

DIOCESAN APPROVAL PROCEDURES FOR REPAIRS AND MAINTENANCE OF ALL PARISH BUILDINGS

Any repair or maintenance project that has a cost of \$10,000.00 or more requires the Bishop's approval prior to starting the project.

Any repair to worship spaces, if it will change the space in any way, requires the Bishop's approval prior to starting the project regardless of the cost of the project.

Any work done at the parish requires an approved Certificate of Insurance from the contractor regardless of the cost of the project.



This document intends to assist pastors in knowing the Diocesan approval procedures for repairs and maintenance. The Office for Property, Buildings and Cemeteries is available to assist the pastor and parish in any way needed with a repair or maintenance project. For more information, please contact:

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January 9, 2018

- _____1. Pastor, with parish pastoral council, discerns need for the project.
- _____2. Pastor obtains bids from contractors for the project. Three bids are desirable, if possible. The Office for Property, Buildings and Cemeteries can provide names of qualified contractors to the pastor if needed. Pastor asks for a copy of the contractor's certificate of insurance to be included with the bid. This will help speed the process up and verify that the contractor has insurance.
- _____3. Pastor, with parish council, reviews the bids and chooses a contractor.
- _____4. Pastor contacts the Bishop and/or the Vicar General in writing for permission to hire chosen contractor and proceed with the project. The pastor states the nature and scope of the project, why the project is needed, that he has approval of his parish council, and that he has the funds on hand to complete the project.
- _____5. 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.
- _____6. The Office for Property, Buildings and Cemeteries will review the project request and contact the pastor for any additional information needed, present the project to the Vicar General for his approval and then forward on to the Bishop's office for approval.
- _____7. Bishop sends letter to pastor giving permission to proceed with the project, contingent upon the contractor's certificate of insurance being approved by the Office for Insurance. The Office for Insurance will notify pastor when certificate of insurance is approved. **The project cannot start until the pastor receives approval of the certificate of insurance from the Office for Insurance.**
- _____8. Pastor notifies Office for Insurance when the project starts so that the project can be added to our blanket builder's risk insurance policy.
- _____9. Pastor notifies Office for Insurance when the project is complete so that the project can be deleted from the blanket builder's risk insurance policy.