

Procedure for Liturgical Renovations or Churchbuilding at Parishes in the Diocese of Fort Wayne-South Bend

1. **EXPLORATORY STAGE** – An exploratory study is conducted at the parish level, regarding the needs surrounding a potential renovation or building project. The Office of Worship should be contacted, and the director or another representative will visit the parish to discuss the liturgical aspects of the project, and make recommendations. The Office of Worship and the diocesan Sacred Art & Architecture (SA&A) Committee will be available to assist the parish throughout the entire process.
2. **PERMISSION FROM BISHOP** – After ascertaining a need for new construction or renovation, the pastor must petition the diocesan Bishop for initial approval to proceed. Once permission is granted, a parish building committee should then be formed, made up of members who have familiarized themselves with pertinent liturgical documents, as well as the history of sacred art and architecture.
3. **SCHEMATIC DESIGN PHASE** – Once an architect is selected and a floorplan and other renderings are developed, all liturgical designs (including available art and furnishing plans) are submitted to the Office of Worship for review by the SA&A Committee. The committee will evaluate the drawings and make recommendations about the designs. A recommendation is then made to the diocesan Bishop, who needs to approve the design.
4. **FINANCIAL FEASIBILITY** – The parish meets with the diocesan chief financial officer to evaluate financial feasibility and payment options. Before construction can begin, the parish is required to have one-half of the cost in a diocesan savings account, and one-half in pledges. The Vicar General and the diocesan Finance Council (which must review the expenditures of any project costing \$100,000 or higher) and the Building & Improvements Committee (which must review projects of \$30,000 and higher) are informed of the proposal as necessary.
5. **FUNDRAISING PHASE** – The diocesan Secretariat for Stewardship and Development may be consulted regarding capital fund drives and goals.
6. **DESIGN DEVELOPMENT PHASE**– After approval from the Bishop to move ahead on the church designs, the architect will prepare design development drawings with an updated cost estimate to be provided by a Construction Manager or Cost Estimator. The diocesan Finance Council reviews the estimates and gives its recommendation to the Bishop
7. **CONSTRUCTION DOCUMENT PHASE** – After approval from the Bishop, the architect will prepare construction documents, with an updated cost estimate provided by the architect, Construction Manager, or Cost Estimator. At 90-95% completion, relevant drawings shall be submitted to the Office of Worship for review by the SA&A and approval by the Bishop.
8. **BIDDING AND NEGOTIATION PHASE** – The construction documents are sent out to bid using a Construction Manager or multiple General Contractors. A minimum of three bids are reviewed by the parish and the architect, and the project is negotiated. It is important, particularly for renovation projects, that all bidders are using the same specs (the Building & Improvements Committee can provide assistance in writing those specs). Then the proposed contracts are reviewed by the diocesan Building & Improvements Committee, according to their procedures. The Bishop and Vicar General will be involved in the final approval and signing of contracts.
9. **CONSTRUCTION PHASE** – Any ongoing liturgical artwork and furnishing decisions must still be submitted for review by the Office of Worship and the SA&A Committee, who will be available to assist throughout construction.

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