

**PROCEDURES  
FOR PROCESSING REQUESTS FOR  
NEW CONSTRUCTION, REPAIRS, REPLACEMENTS OR IMPROVEMENTS**

**FIRST STEPS**

1. The Diocesan Building Commission (Commission) has been established to assist the parishes, the Pastors, and the Bishop in regard to new construction, repairs, replacements and/or improvements to parish property, worship space and liturgical furnishings.
  
2. Annually, each parish should submit along with the annual parish Financial Report, a Resolution signed by the Trustees and the other Members of the parish Corporation, authorizing the Pastor to spend up to \$10,000.00 of parish funds for ordinary repairs, replacements and/or improvements of the parish property. Any expenditures for these purposes involving between \$10,000.00 and \$25,000.00 require consultation from the Parish Pastoral Council and approval of the Parish Finance Committee before the submission to the Bishop with two (2) bids, necessary building permits, and acceptable co-insurance. Expenditures of less than \$25,000.00 for changes and improvements to the worship space or to the liturgical furnishings, other than routine maintenance or repairs, must have the approval of the Bishop which is obtained through the Art and Environment Committee of the Diocesan Liturgical Commission. The worship space is defined as the interior of the church building.  

For expenditures over \$25,000.00 the Diocese of Norwich requires the approval of the Bishop which is obtained through the Diocesan Building Commission. In the case of an emergency, telephone communication with the chair or members of the Diocesan Building Commission is appropriate.
  
3. Until further notice, the Diocesan Building Commission will meet on the first Tuesday of every month, at 10:30 a.m. at the Chancery. An appointment with the Commission may be made through its Chairman, or any one of the other members. Emergency or special meetings will be called in cases of necessity. In addition, the Chair-persons of the Diocesan Building Commission and of the Art and Architecture Committee of the Diocesan Liturgical Commission are available to meet with the Pastor, and/or with parish committees to discuss projects which are in the planning stages.
  
4. Although the following policy is worded specifically for the parishes of the Diocese it shall also apply to the various offices, institutions and ministries of the Diocese and will be applicable to and binding upon Ministry and Institutional Administrators.

**Part 1: INITIAL MEETING WITH COMMISSION; PRELIMINARY APPROVAL OF PROPOSAL BY COMMISSION**

- a) The proposal is to be presented by the Pastor or his Representative to the Diocesan Building Commission at a regular, or special meeting, to receive preliminary conceptual approval.
- b) Prior to the above meeting with the commission, no formal contact should be made by the pastor, or by any parish committee, with any architect, designer, contractor, or supplier.
- c) Prior to the above meeting, no drawings, specifications, bids, proposals or contracts are to be sought by the Pastor and/or any parish committee.
- d) During this initial meeting, the Commission will assist and counsel the Pastor and/or parish committee regarding the proposal under consideration. In the event that the project will involve the Church worship space or several contractors and vendors, and depending on the value or complexity of the work to be done, it may be necessary to engage the services of an architect, liturgical consultant and/or of a structural and/or mechanical engineer, or of other experts or professionals, all of which will be discussed at the preliminary meeting. To the extent necessary, the Commission will assist in the selection of an architect, liturgical consultant and such other experts or professionals who may be needed. Also to be discussed in general at this first meeting are the following matters: solicitation of bids (at least three (3) competitive bids should be sought); necessity of contract, or contracts, including contract provisions and the administration of the contract; required insurance and procedure for obtaining same; and methods and materials of construction. The Commission will also review and explain the procedure to be followed for final approval and the necessary forms to be completed and submitted.
- e) When a project involves the change or improvement of worship space or liturgical furnishings, the Commission will advise the Pastor and/or parish committee of church documents which must be adhered to in such work and suggest resource and educational materials, seminars and courses which are available for both committee and parish-wide education in the design of worship as directed by the Church. All changes to the worship space and furnishings for the Liturgical Celebration must be in accord with approved norms. Ordinarily the Art and Environment Committee of the Diocesan Liturgical Commission is to be consulted.
- f) The Commission will notify the Pastor whether preliminary approval of the proposal is granted, either at the first meeting, or as soon thereafter as possible

**Part 2: ENGAGEMENT OF PROFESSIONALS; PRESENTATION OF DESIGN, COST ESTIMATES AND PAYMENT PLAN TO THE COMMISSION; ACTION BY THE BISHOP.**

- a) Assuming that the Building Commission has granted preliminary approval of the proposal, the Pastor and/or the parish committee will then proceed to engage such professionals as are necessary, with and subject to the continuing advice and approval of the Commission.

The design professional, under the direction of the Pastor and/or parish committee, will proceed to develop a number of schematic designs from which a single development design is prepared for presentation to the Building Commission for approval. The development design shall consist of the following as may be appropriate: site plan, floor plans, exterior elevations, major interior elevations, major new building sections, furnishing arrangements and major finishing materials. Renderings and models are not required.

