

# *PARISH GUIDE FOR CONSTRUCTION OR MAJOR RENOVATION OF ALL PARISH BUILDINGS*

When a parish contemplates any Construction or Major Renovation of any parish building and the cost of the project will exceed \$50,000.00, the project falls under the Diocesan approval procedures for Construction or Major Renovation of all parish buildings and the pastor will need to follow the approval procedures and obtain the Bishop's permission at several stages of the process. The parish also plays a big role in the approval of the project because the Bishop's approval is contingent upon the approval of the parish.



The following pages will guide the parish through the process using steps that are designed to insure the parish is able to be good stewards of the gifts they have been given. The process is divided into five categories, organizing for the proposed project, the discernment process, the project design process, the construction process, and the celebration of the project completion.

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

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July 25, 2017

Name of Parish: \_\_\_\_\_

City: \_\_\_\_\_

Date: \_\_\_\_\_

**A. Organizing for the Proposed Project**

\_\_\_\_\_ 1. Pastor, with parish pastoral council, discerns need for the project.

\_\_\_\_\_ 2. After Pastor receives the Bishop's permission to interview architects and/or liturgical consultants and fundraising companies if needed, a parish planning committee is organized. Pastor and committee then conducts interviews with architects, and/or liturgical consultants and fundraising companies if needed, and decides who they want to work with.

**B. The Discernment Process**

\_\_\_\_\_ 3. After pastor receives the Bishop's permission to hire the chosen architect and/or liturgical consultant to develop conceptual plans and preliminary cost estimate and, if needed, a fundraising company, the parish collects data on parish membership, community, history, and traditions, and completes a needs assessment.

\_\_\_\_\_ 4. Pastor and committee conducts a study of church documents and Curia comments from meeting with Office for Buildings Property and Cemeteries regarding proposed project by pastor and parish planning committee, resulting in the feasibility study being completed.

\_\_\_\_\_ 5. Begin education of parish in church architecture, liturgical space, and accessibility. (+)

\_\_\_\_\_ 6. Pastor and parish planning committee meet with parishioners to discuss the proposed project.

\_\_\_\_\_ 7. Proposed project description completed.

\_\_\_\_\_ 8. Affirmation of proposed project description by the parish pastoral council and the parishioners.

**C. The Project Design Process**

***\*Note: If using the Design Bid Method, please go to Section C b. on page 2***

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**a. *Modified Design Build Method***

\_\_\_\_ 9a. After pastor receives permission from the Bishop to send out a Request for Proposal, (RFP), pastor and committee sends this to a list of preferred Contractors for pre-construction service fees to include developing a Guaranteed Maximum Price, (GMP), a percentage of the GMP and a cost for general conditions. The Office for Property, Buildings and Cemeteries can provide templates for the RFP to the pastor.

\_\_\_\_ 10a. Continue education of parish in church architecture, liturgical space, and accessibility.

\_\_\_\_ 11a. After pastor receives permission from the Bishop to hire the chosen Contractor and to develop preliminary plans and a GMP, the pastor, parish planning committee, architect, and General Contractor collaborate to develop and value engineer a set of plans and specifications and develop a GMP for the project.

\_\_\_\_ 12a. Share design information with parishioners.

\_\_\_\_ 13a. Once the pastor receives the recommendations from the Curia offices after their review, the pastor and committee modifies design plans, if necessary to reflect recommendations of the Curia offices.

\_\_\_\_ 14a. Presentation by pastor, parish planning committee, and architect to the Commission for Buildings and Property to present and discuss design plans and financing of the project.

*\*Note: If using the Modified Design Build Method, after step 14a. above, please proceed to Section D Step 15.*

**C. The Project Design Process**

**b. *Design Bid Method***

\_\_\_\_ 9b. After the pastor receives the Bishop's permission to proceed with the development of preliminary plans for the project, the pastor and committee continue education of parish in church architecture, liturgical space, and accessibility.

\_\_\_\_ 10b. Pastor, parish planning committee, and architect proceed with design of proposed project.

\_\_\_\_ 11b. Share design information with parishioners.

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\_\_\_\_\_12b. Pastor, architect and committee review the recommendations received from the Curia offices and, if necessary, modifies design plans, if needed, to reflect recommendations of the Curia offices.

\_\_\_\_\_13b. Meeting of pastor, parish planning committee, and Commission for Buildings and Property to present and discuss design plans and financing of the project.

\_\_\_\_\_14b. After the pastor receives the Bishop's permission to prepare final design plans and specifications and to receive bids from approved bidders, final plans are prepared, bids are obtained and pastor and committee choose a contractor.

**D. The Construction Process** *(used for both the Modified Design Build Method and the Design Bid Method)*

\_\_\_\_\_15. Listing of permanent fixtures and movable contents to be documented and retained by local church for records. A copy of these records should be kept offsite in case of total loss of building(s).

**E. The Celebration of the Project Completion**

\_\_\_\_\_16. Contact the Office for Worship as needed for appropriate ritual text to be used regarding dedication or re-dedication of a church, blessing of a parish hall, etc.

\_\_\_\_\_17. Celebration of the completion of the project, involving, as is appropriate, the ministry of the diocesan bishop.

(+) = *applies to worship spaces only.*

This document intends to assist parishes taking the proper steps in the construction or major renovation of all parish buildings so that they can be good stewards of the gifts they have received. The Office for Property, Buildings and Cemeteries will serve parishes, if requested, in coordinating all the steps in a renovation or construction endeavor.