



Catholic Diocese of Saginaw

Guide for Project Approval

1. Send to the Diocesan Facility Director a description of the project, regardless of the size and amount of the project.
 - Please consult the *Guidelines and Protocols for the Design and Renovation of Churches and Chapels* booklet for major projects.
 - *Approval is required for all projects that have a **total cost** greater than \$10,000 or that involve any changes to the worship space, roof, boiler, or schools. There is no \$15,000 limit for projects at this time.*
 - *The maximum amount a pastor can spend for acts of extraordinary administration without seeking advice of his Finance Committee at the lesser of 5% of Sunday and Holy Day Collections or \$10,000.*
 - *Any building or grounds improvement, major repair, or demolition or construction exceeding \$10,000 must have the approval of both the parish Finance Council and the Bishop.*
2. Arrange a site visit by Diocese Facility Director.
3. Submit letter to Bishop asking permission to proceed with seeking bids.
4. Submit project specifications or architect of choice to be approved by Diocese Facility Director.
5. Submit a minimum of three (3) bids. Include a letter of recommendation along with all of the bids to the Diocese for Building Commission. The Building Commission will make a recommendation to Bishop.
6. Await letter from Bishop for approval to begin project. *Do not proceed until approval letter has been received.*

Last modified February 15, 2016