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 below).

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

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 or remove immediate threat or injury to persons, property or immediate threats of violations of law.

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 pastor or canonical administrator, 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.

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

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:** to provide a clear procedure for involving key personnel at appropriate intervals to ensure that New Construction and Remodeling Projects proceed according to an orderly process in which the Bishop gives his approval at key intervals, that they are managed well, and that diocesan personnel are properly informed and involved throughout the entire process.

**Qualifying projects: N.B.** All new construction and remodeling projects are considered in their entirety; that is, one may not “phase” a project to keep it from becoming a qualifying project. The Department of Temporal Affairs (Department of Temporal Affairs) shall make the final determination if a project qualifies under this procedure or under some other Diocesan policy and/or procedure.

Pursuant to The Parish Finance Council Decree and Guidelines dated 2019 states that all projects which exceed 3% of a Diocesan Entity’s annual operating income based upon the previous fiscal year end are considered extraordinary expenditures and requires the advice of the Parish Finance Council and the approval of the Bishop.

The Parish Finance Council Decree and Guidelines also states on page 2 under General Financial Regulations “The following are decreed to be Extraordinary Acts of Administration and are reserved to the approval of the Diocesan Bishop according to the norms of law as it relates to this document:

- a. To sell, exchange, mortgage or lease immovable Church Property;
- f. To build, raze, or rebuild in a new form a parish building or to make extraordinary repairs upon such buildings;
- h. To spend monies over and above the amount specified as being ordinary administration for the parish. (see previous paragraph).

The parish or school should contact the Director for the Department Temporal Affairs to review the financing options for the proposed project prior to soliciting for bids.

**Phase I: Concept Approval by the Bishop for New Construction and Remodeling.**

*Please note: this phase precedes any financial commitment on the part of the parish or the diocese. No monies should be expended beyond what is minimally necessary to complete the following tasks.*

The pastor or canonical administrator and his Building Committee should initiate a meeting (or meetings) with representatives from the Department of Temporal Affairs (including the Diocesan Facilities Manager), to define and review the scope of the proposed project and to determine the parish or school’s financial capacity.

The Office of Liturgy will be included if the project involves the building of, renovation of, or reorganizing of a worship space. The Department of Stewardship may also be part of this meeting to offer advice regarding possible vendors for a capital campaign.

**A. The parish or school Building Committee should be prepared to discuss and submit the following:**

1. A brief description of the project
7. The rationale: The following questions are intended to be an aid in the development of the rationale for a proposed New Construction and Remodeling Project. The Building Committee along with the pastor, or the canonical administrator are invited to reflect prayerfully, honestly, and openly on the proposed questions. The majority response of the Building Committee should be recorded and included as part of the documents submitted for Phase I, Concept Approval by the Bishop for New Construction and Remodeling.

   a. If the New Construction and Remodeling Project represents an expansion of current facilities, does trajectory of mass attendance or school enrollment over the last five years support the perception of increased need? How have the demographics of the community served changed in the past five years? What future growth is perceived? Are there objective criteria (e.g., new neighborhoods, growing population, etc.) that support the perceived growth?

   b. Have other alternatives been considered that still meet the needs of the parish or school while reducing the parish or school’s financial obligation?

   c. Does this project reflect a necessity for your parish or school or an affordable luxury?

   d. Has there been a survey of the parishioners to gauge their support? If so, what are the results of that survey? If not, how else can the committee demonstrate overwhelming support for the proposed project?

   e. Will this project require a Capital Campaign? If so, how much money would be needed? How much of an increase does this represent of the overall parish’s annual income? Is the Capital Campaign legitimately capable of generating the needed contributions? Is that increase sustainable throughout the life of the project?

3. Up-to-date financial reports

4. A report on the Diocesan Entity’s service area demographical changes (at least 5 years) (Note: This information may be available online, from a local realtor, or from one’s area Chamber of Commerce).

5. Project timeline

6. A report on the community support for this project (including a letter of approval from the Parish Pastoral Council or School Advisory Council and a copy of the minutes from the Parish Finance Council or School Finance Committee approving the project).

7. Evidence of due diligence supporting the need of and cost for a Feasibility Study and Capital Campaign.

B. At the completion of this phase, the Diocesan Entity should prepare a Letter of Intent, addressed to the Bishop, which briefly summarizes the scope of the project, the projected costs of the project, a preliminary plan for financing the project, and the planned completion date.

C. The Bishop and his staff will review the information that has been submitted supporting the building project and may have additional questions. Once approved by the Bishop, a
letter will be sent to the Diocesan Entity granting approval of the initial concept and to proceed to the next phase of this process.

Phase II: Approval by the Bishop to proceed with selecting professional services for conducting a Feasibility Study and Capital Campaign, and developing conceptual drawings:

A. Choose professional services

1. A feasibility study and capital campaign is required for all New Construction and Remodeling Projects. The study must include evidence of:
   a. the ability of the diocesan entity to meet all its operational financial obligations
   b. the moral support of the community of the Diocesan Entity
   c. the ability of the entity to conduct a successful capital campaign that acquires sufficient pledges and commitments to meet the total cost of the New Construction and Remodeling Project.

