

Sample
LETTER OF INTENT

For Combined Worship Space and Non-Worship Space

Most Rev. (name)
Bishop of Honolulu
1184 Bishop Street
Honolulu, HI 96813-2858

(Date)

Dear Bishop (name):

It is the intention of (Parish/Facility) to proceed with the (Name of Project) subject to your initial approval.

The Parish has established a Parish Planning and Building Committee (attached is a list of members and contact information). We have developed the initial Scope of Work and are prepared to proceed with the Project Description Phase of this project.

This Project will renovate/modify/construct a Worship space and Non-Worship space. Because the Project involves a Worship Space, the Parish Planning and Building Committee will be guided by the Built of Living Stones: Art, Architecture, and Worship document. The Parish Planning and Building Committee requests the Diocese assign a Liturgical Representative to assist in the planning of the worship space.

(Provide a brief description of the Scope of Work and reason the work needs to be accomplished and the benefits to the Parish and an estimated cost if possible.)

(Signed by the Pastor)
Committee)

(Signed by Chair, Parish Planning and Building
Committee)

Copy to: Chair, Diocesan Planning and Building Commission
Office of Worship
Diocesan Business Manager

Attachment:
PPBC members list

Sample

LETTER OF INTENT For Worship Space

Most Rev. (name)
Bishop of Honolulu
1184 Bishop Street
Honolulu, HI 96813-2858

(Date)

Dear Bishop (name):

It is the intention of (Parish/Facility) to proceed with the (Name of Project) subject to your initial approval.

The Parish has established a Parish Planning and Building Committee (attached is a list of members and contact information). They have developed the initial Scope of Work and are prepared to proceed with the Project Description Phase of this project.

This Project will renovate/modify/construct a Worship space. Because the Project involves a Worship Space the Parish Planning and Building Committee will be guided by the Built of Living Stones: Art, Architecture, and Worship document. The Parish Planning and Building Committee requests the Diocese assign a Liturgical Representative to assist in the planning of the worship space.

(Provide a brief description of the Scope of Work and reason the work needs to be accomplished and the benefits to the Parish and an estimated cost if possible.)

(Signed by the Pastor)
Committee)

(Signed by Chair, Parish Planning and Building

Copy to: Chair, Diocesan Planning and Building Commission
Office of Worship
Diocesan Business Manager

Attachment:
PPBC members list

Sample

LETTER OF INTENT For Non-Worship Space

Most Rev. (name)
Bishop of Honolulu
1184 Bishop Street
Honolulu, HI 96813-2858

(Date)

Dear Bishop (name):

It is the intention of (Parish/Facility) to proceed with the (Name of Project) subject to your initial approval.

The Parish has established a Parish Planning and Building Committee (attached is a list of members and contact information). They have developed the initial Scope of Work and are prepared to proceed with the Project Description Phase of this project.

This Project will renovate/modify/construct a Non-Worship Space.

(Provide a brief description of the Scope of Work and reason the work needs to be accomplished and the benefits to the Parish and an estimated cost if possible.)

(Signed by the Pastor)
Committee)

(Signed by Chair, Parish Planning and Building

Copy to: Chair, Diocesan Planning and Building Commission
Diocesan Business Manager

Attachment:
PPBC members list