

# Flowchart for Master Planning or Major Construction

(Construction of a New Building or Major Renovation including Anything Involving the Worship Space)

## DISCERNMENT PHASE

Letter from Pastor to the Bishop to explore the Project

Written Approval from the Bishop to explore project, spending limit up to \$40,000 (via his delegate, Chancellor for Administration)

Parish or School to Form a Building Committee

Parish Finance Council and Building Committees to schedule a meeting with Pastoral Committee for Joint Presentation by Executive Director of Construction & Real Estate, Diocesan Finance Officer & Executive Director for Stewardship & Development

### Parish or School Building Committee

Meet with Executive Director of Construction & Real Estate  
 Prepare Discernment Report (What is the scope and why is it needed)  
 Select Architect and obtain a Preliminary/Conceptual Design Proposal (with approval Executive Director of Construction & Real Estate)  
 Select Contractor/Construction Manager using a negotiated Diocesan Contract (with approval of Executive Director of Construction & Real Estate)  
 Provide periodic updates to the Bishop or his delegate (Chancellor for Administration) regarding the Discernment Report and Master Plan

### Parish Finance Council

Prepare initial financial projections  
 Develop fundraising plan and loan requirements  
 Complete initial funding and FR-001 Form  
 Meet with Controller/Diocesan Finance Officer to review initial funding plan.  
 If a bridge or construction loan is required, Parish or School is requirement to notify the Office of the Chancellor.

## DESIGN PHASE

Developing of Conceptual Design and Preliminary Budget with consulting fees up to \$40,000

Pastor or Principal to submit a Permission to Build Letter requesting permission from Bishop: Seeks approval to complete final design, establish a true construction cost, and start a Capital fundraising campaign (A meeting with Bishop may be need to discuss the project in detail)

Written approval from the Bishop for funding plans and to complete final design

Parish or School to submit TA-001 Form to transfer funding to Construction Work in Project Savings Account for design fees and pre-construction services.

Select fundraising consultant (if necessary)  
 If a bridge or construction loan is required, Parish or School is requirement to notify the Chancellor.



Stop design work until Capital fundraising is complete and/or loan application is submitted.

### Capital Campaign/Fundraising Drive

Revised Project Financing Form submitted to Diocesan Savings & Loan for Review by Finance Council

Diocesan Gift Processing Deposited into Diocesan Savings & Loan

Written approval from Diocesan Finance Officer setting a maximum dollar limit

Parish/School Building Committee, Architect, Office of Construction & Real Estate coordinate to produce schematic/development design drawings  
 Parish Comments on drawings  
 60% completed Drawings and Project Budget brought to Executive Director of Construction & Real Estate

Parish or School collects pledges and deposit into Diocesan Savings & Loan  
 If a bridge or construction loan is required, Parish or School to coordinate with Diocesan Finance Officer.

Acceptance of 60% Design Drawings Design by the Executive Director of Construction & Real Estate

### Design Development/Construction Documents

Parish/ School Building Committee, Architect, Office of Construction & Real Estate coordinate to finalize construction drawings  
 Executive Director of Construction & Real Estate reviews and approves construction drawings at 100% completion  
 Construction Manager/General Contractor to produce a true construction cost (GMP - Guaranteed Maximum Price)

Continue collecting pledges  
 Controller reviews project cash flow  
 Parish or School must complete a FR-001 form  
 If a bridge or construction loan is required Diocesan Finance Officer will provide Parish Financial Statement.

## CONSTRUCTION PHASE

Parish or School to Draft Permission to Build Letter and Parish Financial Statement addressed to Bishop with supporting documentation; and send them to Executive Director of Construction & Real Estate for final review

Executive Director of Construction & Real Estate forwards request to Chancellor for Administration and Diocesan Finance Officer approves final project cost estimates, cash flow and fundraising

Written approval from Bishop (via the Chancellor for Administration) to proceed with Construction project.

Construction Work in Project Savings Account funded to cover full anticipated budget of project (including contingency)

Construction Contract (approved by Pastor and Signed off by Chancellor for Administration) are executed and Construction Begins

Construction Begins

Change Orders: If the amount increases the contract value, it must be approved by Bishop (via the Chancellor for Administration) along with evidence of funding  
 Completion and Closeout: Warranties, As-Builds, Final Unconditional Release of Lien, Final Permi Inspections, etc.