Flowchart for Renovation and Construction Projects

Exploration
Letter from parish to the Archbishop

Written Approval from the Archbishop

Discernment
Building committee formed.

Meeting for Finance and Building Committees and Pastoral Council for Joint Presentation by Property and Construction Services Director and Parish Financial Services Director.

Building Committee
Meet with Property and Construction Director
Meet with Director of Inclusion Ministry
Prepare Discernment Report
Select Architect (with approval of Property and Construction Director)
Select Contractor using a negotiated contract (with approval of Property and Construction Director)
Appoint a Liturgical Consultant (if necessary)
Meet with *Archdiocesan Building Commission* (ABC) to review Discernment Report and Master Plan

Finance Committee
Prepare initial financial projections
Develop fundraising plan and loan requirements
Complete initial funding and financing plan
Meet *with Parish Revolving Fund Commission* (PRF) to review initial funding plan

Written approval of the Archbishop of both the design and funding plans.

Select fundraising consultant (if necessary)

Stop design work until fundraising is complete.

Fundraising Drive

Revised Project Financing Form submitted to Parish Financial Services

Written approval from the Director of Administration and Finance setting a maximum dollar limit.

Schematic Design

Building Committee, Architect and Liturgical Consultant produce schematic Drawings
Parish Comments on the design concept
ABC Schematic Design and Project Budget

Parish collects pledges and deposit to PRF account.

Acceptance of Schematic Design by the ABC

Design Development Construction Documents

Building Committee, Architect and Liturgical Consultant develop construction drawings
ABC reviews construction drawings at 95% completion

Continue collecting pledges
PRF director reviews project cash flow

Director of Administration and Finance approves cost estimates, cash flow and fundraising.

Written approval to proceed with construction project

Construction Contract
If the project is bid, they are opened at the ABC meeting.

Construction

Construction and Warranty