

INTRODUCTION

Before beginning the process of Planning for New Construction, Renovation, Repairs, and Maintenance projects, the Parish should establish a Parish Planning and Building Committee, (PPBC). To assist the Parishes in accomplishing their responsibilities as stewards of their Church and its surrounding buildings, the Diocese has developed a set of procedures for easy reference: Volume I, the Parish Maintenance and Facilities Manual, and Volume II, the Process for Parishes Planning New Construction, Renovations, Repairs and Maintenance and Volume III, Standard Diocesan Contracts. Architects and Consultants shall incorporate Building Green and Sustainability Best Building Practices in their designs as well as guidance provided for persons with disabilities by the *Pastoral Statement of U.S. Catholic Bishops on People with Disabilities*. The complete document is available at http://www.ncpd.org/pastoral_statement_1978.htm.

VOLUME I – PARISH MAINTENANCE AND FACILITIES MANUAL Within the Parish Maintenance and Facilities Manual, the following basic procedures apply. It is the intent to provide assistance to the parish to maintain their facilities in the best possible condition for the comfort and safety of the parishioners. The Parish Planning and Building Committee will consider:

- Routine preventative maintenance inspections of all the Parish Facilities
- Conduct periodic inspections of the parish, at least yearly, utilizing the Building Assessment Work Sheet for the 5 Year Plan to identify repairs or renovation work. Identified items on the check lists may be designated as a project. Projects of this nature may require the services of an architect, consultant, or specialized vendor/contractor. Projects will normally have a distinct budget.
- The Project Identification and Planning Process Flowchart is provided to visually assist in understanding the sequence of reviews and approvals for designated projects

VOLUME II – PROCESS FOR PARISHES PLANNING NEW CONSTRUCTION, RENOVATIONS, REPAIRS AND MAINTENANCE Volume II provides the Parish Planning and Building Committee (PPBC) with the administrative procedures for bringing a project to the attention of the Bishop for approval as well as the procedure for hiring Architects, Consultants and Contractors. Volume II also provides procedures for developing a Scope of Work and the Bidding process, with a sample Standard Diocesan Contract. The Diocesan Planning and Building Commission (DPBC) is also ready to provide assistance. Projects over \$20,000 require significantly more detail than projects under \$20,000. Projects under \$20,000 can be managed with a Architects/Consultant/Contractors Service Agreement under \$20,000. Those Projects over \$20,000 require the Contracts provide under Volume III. Although the principles are basically the same, projects under \$20,000 are handled with less administrative requirements than projects over \$20,000. Regardless of the cost, projects involving the Worship Space must be brought to the attention of the Bishop. The Standard Diocesan Contract/Service Agreement approach streamlines the process and is easier on vendors, suppliers and consultants. However, the insurance and legal requirements tied incorporated in the contracts are there to protect the Parish and the Diocese, and they

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remain necessary. Moreover, the Service Agreement (Tab 11) is generally appropriate for all vendors, architects, consultants and contractors for projects under \$10,000. Each PPBC member is critical to the process because he or she brings a special skill set that contributes to the overall decision making process for the enhancement of the parish facilities and for the safety and comfort of its parishioners.

The document, Built of Living Stones: Art, Architecture and Worship was developed and approved by the National Conference of Catholic Bishops in November 2000, it is the PPBC's single and most important guiding reference with regard to renovations and new construction. It not only provides guidance, but also gives the historical references why certain Religious Services are aligned and arranged within the Worship Space. Each member should have a clear understanding of the bigger picture of the parish, embrace the Diocese's mission /vision and implement those concepts under the umbrella of the Built of Living Stones: Art, Architecture and Worship. In addition to the Built of Living Stones: Art, Architecture and Worship guidance, there are other considerations that complement the enhancement of the Parish Facilities. The Vendor List provides a resource of professionals, Contractors, Suppliers and Vendors who have performed well for the Diocese. Parishes are encouraged to contribute to the list so other parishes may benefit by their experience.

VOLUME III – SAMPLE CONTRACTS FOR NEW CONSTRUCTION, RENOVATIONS, REPAIRS AND MAINTENANCE. Volume III provides Standard Diocesan Contracts. These contracts are PDF fill able and pass word protected. The Contracts are drafted to protect the parish and Dioceses from unnecessary liability claims, poor workmanship and unqualified vendors