RENOVATION AND CONSTRUCTION GUIDELINES
Diocese of Steubenville 2013

The Bishop of Diocese of Steubenville is responsible for the buildings and properties of the diocese. This responsibility is principally enacted through the Vicar General, the diocesan Office of Buildings and Property, the diocesan Finance Office and, with regard to churches and chapels, the Environment and Art Committee (EAC) of the Diocesan Liturgical Commission.

POLICIES:
1. Pastors are to seek permission from the Vicar General for any construction, renovation, repairs, extraordinary maintenance, utility upgrades, or equipment replacement relating to diocesan property, regardless of the projected cost. Projects under $5,000 may be undertaken with only one bid after permission is received. Projects over $5,000 ordinarily require three bids and the appropriate permission.

2. Regardless of cost, the Environment and Art Committee (EAC) represents the liturgical responsibilities of the bishop in the general maintenance, repair and upgrading of churches and chapels, e.g., repair of stained glass windows, replacement of floor covering, repair and painting of surfaces, new lighting, new sound, new liturgical artifacts, etc. The EAC also represents the bishop’s liturgical responsibilities in the construction of churches and chapels and the renovation of the same.

PROCEDURES:
1. Permission must be obtained by the pastor to initiate a consultation process with parishioners. The parish Pastoral Council and Finance Council must provide majority support for the project.

2.1 The pastor presents in writing to the Vicar General (in care of the Executive Assistant) a brief description of the project, need for the project, estimate of cost, and how the project is to be funded. The pastor will also indicate the majority support of the parish Pastoral and Finance councils.

2.2 When a church or chapel is involved, the Executive Assistant will inform the chairperson of the diocesan EAC. The committee will be available to consult with the parish at the earliest stages of the project and to assist in the education of parishioners regarding liturgical matters.

3. The Vicar General and the diocesan Finance Office may conduct a financial feasibility study should the need be determined.

4. All permissions for construction, renovation, extraordinary expenses, and major repairs must be reported to the Executive Assistant, and granted by the Vicar General.
5.1. Once permission is granted by the Vicar General to proceed with a building or renovation project, a **building proposal** is to be submitted by the pastor to the Executive Assistant for review.

5.2. The Diocesan Building Commission, which functions under the direction of the Office of Buildings and Property, shall assist the Executive Assistant with evaluating all major building/renovation proposals ($25,000 and above).

6.1. Architectural services are required when structural alteration is necessary for a project. Permission by the Vicar General is necessary in order to make a contractual obligation with an architect. The Diocesan Building Commission will provide a list of approved architects, if necessary.

6.2. Once permission is granted by the Vicar General to contract with an architect, **preliminary plans** are to be drawn and submitted to the Executive Assistant (and to the EAC in the case of church or chapel).

8.1. For major construction and renovation projects ($25,000 and above), a minimum of two meetings must be held with the diocesan Building Commission (and the EAC in the case of a church or chapel):

8.2. To review the preliminary drawings.

8.3. To approve the working drawings and specifications.

9.1. Two copies of **final working drawings and specifications** are to be submitted to the Office of Buildings and Property, for review by the diocesan Building Commission (and the EAC in the case of a church or chapel). The architect will supply the Executive Assistant with at least one additional copy of the approved drawings and specifications to be filed in the diocesan archives.

9.2. The Building Commission (and the EAC in the case of church or chapel) must approve the final working drawings and specifications for major projects.

10.1. **Three (3) bids** are to be solicited for all projects over $5,000. Bids are to be submitted to the Executive Assistant, accompanied by a letter from the pastor for recommendation of acceptance, indicating a majority of support from the parish Pastoral and Finance councils. The Vicar General will issue a letter of approval granting acceptance of the preferred bid.

10.2. Contractors or persons submitting bids must have all sub trades listed, and these sub trades (subcontractors) may not be altered without permission of the Executive Assistant.
11.1 A **building contract** must be established *between the named building contractor and the Diocese of Steubenville* once the Diocesan Building Commission (and the EAC in the case of a church or chapel) recommendations have been made.

11.2 Building contracts are to be submitted to the Executive Assistant for review, and must contain the signature of the building contractor and the Vicar General to be considered valid.

11.3 Building or construction of any type may not commence until a valid building contract is approved. Both the parish and the Office of Buildings and Property shall maintain a copy of the signed building contract.

12.1 Building, construction, or renovation of any kind may not commence until *certificate copies of Liability Insurance and Workers Compensation Payment* have been submitted by the person or contractor performing said work or service—regardless of project cost—and a copy of these certificates are on file with the Office of Buildings and Property.

12.2 **Performance bonds** are required on all major work.

13. Change orders are to be submitted to the Office of Buildings and Property for approval by the Vicar General.

14.1 Pastors are required to file a *Notice of Commencement* on all projects involving improvements to real property. (Failure to file a Notice may result in unnecessary Mechanic’s Lien 91311.04 ORC)

14.2 The pastor shall submit a *Notice of Project Completion* to the Executive Assistant upon completion of the construction/renovation project.

15. If differences between the parish and the Office of Buildings and Property and/or the Environment and Art Committee cannot be resolved, the matter is to be referred the Vicar General.