

BUILDING AUTHORITY AND THE DIOCESAN BUILDING COMMITTEE

I. CANONICAL NORMS AND DEFINITIONS

- A. The Pastor's Role Proper routine maintenance of buildings is the responsibility of the parish under the pastor's leadership. Planned, regular maintenance prolongs the useful life of parish structures. Such routine maintenance is ordinary parish expenditure.
- B. The Building Committee In conjunction with the diocesan Consultors, the diocesan Building Committee advises the bishop on projects involving building and construction. Its focus is architectural and liturgical.
- C. The Diocesan Building Committee is accountable to the College of Consultors and the diocesan bishop. The Committee is also ready to help parishes and other diocesan juridic persons in preparing specific proposals to present to the bishop for approval.

II MEMBERSHIP OF THE DIOCESAN BUILDING COMMITTEE

- A. The diocesan Building Committee members will be appointed by the bishop for a six year term, renewable indefinitely or for a period of time agreeable to both parties.
- B. The members shall be drawn from, but not exclusive to, former or current building professionals, including:
- An architect
 - A general contractor
 - An mechanical or electrical engineer
 - A liturgist
 - A civil engineer
 - A committee chair

III LAW AND DIOCESAN POLICIES

- A. **WORSHIP SPACE** All remodeling of the worship space of a church, chapel or established oratory must first be referred to the bishop. If the bishop agrees with the concept, he will then refer the project to the diocesan Building Committee. In such cases, the diocesan Building Committee will ask the diocesan Liturgical Commission to appoint a person to work with

the Building Committee. This person need not be a member of the Liturgical Commission.

- B. **OTHER CHURCH BUILDINGS** The bishop will refer any construction/remodeling projects of other Church buildings over \$10,000 to the diocesan Building Committee for their review and further action.
- C. For all the above cases, it is not permissible for anyone to legally or validly enter into contracts without the approval of the bishop who is the corporation president of ecclesiastical institutions within his jurisdiction, according to civil law. (See sample contract, Appendix VI-3.)

IV PROCESS OF DEVELOPING A PROJECT

- A. After receiving the recommendation of the Parish Council, the first formal step in initiating a building/remodeling project is for the pastor to seek initial approval from the diocesan bishop (or his delegate). The request for approval must include a basic sketch of the building and a basic assessment of the financial plan for the project.
- B. The bishop will refer the project to the diocesan Building Committee.
- C. The pastor and parish leaders will meet with the diocesan building Committee or a designated representative of that committee in Rapid City or at the site of the proposed project if it is deemed helpful. The project will be outlined and pertinent questions discussed. The financing of the project and the ability of the parish to meet those obligations will be discussed. This will include a review of the ongoing expenses and cash flow of the parish.
- D. The Building Committee can at this point recommend the project to the bishop for first approval or ask for further study and clarification regarding the project and/or its financing. In this case, a second (or more) meeting with the Building Committee will be required until the project can be recommended.
- E. The bishop may seek the advice of the College of Consultors regarding the recommendation of the Building Committee. For this first approval, they will also discuss the viability and future plans for the parish or institution desiring to begin the project to determine if this is a prudent course of action for this parish or institution at this time.

- F. When the bishop has given first approval the pastor and parish leaders will proceed with the first four phases of the American Institute of Architects' eight phases construction plan. These are:
- Predesign
 - Site Analysis
 - Schematic Design
 - Design Development
- G. The pastor and parish leaders will also develop a financial plan for the project including: projected costs plus a contingency of 15%, monies available, and a payment plan for the project. One half of the projected costs, plus one half of the 15% contingency costs must be in-hand prior to obtaining the final approval to proceed with remaining phases of the construction plan listed in paragraph J.
- H. The plans under F and G above will be reviewed by the Building Committee. The Building Committee will make its final recommendation to the bishop and College of Consultors.
- I. The bishop with the advice of the College of Consultors will give final approval to the project.
- J. The pastor and parish leaders can then proceed with the remaining phases of the American Institute of Architects' eight phases construction plan. These are:
- Construction Documents
 - Bidding/Negotiation
 - Construction
 - Post Construction
- K. If a Design-construction method is employed or if bids come well beyond the budget plan for the project or if the project itself is radically altered from its initial conception, it is required that consultation takes place with the diocesan Building Committee and the diocesan Finance Council. In cases of unresolved issues, the bishop may be asked to enter into these discussions. Change orders of \$5000.00 or more must be submitted to the Diocesan Building Committee chairman to allow the committee to review and provide a recommendation to the bishop. Approval by the bishop is required before change orders proceed.
- L. When construction contracts are ready for signature, the bishop as president

and the vicar general and chancellor will also give their proxy votes to the pastor to vote at a meeting of the parish corporation to accept or reject the bids and sign the necessary contracts. The pastor as corporate secretary/treasurer, also voting the proxies of the president, vice president and two officials of the parish council (trustees) are to meet as the corporate board to accept or reject the bids, approve the contracts, and permanently record the action in the minutes of the parish corporation (council minutes). Copies of contractual agreements are to be sent to the Diocesan Building Committee.

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