

VARIOUS CONSULTATIVE BODIES

IX-A: THE DIOCESAN BUILDING AND PLANNING COMMISSION (DBPC)

- A. The Second Vatican Council reaffirmed the scriptural description of the Church as the People of God, the New Israel, the holy nation, and a royal priesthood. It also proclaimed further that the Church is a pilgrim, a servant of the world, open to the world.
- B. The House for the Church stands as a witness to the world. Our buildings must reflect the understanding of ourselves in our own times, be conducive to prayer and help make us aware of the transcendent. The House for the Church should serve as a true “sign, or sacrament of salvation,” as it stands in service to the worship of God and the care of all. Thus beauty, appropriateness, honesty, simplicity, and humaneness must characterize the architecture of this House for the Church.
- C. In preparing to build or to renovate, a complete and realistic plan must be developed and be able to be accomplished step by step in accord with the principles of Vatican II. These principles regarding the art, architecture and environment for church building are given by the U.S. Bishop’s Committee on the Liturgy in Built of Living Stones: Art, Architecture and Worship (National Conference of Catholic Bishops, 2000.)
- D. Because the task of building or renovation is a complex one which calls for a great deal of education, reflection, as well as input from the community, a Diocesan Building and Planning Commission (DBPC) has been established for the Diocese of Crookston. This Commission has prepared the following technical aid, a check-list, for use by parish leadership involved in a building or renovation project. It covers the seven major phases in building or renovating and it indicates when it is necessary to involve the DBPC and when it is necessary to request various proxies.
- E. The chairperson of the Building and Planning Commission (Liturgical Coordinator of the Office of Worship) must be contacted prior to any redecoration or renovation of the worship space, especially the sanctuary of any church or chapel in the Diocese of Crookston. Any renovation or remodel of any part of a church building must be approved. The DBPC will be invoked as needed for consultation.
- F. Every effort should be made when remodeling a church or rectory to provide provisions for handicap accessibility.
- G. Scope of the DBPC
 - 1. Assist parishes in developing goals for a building project to include: standards set by the USCCB (Built of Living Stones) and our Bishop, creating spaces to facilitate sacraments and encourage participation, handicap accessibility of the entire church building – sanctuary, reconciliation, bathrooms, hospitality, etc.
 - 2. Review final goals of the parish
 - 3. Review the design of the project
 - 4. Recommend final plan to Bishop before presentation to College of Consultors
 - 5. Review the finished project with the pastor
 - 6. Continuing Education of the members of the Building Commission on Liturgical requirements of a church building and worship space.

revised February 2014

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Building/Renovation of Parish _____

PHASE I – PREDESIGN

Complete

Incomplete

1. Develop preliminary project goals.

2. Assess parish attitudes toward project.

3. Receive counsel from Bishop and Diocesan Liturgy Commission.

4. Select and organize a team (e.g. building committee).

5. Analyze existing facilities to be involved in project.

6. Develop project program:

a. Verification of need

b. Scope of project

c. Tentative schedule

d. Budget

e. Financial sources and strategy: Diocesan policy is to have 50% of funds needed on hand with secure and certain source in place for the remaining funding.

7. Submit program to DBPC.

8. Program approval by DBPC.

9. Obtain proxy for fund raiser (if necessary).

10. Obtain proxy to hire architect.

Note: Any parish considering construction of a new building, or the renovation of an existing building involving substantial structural change is to employ the services of an architect in the design and building of the structure.

11. Conduct an education process for parish.

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PHASE II – SITE ANALYSIS

Complete	Incomplete	
_____	_____	1. List expansion of other long-range development plans.
_____	_____	2. Analyze alternative sites.
_____	_____	3. Select site.
_____	_____	4. Secure Zoning.
_____	_____	5. Site is approved by Bishop.
_____	_____	6. Proxy for purchase of land is obtained.
_____	_____	7. Secure ownership with clear title to land.
_____	_____	8. Update project schedule and budget.

PHASE III – SCHEMATIC DESIGN

Complete	Incomplete	
_____	_____	1. Develop preliminary design(s).
_____	_____	2. With parish participation, select and approve a design.
_____	_____	3. Review with DBPC.
_____	_____	4. Pastor, together with team, present project to College of Consultors.
_____	_____	5. Update project schedule and budget.

