

CATHOLIC  
DIOCESE OF SUPERIOR

Recommended process and procedures for Parish building / remodeling projects

Developed by Fr. Andrew Ricci & Richard Lyons, April 4, 2013, updated Nov. 2017

**Phase I: Conceptual Approval**

- Brief Summary of proposal / request for permission sent by Pastor to Bishop for any project with expenses \$5,000 or greater
- Demonstrate support of parishioners
- Demonstrate financial ability to carry out
- **Completion:** Bishop's preliminary letter of approval

**Phase II: Authorization for Architect to prepare schematic drawings**

- Building Committee formed
- Meeting with Diocesan officials designated by Bishop
- Formal review of how the project will be financed
- Architect selection affirmed (following Diocesan Guidelines)
- **Completion:** Bishop's letter of authorization for Architect to prepare schematic drawings

**Phase III: Approval of schematic drawings and Authorization to prepare specification drawings**

- Schematic drawings reviewed by Parish committees (SBC, BG, FC, PC)
- Schematic drawings reviewed by designated Diocesan officials
- **Completion:** Bishop's letter of approval of schematic drawings and authorization for specification drawings

**Phase IV: Approval of specification drawings and letting of bids**

- Specification drawings reviewed by the parish committees with the help of the architect
- Copies of the drawings are sent to Chancery by Pastor for review by Bishop & his designated staff
- **Completion:** Bishop's letter of approval of specification drawings and letting of bids

**Phase V: Awarding of building contracts**

- Bids opened by Pastor and his selection committee
- If within approved budget, Pastor letter to Bishop requesting permission to proceed with contract awarded to the selected general contractor
- If in excess of the budget, must receive Bishop's written authorization
- **Completion:** Bishop's letter of approval and proxy votes for parish corporate board meeting to award the building contract

**Phase VI: Post Construction**

- Building Committee remains in place for 1 year after completion of the project to monitor