Guide for Parish & School Project Approval

This is a guide for the process for seeking approval for all parish & school projects involving any building or grounds improvement, major repair, demolition or construction that exceeds $25,000 or involves any changes made to the worship space.


2. The pastor/pastoral administrator must have the approval of the Parish Finance Council for the project and documented in the Parish Finance Council minutes prior to seeking bids on a project.

3. The pastor/pastoral administrator submits a letter to the Bishop with a description of the project, the need for the project, a copy of the Finance Council minutes, and the plan for payment for all projects over $25,000 or for any changes made to the worship space.

4. Wait for a letter from the Bishop or his designee with approval to proceed with seeking bids.
   a) Projects with costs of $25,000-$100,000 will be given approval by the Chancellor.
   b) Projects of $100,000-$250,000 will receive consultation from the College of Consultors by the Bishop for approval.
   c) Projects over $250,000 will require the approval of the College of Consultors, the Diocesan Finance Council, and the Bishop.
   d) Projects over $3,500,000 will require the approval by the Holy See.

5. Upon the approval of the project, the following needs to be submitted to the Diocesan Building Commission and/or the Diocesan Representative for their review and recommendation to the Bishop.
   a) Project specifications with drawings
   b) Architect of choice
   c) Three bids with preferred bid noted
   d) Estimated cost of the project
   e) A copy of the Parish Finance Council minutes giving approval for the project and their bid recommendation

6. Wait for a letter from the Bishop for approval to begin the project. Do not proceed until approval letter has been received.