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PHASE IV – DESIGN DEVELOPMENT

Complete	Incomplete	
_____	_____	1. Building development (selection of all aspects of building including heating, A/C, interior and exterior materials, parking, landscaping, etc.).
_____	_____	2. Review plan with parish.
_____	_____	3. Finalize architectural plans and specifications.
_____	_____	4. Submit the completed plans to the DBPC for final recommendation to Bishop.
_____	_____	5. Submit the completed plans and budget to the College of Consultors for approval.
_____	_____	6. Let bids.
_____	_____	7. Update project schedule and budget.
_____	_____	8. Obtain proxy for project expenses.

PHASE V – CONSTRUCTION DOCUMENTS

Complete	Incomplete	
_____	_____	1. Acquire documentation proving that proper bond and insurance requirements are met. \$2,000,000.00 liability coverage is required of all contractors doing business within the Diocese, and evidence of this coverage must be provided to the DBPC prior to signing contracts and coverage must continue throughout the duration of the project.
_____	_____	2. Review bids.
_____	_____	3. Select desired bidder(s).
_____	_____	4. Sign contract (contractor, pastor and two trustees are to be present).
_____	_____	5. Update project schedule and budget.

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PHASE VI – CONSTRUCTION

Complete	Incomplete	
_____	_____	1. Communicate with contractors only through architect on a periodic basis.
_____	_____	2. Receive and review periodic reports from the architect.
_____	_____	3. Review and approve change orders.

PHASE VII – POST CONSTRUCTION

Complete	Incomplete	
_____	_____	1. Receive maintenance manual(s) and instructions from contractor(s).
_____	_____	2. Assemble a team consisting of parish representatives, building committee members, pastor and DBPC members for post construction evaluation
_____	_____	3. Report any problems to the contractor.
_____	_____	4. Send the ORIGINAL blueprints (including notes on any modifications made to the blueprint) to the Diocese to be kept on file in the archives.

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DIOCESE OF CROOKSTON
LOAN APPROVAL WORKSHEET

Parish Name/City _____

Date _____

PROJECT: Please summarize your parish building plan (attach as Exhibit A).

Use of Funds

Land only acquisition \$ _____

Architectural and Consultant \$ _____

Renovation \$ _____
(Expansion or Repair)

Purchase of existing property \$ _____

New Construction \$ _____

Equipment/Furnishings \$ _____

Other (e.g. demolition) \$ _____

Total Cost of Project \$ _____

Source of Funds

Cash on Hand for project \$ _____

Pledges (signed) \$ _____

Fund-raiser (goal) \$ _____

Loan Requested (see below) \$ _____

Total funds available \$ _____

Loan Requested

Amount of Loan \$ _____

Short Term/Construction Loan \$ _____

Terms in years _____

Interest Rate _____

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Lender	_____
Long Term Loan	\$_____
Terms in years	_____
Interest Rate	_____
Lender	_____

SUPPORTING DOCUMENTS

Please attach the following:

1. Current financial statement/receipts and expenses
2. Parish/School budget
3. Last three years financial statements
4. Projected receipts and expenses for three years
5. Cash flow with project included
6. Time table
7. Insurance
8. Programs to be added as a result of the project
9. Programs to be deleted as a result of the project

PRESENT DEBT OF PARISH

<u>Lender</u>	<u>Original Amount of loan</u>	<u>Date of Loan</u>	<u>Interest Rate</u>	<u>Payments</u>	<u>Balance Due</u>	<u>Collateral</u>
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VARIOUS CONSULTATIVE BODIES

Notes on Repairs and Improvements

- A. The Diocese of Crookston has a policy of assuring the maintenance and repair of all church buildings.
- B. Apart from ordinary repairs, no alteration of space and no renovation may be made in any parish or diocesan building without authorization from the DBPC.
- C. Proxies are needed
 - 1. for the hiring of an architect (if the fees exceed \$12,500.00),
 - 2. for signing any construction or renovation contract (if it exceeds \$12,500.00),
 - 3. for loans of any amount.