISHINGS

January 9, 2018

preliminary cost estimate and, if it pertains, the chosen fundraising company to do a fundraising study.

____6. Meeting of pastor, parish planning committee, architect and Office for Property, Buildings, and Cemeteries, to discuss proposed project, appropriate liturgical space, and steps to be taken with the renovation of the worship space. Director for Property, Buildings and Cemeteries schedules a site visit to assess whether or not the worship space is conducive to an accessibility ramp to access the sanctuary.

____7. Pastor forwards to Office for Property, Buildings and Cemeteries, the proposed project description and indication of parishioner affirmation with letter asking permission to proceed with developing a sketch of the worship space showing the paint scheme, proposed modifications to the worship space and liturgical furnishings. If using a fundraising company, Pastor includes the results of the fundraising study and asks permission to proceed with a Capital Campaign with the fundraising company.

____8. Office for Property, Buildings and Cemeteries distributes the documents to the Office for Worship, the Office for Pro Life Activities and Special Ministries, the Commission for Buildings and Property, and the Commission for the Liturgy, for their review and recommendation to the Bishop.

____9. If the parish financial plan includes a short term loan for 50% or less of the project, the pastor will contact the Office for Finance to obtain an application for a short term loan and schedule a presentation to the Diocesan Savings and Loan Board.

____10. Letter to pastor giving preliminary financial approval for the project and permission to proceed with developing a sketch or drawings of the worship space showing proposed modifications. If using a fundraising company for a capital campaign, permission is given to proceed with the capital campaign.

C. The Project Design Process

____11. Pastor sends an electronic copy of preliminary drawing or sketch to the Office for Property, Buildings and Cemeteries which will distribute them to other appropriate diocesan offices, (Office for Pro Life Activities and Special Ministries, Office for Worship/ Commission for the Liturgy, Commission for Buildings and Property).

____12. Design plans reviewed by offices listed above and dialogue continued as needed.

____13. Recommendations from offices sent to Office for Property, Buildings and Cemeteries, which compiles and forwards them to pastor and architect for review and modifications if necessary.

DIOCESAN APPROVAL PROCEDURES FOR INTERIOR PAINTING, DECORATING OR RESTORATION OF WORSHIP SPACES INCLUDING FURNISHINGS

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____14. Meeting of pastor, parish planning committee, and Commission for Buildings and Property to present and discuss design plans and financing of the project.

____15. Commission for Buildings and Property give recommendations to the bishop. The Commission for the Liturgy also reviews the project and makes recommendation to the Bishop.

____16. Letter of permission from Bishop or Vicar General/Moderator of the Curia to pastor to prepare final design drawings and specifications and to receive final proposals from contractors.

____17. Proposals are received and reviewed by pastor and committee. Pastor sends an electronic set of final drawings or sketch to the Office for Property, Buildings and Cemeteries which will distribute one set to the Office for Insurance and retain one set. Pastor also includes a letter of request to the Bishop seeking permission to hire the chosen contractors for the project along with a copy of the bids and Certificates of Insurance showing proof of the required coverages for the contractors.

____18. Letter of permission from Bishop or Vicar General/Moderator of the Curia giving permission to award contracts and proceed with renovations contingent upon approved Certificates of Insurance and on any projects of \$100,000 or more, an approved Bond from an A.M. Best rated company naming the Diocese and Parish as owners.

____19. Signed contracts from all contractors involved in project to be forwarded to Office for Property, Buildings and Properties. If contract is for \$100,000.00 or more, a Performance and Payment Bond issued by an A.M. Best rated company and provided by the contractor, is sent to the Office for Property, Buildings and Cemeteries for review and approval.

____20. Pastor is notified by the Office for Property, Buildings and Cemeteries when bond is approved and Office for Insurance when Certificate of Insurance is approved. When both are approved, project construction can start.

D. The Construction Process

____21. Letter from pastor to Office for Property, Buildings and Cemeteries when construction begins.

____22. Pastor informs bishop and Office for Property, Buildings and Cemeteries of any changes during construction.

____23. Pastor and architect notify Office for Property, Buildings and Cemeteries of completion of project.

This document intends to assist parishes in complying with the required stages of approval from the Bishop for interior painting, decorating or restoration of worship spaces including

**DIOCESAN APPROVAL PROCEDURES FOR INTERIOR PAINTING, DECORATING
OR RESTORATION OF WORSHIP SPACES INCLUDING FURNISHINGS**

January 9, 2018

furnishings. During such a process one copy of the document will be maintained in the parish and another in the Office for Property, Buildings and Cemeteries. The Office for Property, Buildings and Cemeteries will serve parishes, if requested, in coordinating all the steps in a renovation or construction project.