2. All projects require architectural or engineering design and oversight and shall comply with Mississippi State Statute 73-1-39. (note: The Bishop must sign all contracts for architects or engineers).

3. Projects where the same company creates the design and implements construction (Design-build projects) must hire a professional third party who will be responsible for project oversight and inspection. Design-build projects require the Bishop’s explicit approval.

4. The following information is necessary to receive approval to hire professional services. The following documents should first be submitted to the Department of Temporal Affairs, directly to the Diocesan Facilities Manager, who will ensure that all documentation is complete, before it is submitted to the Bishop for his approval.
   a. Estimated cost for professional services (feasibility and capital campaign study, architectural or engineer design fees, oversight and inspection services)
   b. Estimated cost for project
   c. Updated financial statements

B. The Bishop and his staff will review the information for the hiring of professional services from the Diocesan Entity and may have additional questions. Once approved by the Bishop, a letter will be sent to the Diocesan Entity granting approval for the hiring of professional services and to proceed to the next phase of this process.

Phase III: Approval by Bishop to solicit bids:

The following documents should first be submitted to the Department of Temporal Affairs, directly to the Diocesan Facilities Manager, who will ensure that all documentation is complete, before it is submitted to the Bishop for his approval.

A. Complete Financial Plan Covering the Total Project Cost

1. Feasibility and Capital Campaign study that proves the ability of the Diocesan Entity to service the debt.
2. At least 50% of the total project cost should be in cash in the bank (not borrowed).
3. Pledges and commitments covering the balance of the project cost
5. List of any changes and updates to original estimate.

**B. Services provided by the design professional:**
Design Professional: 100% complete construction documents submittal including drawings with specifications and a final cost estimate by division. The documents shall minimally include the following:
1. Site plans including all grading plans, utility plans and details.
2. Floor plans, dimensioned and labeled.
3. Exterior building elevations (all 4 sides).
4. Building sections (minimum 2)
5. Room finish schedules.
6. Opening schedules, elevations, details.
7. Mechanical HVAC and plumbing plans and details.
8. Electrical plans and details.
9. Specifications in Constructions Specifications Institute (CSI) format.
10. Updated cost estimate.
11. Provide a digital copy of the construction plans and specifications for the Department of Temporal Affairs.

**C.** The Bishop and his staff will review the information for the solicitation of bids submitted by the Diocesan Entity and may have additional questions. Once approved by the Bishop, a letter will be sent to the Diocesan Entity granting approval to initiate the soliciting of bids and to proceed to the next phase of this process.

**Phase IV: Approval by Bishop to proceed with project (The Bishop is to sign all construction contracts).**

The following documents should first be submitted to the Department of Temporal Affairs, directly to the Diocesan Facilities Manager, who will ensure that all documentation is complete, before it is submitted to the Bishop for his approval.

**A. Architect/Engineer:**
1. Design is finalized
2. Cost of project is finalized
3. Proof of approval by civic authority having jurisdiction

**B. Bid Process:**
1. Bids shall be advertised (not less than three bids).
2. All bidders must bid the entire scope of the project as specified in the bid documents.
3. The bids shall be reviewed and considered by the Building Committee.
4. A Bid Recap document shall be prepared and submitted that shows: the bidders name, the bid amount, a list of any limiting stipulations, and a list of proposed
options and their impact on the project cost. The recap should also contain a report on the decision made by the building committee and the rationale for their decision.

C. Contractor selected

1. Contractor must have all required insurance certificates, state license in accordance with Mississippi State Statute 73-59-1 and 31-3-1. Contractors also must obtain any required local licenses and permits.

2. Contracts under $100,000, at the Owner’s option, Contractor shall furnish performance and payment bonds in a form and issued by a company satisfactory to Owner. Contracts over $100,000, Contractor shall furnish performance and payment bonds in a form and issued by a company satisfactory to Owner.

3. The Diocese of Jackson has a standard contract form that is used for projects that require the Bishops signature. The Diocese also accepts the American Institute of Architect (AIA) contract form as well.

4. Contract must be reviewed by the Catholic Mutual Group.

5. Only properly licensed and insured contractors may volunteer their services. All labor must be tied to a properly licensed and insured business. No volunteer services by an individual will be allowed. All parishes and school should follow the Diocesan Guidelines for Accepting Volunteers (this document is found on the Diocese of Jackson web site).

The Bishop and his staff will review the contract documents and other information prior to the Bishop signing the contract. Once the submitted documents have been approved the Bishop will sign the contract which will be delivered back to the Diocesan Entity to deliver to the contractor.

A copy of the original signed contract and supporting documents will be on file with the Department of Temporal Affairs.

Mary Woodward  
Chancellor  

Date  

Rev. Lincoln S. Dall  
Vicar General  

Date