To All Parishes and Schools:

The Department of Temporal Affairs has created the following questionnaire to determine how to classify your facilities project.

Please answer the following questions:

1. Name of Parish Or School: ____________________________________________
2. City: Phone No. ______________________________________________________
3. Pastor/Principal _____________________________________________________
4. Provide a brief description of the facilities project: _______________________
   _____________________________________________________________________
   _____________________________________________________________________
5. What type of project are you proposing? YES    NO
   a. New Construction or Remodeling
   _______        _______
   b. Renovation
   _______        _______
   c. Repair/Maintenance
   _______        _______
6. What is the estimated cost of your project? $_________________________
7. How long will it take to complete the project? _________________________
8. Do you plan to borrow money from the Diocese? _________________________
   If so, how much? ____________________________________________________
9. Will you need a capital campaign to pay back the debt? _________________

Projects which exceed 3% of a Diocesan Entity’s annual operating income based upon the previous fiscal year end or involves building, razing, or re-building a parish structure requires the approval of the Bishop.¹

The questionnaire should be submitted to the Department of Temporal Affairs to the attention of the Diocesan Facilities Manager, Victor Gray-Lewis at victor.lewis@jacksondiocese.org. The Diocesan Facilities Manager will contact you within 2 days to discuss your project with you.

Thank you for your cooperation.

Department of Temporal Affairs

A copy of the questionnaire will be held in the Department of Temporal Affairs.

¹ See “General Financial Regulations” no. 6; and “Special Functions of the Parish Finance Councils”; “Contracts and Commitments (Non-Employment)”; et.al. in Parish Finance Council Decree and Guidelines.