



## Policies of the Diocese of Kansas City ~ St. Joseph

### Policy #: 230.5

#### Guidelines for New Construction and Major Renovation Projects

Approved By: Most Reverend Raymond J. Boland, D.D.

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#### *Consultative Groups*

The process of new construction or major renovation involves several consultative groups at the parish and diocesan levels. At the parish level, the process will most certainly involve the Parish Finance Council and the Parish Pastoral Council, both of which are required in each parish in our Diocese (Reference Parish Financial Administration Handbook, Section I, Policy 1.1 and "Framework for Parish Planning," November 1988). The Pastoral Council will be involved in needs assessment and setting parish direction; the Finance Council will be addressing the funding plan for the project as well as the long range financial implications of additional operational and maintenance costs and potential debt service. **The parish shall establish a Building Committee to assist in overseeing the building project and represent the interests of the parish.** The parish may also wish to establish a Development (Fund-raising) Committee to coordinate the funding of the project.

The parish will be interacting primarily with the Diocesan Building Commission, the group commissioned by the Bishop to oversee new construction and major renovation projects. At the Diocesan level, the parish will also be interacting with the Diocesan Finance Council, presenting to the Council the funding plan for the project, as well as the request for Diocesan financing.

The parish will communicate with the Bishop, the Diocesan Finance Officer, the Director of Planning, the Diocesan Construction Manager, and the Director of the Office of Worship, (as appropriate), at different points in the process.

#### *Purpose and Role of the Diocesan Building Commission*

The Purpose of the Diocesan Building Commission is to oversee and facilitate the construction/renovation process from the moment a project is approved by the Bishop to the time the project is completed and the building(s) occupied. The Diocesan Building Commission receives its charge from the Bishop and is tasked with protecting the interests of the Bishop, the Diocese and the parish. Specifically, the Diocesan Building Commission oversees those construction/renovation projects that

- a. exceed \$50,000 in total project cost, and
- b. involve either an architect, structural engineer or other professional consultant.

However, the Diocesan Building Commission may also oversee and facilitate projects that have some type of unique consideration or represent significant liability issues for the Diocese.

### *Planning/Communication*

**Deliberate planning and clear, constant communication at both the parish and Diocesan levels, are essential to the success of the projects.** The Diocesan Finance Office, the Office of Worship, the Office of Planning and the Diocesan Building Commission commit to assisting the parish in the most competent, professional way possible as the Diocese and the parish work together to complete the project.

### *Summary*

The overall process is divided into three phases:

- I. Project Review/Approval Phase  
Key Participants: Bishop, Diocesan Administration, Parish
- II. Plan Development/Construction Phase  
Key Participants: Diocesan Building Commission, Parish, Architect, Contractor
- III. Post Construction Phase  
Key Participants: Diocesan Administration, Parish, Architect

### *General Outline of Process*

The following steps are common to most new construction/major renovation projects:

- I. Project Review/Approval

- A. Identification of Needs and the Development of the Proposed Construction/Renovation Concept
- B. Letter to Bishop Requesting Approval to Review Project with Diocesan Administration
- C. Review of Parish Project Proposal by Diocesan Administration and the Diocesan Finance Council
- D. Final Approval Given by Bishop

## II. Plan Development/Construction

- A. Architect Selection and Architect's Contract with Diocese
- B. Schematic Design
- C. Design Development
- D. Construction Document and Building Contract Bidding Phase
- E. Building Contract Award
- F. Building Contract Agreement
- G. Building Construction Phase
- H. Substantial Completion/Project Occupancy
- I. Final Punch List and Architect/Contractor Submittals
- J. Final Payment

## III. Post Construction

- A. Guarantee Administration
- B. Record Retention