

Appendix 26: Building Policy Diocese of Bismarck

BUILDING POLICY DIOCESE OF BISMARCK

A very significant and formative experience in the life of a parish community is the process of building or renovating the church or other parish buildings. The decisions made about the renovation, remodeling, expansion or construction of parish facilities will have a lasting impact on that parish community. The financial impact of a building project will also affect the life of the parish, possibly for years to come.

With these points in mind, it is vitally important to establish a sound process for making the best possible decisions. The Diocese of Bismarck wants to assist in defining a process that will lead to wise and prudent decisions about any building or renovation project a parish undertakes. Authorization of the Bishop to proceed occurs at different stages of the process. Therefore, timing, planning and collaboration are foundational to good decision making.

In this spirit, these steps are outlined and are to be utilized in the process of building and/or renovation.

1. INFORMAL DISCUSSION

A Pastor who contemplates a building/renovation project may have an informal discussion with the Bishop when a project is considered and recommended by the parish pastoral council. The Bishop will schedule a meeting with the Pastor, any appropriate parish staff and the Diocesan Building Commission.

2. DIOCESAN BUILDING COMMISSION

The Pastor and appropriate parish leaders will demonstrate the need for the project. With the Building Commission, they will be expected to cover these areas to do with the project:

- Review of long range planning for the parish.
- Endorsement of parish finance council and parish pastoral council.
- Review of a preliminary schematic drawing prepared by an architect.
- Report on the financial status of the parish (current and previous two years) that defines resources available for expenditures. This financial evidence should indicate the parish can complete the project and cover defined debt service, if any.
- Proposed method of financing the project.
 - The policy and expectation of the diocese is that 50% of needed funding is raised and on deposit in the Parish Expansion Fund of the Diocese of Bismarck and 100% of the remaining balance is pledged to the parish.
 - Need for a capital fund drive. If in progress, the status of the drive, cash on hand, and financial report of monies that can be dedicated to the project.
 - Need for a loan from Parish Expansion Fund or loan from commercial bank
 - Projected budget for all costs of the project.

3. EDUCATIONAL PROCESS

The pastor, parish council and finance council will present an educational process to the parish that will lead the people to understand the need for and purpose of the proposed project. Aspects to be included are: goals for the project; financial capability and viability of the parish or mission, implementation of proper liturgical norms and attention to existing building codes and special laws, e.g. handicap accessibility. The parishioners should reach a positive consensus to move the project forward.

4. FURTHER DEVELOPMENT OF PROJECT and SECOND MEETING

- The pastor and parish leaders will meet with the Building Commission either at the Chancery or on site at the parish or mission, as deemed feasible. The project will be outlined and clarified in accord with what was presented in the preliminary meeting with the bishop. The request for approval must include a basic architectural sketch of the project, a basic assessment of the financial plan for the project and a review of the consensus of parishioners.
- The pastor and finance leaders from the parish or mission will review in-depth the financing of the project as presented in the preliminary meeting with the bishop and the ability of the parish to meet the obligations to be assumed. This will include a review of the parish's ongoing expenses and cash flow.
- The diocesan finance officer will review the process for applying for a loan from the Parish Expansion Fund or a commercial bank.
- At this point, the Building Commission can recommend the project to the bishop for first approval and for granting of a resolution or they can ask for further study and clarification regarding the project and/or its financing. Should the latter choice be made additional meetings with the Building Commission will be required until the project can be recommended to the bishop for approval.
- If the project is deemed not to be feasible, this process will cease.
- With the positive recommendation of the Building Commission the bishop will grant a resolution to the Pastor and permission to move forward with the project development.

5. CONTRACTS WITH ARCHITECT AND CONTRACTORS

- The pastor and parish leaders may proceed with the first four phases of the American Institute of Architects' (AIA) eight-phase construction plan. Diocesan insurance policies require that contracts with architects and contractors be reviewed and approved by the Catholic Mutual Group prior to parish acceptance. This is accomplished through the diocesan fiscal officer. The first four architectural phases are:
 1. Pre-design
 2. Site Analysis
 3. Schematic Design
 4. Design Development
- A subsequent meeting; if needed, with the Building Commission will occur to review these plans along with the updated financial plan, to seek the Commission's recommendation for the project's final approval by the bishop.
- The bishop grants his final approval and issues a resolution to proceed.

6. FINAL DEVELOPMENT OF PROJECT

- The pastor and parish leaders can proceed with the remaining phases of the AIA eight-phase construction plan. Those remaining are:
 5. Construction Documents
 6. Bidding/Negotiation
 7. Construction
 8. Post Construction
- Additional consultation with the Building Commission of the Diocese of Bismarck must take place in these situations:
 1. If a Design-Construction method is employed.
 2. When bids exceed the estimated cost/budget plan.
 3. If the project is radically altered from its initial plan.

In case of unresolved issues, the bishop will enter the discussion and reach a final determination regarding a resolution to enable the project to proceed.

7. POLICIES CONCERNING ARCHITECTS AND CONTRACTORS

- Architects engaged must sign the standard AIA "Contract Between Owner and Client", as amended by the diocesan attorney. Architects must also provide evidence of professional liability insurance (errors and omissions) currently in force, with minimum coverage of \$1,000,000. A higher limit may be required dependent upon the scope of the project.
- Any contractor performing work must furnish a certificate validating current insurance coverage for comprehensive general liability and complete operations liability coverage. Guidelines set by the insurance company for the parish/Diocese of Bismarck will be followed. The Catholic Mutual Group has these guidelines established and on file with the diocese and each insured entity. Minimum limits must be \$500,000 per person, \$1,000,000 per accident, \$500,000 property damage. The scope of the contract may require additional coverage. Consultation with the diocesan fiscal officer is required to assure that all insurance concerns are satisfied.
- Competitive bids should be invited on all projects that exceed \$25,000.
- All requests for change orders in the project in excess of \$25,000 or 5% of project cost, whichever is smaller, are to be reviewed by the Building Commission.

8. GENERAL CANONICAL POLICIES

1. No church is to be built without the express written consent of the diocesan bishop. (Canon 1215 §1)
2. In the building and repair of churches, the principles and norms of the liturgy and of sacred art are to be observed, after the advice of experts has been taken into account. (Canon 1216)
3. After construction has been completed properly, a new church is to be dedicated or at least blessed as soon as possible; the laws of the sacred liturgy are to be observed. (Canon 1217 §1)
4. Churches, especially cathedrals and parish churches, are to be dedicated by the solemn rite. (Canon 1217 §2)
5. *Built of Living Stones, Art, Architecture and Worship* guidelines of the United States Conference of Catholic Bishops, 2000 and the norms in the *General Instruction of the Roman Missal*, 2001 are to be observed.