

**PROCESS FOR CONSTRUCTION PROJECTS (OVER \$15,000) FLOW CHART**

**EXPLORATION**

Pastor Sends Letter of Intent to the Bishop for Approval to Proceed

**Written Approval to Proceed from the Bishop**

**DISCERNMENT**

Finance & Building Councils Action(s)

**Building Council**

Preparation of Discernment Report  
Appointment of Liturgical Consultant (if necessary)  
Selection of Architect  
Meeting with Diocesan Building Commission (DBC) to Review Discernment Report/Master Plan  
The DBC & CFO Review the Architect Contract

**Finance Council**

Preparation of Initial Financial Projections and Funding Plan  
CRP Loan Requirements Identified (if necessary)  
ACA and/or Capital Campaign Goals are Complete  
Meeting with Chief Financial Officer (CFO) to Review Initial Funding Plan

**Approval from the DBC and CFO**

**Bishop Signs Architect Contract**

**CONCEPTUAL DESIGN AND FUNDING PLAN**

Identification of Project Specifics  
The DBC Reviews the Basic Concept Design, Square ft. Cost Estimate, etc.  
Develop and Submit a 5 year Operational Plan for Review by the DBC (if necessary)

Further Development of Fundraising Projections & Loan Requirements (if necessary)  
Selection of Fundraising Consultant (if desired)  
Completion of "Diocesan Project Financing Form" for Review by the CFO  
Review & Recommendation of Fundraising Goal by the CFO

**Written Approval from the Bishop of Both the Concept Design and Funding Plans**

**FUNDRAISING PLAN IS IMPLEMENTED**

**FUNDRAISING**

Fundraising Drive (if necessary)  
Revised Project Financing Form Submitted (if necessary)

**Approval from the Bishop to Proceed with Schematic Design**

**SCHEMATIC DESIGN**

Building Council, Architect and Liturgical Consultant Produce Schematic Drawings  
Parish Comments on Schematic Drawings  
DBC Reviews Schematic Design and Project Budget

Parish Collects Pledges and Deposits in CRP Account

**Approval of Schematic Drawings by the Bishop**

**DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS**

Building Council and Architect Proceed to Design Development Phase  
Complete Construction Documents  
DBC Reviews Construction Documents  
Develop Construction Delivery Method

Parish Continues to Collect Pledges and Deposits in CRP Account  
The CFO Reviews and Recommends Project Cash Flows  
CRP Board Takes Required Action(s)

**Bishop Approves Detailed Cost Estimates, Cash Flows and Funding and Finance Plan**

**COMPETATIVE BIDS ARE RECEIVED**

**The DBC & Parish Leadership Review and Recommend the Bids**

**FINALIZE GENERAL CONTRACT WITH CONTRACTOR**

**BISHOP SIGNS CONSTRUCTION CONTRACT**

**Construction Begins at Site**

**CONSTRUCTION COMPLETION**

**CONSTRUCTION WARRANTY**

