

**POLICY No. 13**  
**RESPONSIBILITIES AND PROCEDURES**  
**OF THE DIOCESAN BUILDING COMMITTEE**

**1. Term definitions**

The Diocesan Building Committee is comprised of the following: an architect, a consultant in liturgy and sacred art, a building contractor or project manager and others versed in construction. The parish priest of the parish involved in a project concerning a parish is always a member of this committee. The diocesan building committee is to examine and make recommendations to the Bishop about plans submitted by pastors or parish administrators involving renovations, construction and major repairs to parish or diocesan buildings.

**2. Intent of the policy**

To assure the relevance, need and purpose of the proposed project. The policy ensures that all precautionary steps have been taken to protect the diocese from liability or other litigation.

**3. Policy**

This procedure is to be strictly observed for all major repairs, renovations or construction of parochial buildings as follows:

- a. Identify the project.
- b. Before proceeding with any major building project, the pastor or parish administrator, the parish finance committee and the parish building committee, are to submit to the office of the diocesan financial administrator the plans of the proposed project, along with the estimated costs to undertake and complete the project.
- c. The diocesan financial administrator is to call a meeting of, the diocesan building committee, the pastor or parish administrator, the parish finance committee and the parish building committee.
- d. The parish must:
  - d1) have on deposit with the Parish Assistance Fund fifty percent (50%) of the total cost of the project as submitted;
  - d2) show how it will amortize any debt incurred because of the project.
- e. The Bishop makes the final decision concerning the proposed project after reviewing a written report from the diocesan building committee and diocesan financial administrator.
- f. Permission is granted to proceed with the project only when detailed plans of the proposed project are completed and submitted to the diocesan building committee.

Revision # : 2.0	Revision Date : SEPT 8, 2016	Original Issue Date: OCT 2003
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- g. After completion of the approved project, the detailed working “as is” plans are to be sent to the diocesan archives for safe keeping and for future reference.

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