

DIOCESE OF NORWICH

Request for Permission for New Construction, Repairs, Replacement or Improvements

Parish _____

Permission is herewith requested to spend parish funds for new construction, repairs, replacements or improvements, as follows:

_____ Total (Estimate)\$ _____

If these expenditures involve changes to the worship space, this request must first be sent to the Art and Environment Committee of the Liturgical Commission for their consideration and then to the Bishop for his approval.

If these expenditures are less than \$25,000, please send the report of the Parish Finance Committee along with two bids, the necessary building permits and acceptable co-insurance to the Bishop.

If these expenditures are over \$25,000, the Diocesan Building Commission must approve the proposal. Please indicate where the funds will come from for the new construction, repairs, replacements or improvements.

Report of Art and Environment Committee attached (if necessary) _____

Approval of the Diocesan Finance Officer _____

Approval of the Diocesan Building Commission (if necessary) _____

Before making this request, I have met with the Parish Pastoral Council members, the Parish Finance Council Members and the members of the Parish Corporation, who approved this expenditure. (If approval was not given, please explain the reasons.)

Date: _____

Pastor

Permission Granted on _____ by _____