Procedure for Emergency Repair Projects in the Diocese of Jackson

Definitions:

- **New construction** as used in this document refers to site preparation for, and construction of, entirely new structures and/or significant extensions to existing structures whether or not the site was previously occupied.

- **Remodeling** as used in this document does not refer to maintenance, repairs, and renovation. Remodeling does refer to a change in building footprint, reconfiguration of the original floor plan, or a substantial change to the elevation of a building or structure in which the cost makes it a qualifying event. (see Qualifying projects in the Procedure for New Construction and Remodeling Projects or Procedure for Maintenance and Repair Projects.

- **Emergency repair** as used in this document means repairs which are necessary, as a result of an emergency situation. The emergency repair should be designed to protect and maintain the functionality of the habitable space, remove immediate threat or injury to persons and property or immediate threats of violations of law.

- **Registered Design Professional** as used in this document means an individual who is registered or licensed to practice their respective design professional as defined by the statutory requirements of the professional registration laws of the state of jurisdiction in which the project is to be constructed, i.e. architect, engineer. A registered design professional does not include plumber, electrician, etc.

- **Diocesan Entity** as used in this document refers to a parish, mission, or school.

- **Building Committee** as used in this document refers to a committee organized by a parish or mission’s pastor or LEM, or, in the case of schools, by the superintendent, parochial vicar, and principal, who shall serve as a consultative and review committee throughout the life of the project. A member of the Finance Council along with other members of the parish/mission, or people who actively support the school, shall make up the Building Committee. Suggestions for other Committee members include realtors, engineers, lawyers, building contractors, attorneys, accountants, bankers, etc.

- **Maintenance and Repair** as used in this document is work required to keep existing building, equipment and utilities in their operational state. This does not include any modification that changes the character, scope, or size of the original structure, facility, utility or improved area.

- **Volunteer** as used in this document shall follow the definition as used on page 3 of the Volunteer Coordinator Manual as published by the Catholic Mutual Group. It is the responsibility of the Parish Pastor or School Principal that all volunteers comply with the Volunteer Coordinator Manual as published by the Catholic Mutual Group and all state and local laws requiring the issuance of a proper licenses.

**Purpose:** Typically, an emergency repair is not part of a new construction project, remodeling project or even a scheduled maintenance or repair project. Therefore, because of the critical nature of emergency repairs, the procedure has been condensed to allow the pastor or principal the latitude to make immediate repairs as needed. The emergency repair should do minimally what is
necessary to maintain the functionality of the habitable space, remove the immediate threat or injury to persons and property or immediate threats of violations of law.

Once the emergency repair is complete and the immediate threat has been removed all future work will follow one of the following procedures:

a. Procedure for New Construction or Remodeling  
b. Procedure for Maintenance and Repair

Provide a copy of the contract for the emergency repair to the Department of Temporal Affairs.

Mary Woodward  
Chancellor  

Rev. Lincoln S. Dall  
Vicar General  

December 1, 2019  
Date  

December 1, 2019  
Date