



Catholic Diocese of Saginaw

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.

1. Please consult the *Guidelines and Protocols for the Design and Renovation of Churches and Chapels* found on the diocesan website.
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.***

Last modified May 8, 2019