- b) For work affecting the worship space and liturgical furnishings, the development design must be presented to the Diocesan Building Commission for review prior to submittal of the design to the parish community. Through the Diocesan Building Commission the design will be reviewed by the Art and Architecture Committee of the Liturgy Commission of the Diocese of Norwich. The design will be evaluated in terms of compliance with church documents governing the design of such spaces and furnishings. A written approval or list of specific concerns regarding the design will be prepared by the Art and Architecture Committee. If there are major concerns a revised design must be reviewed and approved by the Art and Architecture Committee prior to presenting the design to the parish. From a practical point of view, the design for the worship space and designs for liturgical furnishings may be submitted for approval at different times as they are developed. If the project involves a major re-design of a worship space, a preliminary review of the selected schematic design by the Art and Architecture Committee is advised and may be requested by the Pastor or parish committee.
- c) Subsequently, the Pastor and/or the parish committee will obtain and submit to the Commission, at its regular or special meeting, for the review, suggestions and approval of the Commission, the following:
  - 1) Development design, with cost estimates
  - 2) The appropriate form or forms (which were made available by the Commission at the initial meeting) for new construction and/or major repairs.
  - 3) A proposed payment plan for the work, which has been approved both by the Pastor and by the parish Finance Committee
- d) No permission to go forward will ordinarily be granted unless at least fifty percent (50%) of the proposed final cost is already on hand and the remainder pledged. If borrowing is necessary, the Commission will require a written plan describing the details of the loan and how the debt will be paid off in a reasonable period of time (e.g. 10 to 15 years). Such plan is to be submitted prior to the granting of permission. Any such loan should be made without the need of a Diocesan Guaranty and should comply with Diocesan policy regarding Alienation and/or Jeopardization of Parish Property.
- e) The Commission will review the development design, the cost estimates, the payment plan, and, if the design involves changes to the worship space and liturgical furnishings, the report of the Art and Architecture Committee of the Liturgy Commission of the Diocese of Norwich and make its recommendation concerning the project to the Bishop for his review and final decision.

- f) The recommendation of the Commission shall represent the consensus of the Commission membership.
- g) The Bishop's decision whether to approve the project or not, will be forwarded in writing to the Pastor, with a copy to the Commission.
- h) If the Bishop approves the project, the Pastor and/or parish committee may direct the design professionals to complete as necessary the production of the construction documents consisting of drawings, specifications and contractor bid packages.
- i) Subsequent to the approval of the development design by the Bishop, if changes are made to the development design during production of the Construction Documents, such changes shall be submitted to the Diocesan Building Commission for review, with the possibility of the requirement for approval by the Bishop, if in the opinion of the Commission the changes are substantial.

**Part 3: PROCEDURE FOR PROCESSING REQUESTS; FOR CARRYING OUT THE PROJECT, AND THE WORK ITSELF**

- a) If the Bishop approves the project, the pastor will call a meeting of the Parish Corporation for a formal vote to proceed. The formal resolution (or Directors' Consent) of the Parish Corporation approving the project will be filed in the parish records and a copy will be filed with the Chancery.
- b) The Pastor will also provide the Bishop with copies of the written approval of the project by the Parish Finance Committee after consultation with the Parish Pastoral Council.
- c) The Pastor should then have a written contract prepared by the parish attorney, which shall include the following: the scope of the work to be done, incorporating the plans and specifications provided by the architect, or by the engineer, as may be appropriate; inception date and completion date; cost of the work and payment schedule; provision for the completion and delivery of mechanic lien waivers before payments are made; provisions concerning necessary licenses and permits and other governmental approvals as may be necessary; the exact names and addresses and type of legal entity of the contractor authorizing entry into the contract, and/or individual guarantees (by the contractor or sub-contractors); insurance provisions; and such other provisions recommended by the parish attorney. The contract must be approved by the Bishop or his representative before it is executed.
- d) Prior to the execution of the contract, it must be determined that the contractor is adequately licensed and insured, and to that end, the contractor must provide the Pastor with an insurance policy, or policies, or a certificate of insurance coverages, naming both the parish and the Diocese of Norwich as "additional insureds", and containing types and limits of coverage acceptable to the Diocesan liability insurance carrier. In addition to liability coverage, arrangements may have to be made for Workers Compensation, automobile, completed operations, and if appropriate, Builders Risk Insurance coverage. Provision must also be made for the upkeep and maintenance of the policy (or policies),

by the contractor until the work is completed, at his own expense. The necessary insurance forms may be obtained from the Building Commission or the diocesan liability insurance carrier, and must be filed with the Building Commission.

- e) In certain situations, Performance and/or Labor Bonds may be required, subject to the advice and approval of the Building Commission. The Building Commission will determine whether a "Clerk of the Works" is necessary.
- f) If the work is to take more than thirty (30) days to complete, the payment schedule should require that requisition for payment be made by the contractor and/or sub-contractor at the end of each month for work completed to date and for materials purchase and existing on site.
- g) For work which takes less than thirty (30) days to complete, no payment should be made before completion of the work. In the event that the contractor needs to purchase materials to start the job, the contract should provide that the materials will be purchased by and in the name of the parish and that they be delivered to the parish and be effectively insured on behalf of the parish.
- h) The contract should provide that the parish is exempt from State of Connecticut Sales and Use Taxes, so that the proper exemption from same will be afforded the parish.
- i) On completion of the project the Pastor will forward a report to the Bishop, with a copy to the Building Commission, setting forth the date of completion, the total cost of the project and any other relevant information, including copies of the contract and other contracts and (if applicable) loan documents.

**These guidelines will become effective immediately upon their promulgation.**

**Published and Promulgated at Norwich this 29th day of November, 1998.**

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The Most Reverend Daniel A. Hart, D.D.

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Reverend Monsignor Robert L. Brown  
Chancellor