

POLICY AND PROCEDURE FOR BUILDING OR RENOVATING

1. Notify the Bishop and your Dean in writing of any new building or church renovation that you wish to undertake. Without the Bishop's approval, your project may not proceed.
2. The Bishop grants approval in writing to proceed with planning (but not fundraising; permission to begin fundraising is not given until step 7) and provides copies of the letter to the Dean, Office of Diocesan Buildings and Grounds, Office of Sacred Worship, and St. Ambrose Financial Services, Inc. If the project involves an educational facility, the Bishop contacts the Director of the Office of Catholic Schools for additional information about the school and the project. The Director of the Office of Diocesan Building and Grounds serves as the principal contact for the building or renovating project.

It should be noted that this written approval is in no way intended as approval of the entire project; rather, it is simply approval to begin and continue with the procedure for building or renovating.

3. The Bishop directs the pastor to contact the Director of the Office of Diocesan Buildings and Grounds regarding the building project, so that the Director of the Office of Diocesan Buildings and Grounds can:
 - A. Identify the type of project.
 - B. Notify the proper offices for involvement in the project.
 - C. Schedule an initial meeting with the pastor, the Director of the Office of Sacred Worship and possibly the Director of the Office of Catholic Schools at which time they:
 - i. Review entire process with the pastor.
 - ii. Explain St. Ambrose Financial Services, Inc. services.
 - iii. Review the process of consultation in the parish.
 - iv. Provide an overview of Federal and/or State building regulations.
 - v. Identify potential Parish Planning Committee members or discuss the needs of forming a committee.
 - vi. Discuss use of architects, engineers, and contractors.
 - vii. Answer any questions which the pastor may have.
4. The pastor convenes the Parish Planning Committee.
5. Self-education of Committee: the Parish Planning Committee is charged to undertake formation in its understanding of liturgical, educational, legal (especially asbestos), and financial matters.
6. With this knowledge, the Parish Planning Committee formulates a Needs Assessment Report about the project and submits it to the Office of Diocesan Buildings and Grounds.

All involved offices will meet to review the Needs Assessment Report and submit written recommendations to the Bishop regarding the project.

7. If the Bishop approves of the written proposal, he grants permission for the project to continue, permission to raise funds, and permission to retain an architect.

The Director of Diocesan Buildings and Grounds (and the Director of the Office of Sacred Worship, if necessary) will provide consultation to the parish regarding their project and will streamline and assist the parish in accessing necessary departments or architects who will produce architectural renderings with cost projections.

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8. When the preliminary drawings for the proposed building or renovation are approved by the parish, they are submitted to the Director of Diocesan Buildings and Grounds who will forward the design to the Bishop, Dean, and Office of Sacred Worship. If the project is a church building, the Director of the Office of Sacred Worship may meet with the Parish Planning Committee to review the proposed design.
9. With the Bishop's communication of approval of the preliminary drawings, the next step is to have the architectural drawings completed. Upon completion of the drawings, copies should be forwarded to the Director of Diocesan Buildings and Grounds along with any available Computer Aided Drafting (CAD) files from the architect or designer.
10. Before the final approval of the project by the Bishop, finances must also be in order. The parish is required to have 90% cash available (of the total cost) invested in St. Ambrose Financial Services, Inc. prior to final approval by the Bishop. The Diocese would grant loans for the remaining 10% for the building projects. The parish financial information will need to be presented at the Building Commission meeting in reference to total cost of the building proposal and total pledges to repay any proposed loan, along with total cash on hand. The parish must be current with all accounts receivable and loan payments due St. Ambrose Financial Services, Inc.
11. Upon completion of architectural drawings and preliminary financial requirements, the pastor, through the Director of Diocesan Buildings and Grounds, sets a date to convene the Building Commission, at which time final approval is granted for the architectural design. It is the Bishop's decision when and if he wishes to call a Building Commission meeting to grant final approval for the architectural design. With the approval of the architectural design, the parish is now able to solicit bids for the project. These bids must first be approved by the Diocese before they are accepted.
12. After the parish has chosen the contract(s)/selected bid(s), they are sent along with the *Improvement Authorization Request Form* to be reviewed and signed as outlined in the Contract Review Procedure (**SEE attached**).

All paperwork for the project, including the *Improvement Authorization Request Form*, **original** contract(s)/selected bid(s) and certificate(s) of insurance **must** be sent directly to the President of St. Ambrose Financial Services, Inc. for review. The attorney must also review all documents submitted. A certificate of insurance **must** accompany each contract. The certificate of insurance must state in the box titled DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS: **Additional Insured is the Diocese of La Crosse, Bishop William Callahan, and (Insert Name of Parish) Parish.** St. Ambrose Financial Services, Inc. will forward a copy to the Director of the Office of Diocesan Buildings and Grounds for review.

After all the required paperwork has been completed, the President of St. Ambrose Financial Services, Inc. sends the contracts to the Bishop for his signature. **The President of St. Ambrose Financial Services, Inc. then sends copies of the approved contract back to the pastor. The pastor provides the individual contractors with a copy of the contract.**

13. The Office of Diocesan Buildings and Grounds will assist pastors to resolve all issues or conflicts regarding capital improvements/projects.

The Director of the Office of Diocesan Buildings and Grounds must also approve any project change orders, change in the project's overall scope of work or additional contracts for the project.

14. Copies of all paid invoices on capital projects should be sent to the Director of the Office of Diocesan Buildings and Grounds in order to estimate and forecast future project costs more accurately.