

**Guidelines for initiating a renovation or new building for a worship space at the Parish
Proposed 2012**

1. The parish council approves the need for liturgical remodeling or construction, stating what needs to be done.
2. The pastor brings to the regional bishop the generic plan for remodeling or construction and requests permission to proceed.
3. Once a month the Deacon assistants to the regional Bishops send a memo to the OFW and Construction offices stating that the “following parish(es) has/ have requested ____ and have been approved to go to the next step.
4. The pastor then contacts the Office of Worship and, where significant change is involved, the Construction Department, informing them of his permission to proceed with planning.
5. The Office of Worship offers in response to the pastor and his planning committee guidelines and resources for the construction or remodeling of liturgical space – documents from Rome and guidelines specific to the Archdiocese.
6. The parish works its own process for parishioner input and support – e.g., establishing a liturgical planning committee, working with a liturgical designer and architect, holding parish meetings, and ultimately devising a specific proposal (not necessarily detailed and expensive architectural drafts as yet). (All proposals should be done to scale since it saves money and time in the long run.)
7. The specific plan is brought to the regional bishop for review and approval to proceed further (or for revision until approval can be given).
8. The proposed plan is presented to the LDRC for review and endorsement (or revision – any revision is to be given again to the regional bishop before going back to the LDRC or otherwise proceeding
9. The endorsed plan (having passed the LDRC) is once again presented to the regional bishop for a final local review and provisional approval before proceeding to step 10.
10. If required, the plan is presented to the Building Commission with the endorsement of both the Office of Worship and the Regional Bishop; if approved by the Building Commission, it is sent to the Archbishop at the appropriate time according to the Building Commission’s approval process.
11. If not required to go to the Building Commission, the plan now approved provisionally by the regional bishop is sent back to Office of Worship for submission to the Archbishop with their recommendation to approve or their list of specific issues for the Archbishop to pay note to.
12. The Archbishop reviews the proposed plan and either gives his approval or sends it back to the parish with his list of concerns to be met before final approval is given.

NOTE: any of these steps can be repeated as necessary.