

## **§700 EXTRAORDINARY EXPENDITURES FOR REPAIRS, RENOVATIONS OR NEW CONSTRUCTION FOR PARISHES, SCHOOLS AND AGENCIES**

### **§701 Written Permission for Extraordinary Expenditures Involving Repairs**

**§701.1 Policy** Parishes, schools and Agencies must seek in writing the written permission of the diocesan bishop for permission for expenditures in excess of Twenty Thousand Dollars (\$20,000.00) for repair and renovation of churches, halls, schools, cemeteries, other buildings and vacant properties owned by the Diocese of Springfield in Illinois.

#### ***Commentary:***

*As used in these policies and procedures, the term “Extraordinary Expenditures” refers to those expenditures involving the repair and renovation of real property or that which is fixed to such real property which belongs to the Diocese and is for the benefit of a parish, school, or agency.*

*The terms “repairs”, “renovation”, and “construction” are intended to be flexible terms and are not to be rigidly applied. These policies and procedures follow substance not form. It is to be understood that some repairs will be emergency repairs and others may need to be done in more timely fashion and some renovation may be as complex as construction. Ordinarily a **repair** involves replacement of fixtures or parts of a building and/or a project that does not involve changes to the area affected. A **major renovation** ordinarily involves change, and for purposes of these policies and procedures expenses exceeding Fifty Thousand Dollars (\$50,000). Therefore, the Office of Property, Buildings and Cemeteries will seek to be flexible in applying the policies and procedures.*

*The terms construction and/or major renovation shall ordinarily be construed to include razing or demolition.*

#### ***Procedures:***

This policy and these procedures are separate and distinct from policies and procedures involving construction and major renovation which are treated in the next section.

- A. With regard to the figure of \$20,000, a parish, school, cemetery or agency subject to these instructions is not to divide a transaction, enterprise or project into increments or installments less than the dollar amount in order to try to avoid the requirements of the instruction; the foregoing applies to all figures in this document.
- B. When requesting permission for repairs to churches, schools, cemeteries, other buildings and vacant properties owned by the Diocese, a letter of request must be addressed to the Bishop and must include the following:

- i. the scope of the repair or renovation project;
  - ii. the reason for the project;
  - iii. a statement that the pastor has the consent of the parish council and the parish finance council;
  - iv. a statement as to how the project will be funded. If a parish is requesting a loan for the project, it must have at least fifty per cent (50%) of the project cost in hand in order to be considered for a loan for the remaining fifty per cent (50%) of the project. In the case of a loan, the parish must also fill out a loan application that will be submitted to the diocesan Deposit and Loan Fund for review and recommendation to the Bishop;
  - v. the letter must be accompanied by a copy of the proposal from the chosen contractor and a Certificate of Insurance showing proof of the required insurance coverage.
- C. The Office of Property, Buildings and Cemeteries issues a Diocesan Approval Procedures for Repairs and Maintenance and may from time to time issue additional requirements for such letters.
- D. The parish, school or agency is not to accept or approve changes or additions to the approved contract or project in excess of five per cent (5%) of the total approved contract cost without the written approval of the diocesan bishop.
- E. Parishes, schools or agencies considering renovation or repairs are advised to contact the Office of Properties, Buildings, and Cemeteries for advice and to obtain the latest requirements for letters, checklists and forms.

## **§702 Written Permission for Extraordinary Expenditures Involving Construction or Major Renovation**

**§702.1 Policy** Parishes, schools and agencies must seek in writing the written permission of the diocesan bishop for permission for expenditures in excess of Twenty Thousand Dollars (\$20,000.00) for construction or major renovation of structures for churches, halls, schools, cemeteries, other buildings and vacant properties owned by the Diocese of Springfield in Illinois. Such parishes, cemeteries, schools and agencies are expected to submit to the diocesan bishop through the Office of Properties, Buildings and Cemeteries documents and information delineated in the Diocesan Approval Procedures for Construction or Major Renovation issued periodically by the Office of Properties, Buildings and Cemeteries. Such projects shall ordinarily be reviewed by the Commission for Buildings and Property of the Diocese of Springfield in Illinois as delineated in BK5§704.

***Procedures:***

1. With regard to the figure of \$20,000, a parish, school, cemetery or agency subject to these instructions is not to divide a transaction, enterprise or project into increments or installments less than the dollar amount in order to try to avoid the requirements of the instruction; the foregoing applies to all figures in this document.
2. When requesting permission for construction or major renovation for churches, schools, cemeteries, other buildings and vacant properties owned by the Diocese, letters of request must be addressed to the Bishop at appropriate stages and letters of permission must be received from the Bishop before certain stages may begin; the timing and requirements of such letters are delineated in more detail in the Diocesan Approval Procedures for Construction or Major Renovation issued by the Office for Property, Buildings and Cemeteries. Parishes, Schools and Agencies should follow these procedures in the processing of construction or major renovation. The Office of Property, Buildings and Cemeteries shall from time to time issue revisions to these procedures.
3. Parishes, schools and agencies will follow local, state and federal laws in building and major renovation, including but not limited to laws and regulations involving building codes, fire regulations and disability.

**§703 Extraordinary Expenditures and Worship Space**

<p><b>§703.1 Policy</b> Any repairs, renovation, and/or construction regarding worship space, such as a sanctuary, baptismal font or chapel, and the like shall be processed through the Office of Property, Buildings and Cemeteries regardless of the dollar amount of the project.</p>
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***Procedures:***

- A. The Office of Property, Buildings and Cemeteries should cooperate with the Office for Divine Worship and the Catechumenate in facilitating these projects.
- B. The Office of Property, Buildings and Cemeteries issues the Diocesan Approval Procedures for Interior Renovation of Worship Spaces to be used when undertaking a worship space project. The Office for Divine Worship and the Catechumenate, and the Office for Pro-Life Activities and Special Ministries, or whatever office may deal with issues regarding the disabled, may from time to time issue procedures or guidelines or checklists with regard to this matter.

## **§704 Commission for Buildings and Property of the Diocese of Springfield in Illinois**

**§704.1 Policy** The Diocese of Springfield in Illinois shall have a Commission for Buildings and Property which will implement its statutes and any directives of the diocesan bishop.

### ***Procedures:***

1. The Commission for Buildings and Property shall ordinarily review requests for construction and major renovation exceeding Fifty Thousand Dollars (\$50,000) and make recommendations to the diocesan bishop or his designees.
2. The Commission for Buildings and Property may from time to time recommend to the diocesan bishop amendments to its statutes and the diocesan bishop may from time to time amend the statutes. **Parishes, schools and agencies should acquaint themselves with this Commission and its operation if the project for which they seek approval comes before the Commission.**