

Archdiocesan Building Commission Procedures Sequence of Events Checklist

Preliminary Discussion - discussion focuses on the need for change in existing facilities based on current and future needs

- ☐ A. Among pastor/parish/educational leaders
- ☐ B. With Regional Vicar:
 - ☐ Anticipate the pastoral/educational needs of the Church in the area
 - ☐ Review or develop Pastoral/Educational Master Plan (R)
 - ☐ Review existing Pastoral/Educational Facilities Plan (R)
 - ☐ Review Construction/Renovation Project Worksheet
- ☐ C. If the proposed renovation/construction is part of a current or future consolidation of parishes/schools, a structured discussion needs to take place resulting in a comprehensive plan for the future of facilities in the proposed region.

Phase I: Exploration

- ☐ 1. Request **Exploration Proxy** (#1) to formally explore the concept (R)
 - ☐ Finance Officer sends Sequence of Events Checklist
 - ☐ Finance Officer sends Construction/Renovation Project Worksheet(s)
- ☐ 2. Orientation of parish/educational leaders by Archdiocesan resource person(s)
- ☐ 3. Parish Council with pastor establishes broad based **Project Committee** with **Project Coordinating Committee** and **Project Director**(R) - Project Committee proceeds to:
 - ☐ Schedule initial "Think About", visitations/consultations/in-service with
 - Archdiocesan Worship Office (R)
 - Archdiocesan Educational Services Office (R)
 - Archdiocesan Finance Office
 - ☐ Study population trends/demography for the area (R)
 - ☐ Study/inventory existing facilities in light of perceived needs
 - ☐ Create needed subcommittees
 - ☐ Study of Archdiocesan and civil requirements
 - ☐ **Architect** and/or **Liturgical Consultant Proxy**(ies) (#2)
 - ☐ Interview and select architect and liturgical consultant
 - ☐ Initial description of the scope and phases of the project
 - ☐ Develop statements of consensus, based on church teachings and civil codes, concerning the purpose and process of the project

Phase II: Conceptual Planning

- ☐ 4. Explore schematic drawings/concepts with architect and liturgical consultant (R)
 - ☐ Refinement of scope/alternatives/phases/cost options
 - ☐ Selection from alternatives and cost projections (R)
 - ☐ Optional meeting with Archdiocesan Building Commission and/or Church Design and Renovation Commission concerning schematic drawings/concepts
 - ☐ Development of preliminary designs
- ☐ 5. Parishioner participation:
 - ☐ Information and formation of the people from church documents (R)
 - ☐ Communication with Parishioners:
 - Provide accurate information concerning matters under consideration
 - Listening to views of parishioners concerning these matters
- ☐ 6. Ongoing consultation with Archdiocesan Offices resulting in **First Authorization** from Worship Office/Church Design and Renovation Commission (R) and/or Educational Services Office(R) resulting in

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one of the following recommendations: 1) proceed as planned, 2) proceed with modifications, 3) revise and resubmit preliminary design before proceeding

- 7. **First Required Meeting** with Archdiocesan Building Commission resulting in one of the following recommendations: 1) proceed as planned, 2) proceed with modifications, 3) revise and resubmit preliminary design before proceeding

Phase III: Fund Raising (Can proceed during Phases I & II)

- 8. Request **Fund Raising Proxy** (#3) to conduct major capital campaign, hire professional fund raiser, and/or conduct feasibility study
- 9. Fund Drive: Goals/Strategies/Implementation
- 10. Cash flow projection
- 11. Conduct capital campaign
- 12. Assess capital campaign results and plan accordingly

Phase IV: Construction Drawings

- 13. Request **Construction Drawings Proxy** (#4) for architect to do construction drawings
- 14. Ongoing consultation with architect and liturgical consultants concerning plans, specifications, furnishings, and costs
- 15. Continual:
 - Study of church and/or educational documents
 - Ongoing information, formation, communication with parishioners
- 16. Approval by required civil authorities
- 17. Ongoing consultation with Archdiocesan Offices resulting in **Second Authorization** from Worship Office/Church Design and Renovation Commission (R) and/or Educational Services Office(R) resulting in one of the following recommendations: 1) proceed as planned, 2) proceed with modifications, 3) revise and resubmit preliminary design before proceeding
- 18. **Second Required Meeting** with Archdiocesan Building Commission, seeking approval for construction drawing resulting in one of the following recommendations: 1) proceed as planned, 2) proceed with modifications, 3) revise and resubmit preliminary design before proceeding

Phase V: Bidding and Contracting

- 19. Request **Proxy** (#5) to solicit bids
- 20. Bidding Process - developed by Architect with local parish leaders
- 21. Request **Proxy** (#6) to enter into contract with contractor and final approval of financing of project (R)

Phase VI: Construction/Renovation

- 22. Temporary worship/education/pastoral arrangements
- 23. Oversight of construction/renovation arrangements by Project Committee/designee
- 24. Periodic reporting to parish/educational leaders/parishioners/constituents
- 25. Implementation and monitoring of the cash flow projection

Phase VII: Dedication and Celebration

- 26. Schedule a date during Phase V requesting the Archbishop's presence and coordinating with his calendar.
- 27. Confer with Worship Office for suggestions, assistance and guidance

If at any point in the Sequence an irresolvable conflict should arise between local leaders and Archdiocesan officials (Building Commission, Education Office, Finance Office, Worship Office/CDRC) the Regional Vicar will serve as facilitator to resolve the matter.