

## **Statutes for the Building Commission**

Approved January 9, 2006

The Building Commission of the Catholic Diocese of Peoria is established according to diocesan statute and is consultative to the Bishop of Peoria in matters of construction, renovation, and remodeling of all properties (parishes, institutions, etc) that are under the jurisdiction of the Bishop. The diocesan bishop alone may freely dissolve this commission. Likewise, the diocesan bishop along has the right to establish, modify and interpret these statutes.

### **Article 1: Membership**

The Bishop of Peoria will appoint 5-10 members, clergy or laity, to serve a 3 year term which may be renewed. The diocesan bishop may remove a member for a just cause. Three unexcused absences with a 12 month period will result in automatic removal from the commission. The Diocesan Director of Divine Worship will serve ex officio as the president of the Building Commission, as well as president of the Commission on Liturgy, Churches and Chapels and will facilitate the cooperation between the two commissions. The president may appoint a commission member to act in his place if he is absent.

No members of the Commission may have a business interest in a project submitted for review. Members may not enter into a contract/sub-contract relationship with the Diocese of Peoria on any project under review. All matters under consideration by the Commission are to be considered confidential.

### **Article 2: Meetings**

The president will schedule 6, bi-monthly meetings throughout the year. Parishes or institutions wishing to make a presentation to the Commission must contact the president of the commission no less than 4 weeks before the scheduled meeting date. When projects require the attention of both commissions, the Building Commission will meet in conjunction with the Commission on Liturgy, Churches and Chapels.

### **Article 3: Duties of the Commission**

Section 1: The Commission receives its mandate from the Bishop of Peoria as outlined in section 13 of the Diocesan Statutes (June 2003) and is consultative to the Bishop.

Section 2: The construction of a new building or the significant renovation of an existing structure requires the permission of the diocesan bishop. The Commission will assist the Bishop by reviewing reports, drawings, plans, specifications, costs and budgets for any new construction project or significant renovation. The Building Commission does not review the general financial condition of the parish, but only the financial aspects of the proposed building or renovation project. The Commission will work closely with the Commission on Liturgy, Churches and Chapels especially when such projects require formal resolutions. The Chancellor receives all formal resolutions for building and renovation proposals and he will refer them to the proper commission.

Section 3: The Commission will assist pastors or other administrators by providing consultation and referrals. The Commission may be involved, even in an informal way, from the beginning of a building project. Most projects will require two reviews by the Building Commission: first, before the detailed plans are submitted to the Bishop, and then before the final plans are submitted (see Summary of Resolutions for New Construction, Renovation and Remodeling attached to this document).

Section 4: All projects costing in excess of \$15,000 must be approved by the Bishop through a formal resolution according to diocesan statute. All projects costing in excess of \$200,000 must also be reviewed by the Building Commission.

# **Building Commission**

*Catholic Diocese of Peoria*

*Spring 2006*

## **Summary of the Formal Resolution Process for New Construction and Major Renovation Projects**

*Generally, there are five formal resolutions required for building projects. For projects like renovations to existing buildings, some steps can be included in a single resolution. At the same time, some very significant projects may require additional resolutions or reviews by the Building or Liturgy Commissions. Generally, building projects require 2 appearances before the Building Commission – the first meeting to review initial plans and schemes, and the second to review final plans before bidding and construction.*

**Resolution 1 – Seek approval to start planning:** This resolution should demonstrate the need to start a project and include the results of feasibility studies and any other pertinent background information.

**Resolution 2 – Seek permission to hire an architect or consultant:** This resolution should include a summary of the planning to this stage and begin moving towards the preparation of schematic designs. A detailed projected budget should be included and explained. This budget should reflect total costs for the project, including construction, furnishings, fees, permits, etc. NB: Particularly large building projects may also require financial review by the Diocesan Finance Council.

**Resolution 3 – Seek permission to proceed with detailed plans and specifications:** *The schematic plans must be reviewed by the Building Commission before presenting this resolution to the Bishop.* Only after this review will the Bishop give permission for detailed plans and specifications to begin.

**Resolution 4 – Seek permission to look for bids:** This resolution requests permission to release the plans and specifications for bids (unless the bidding process has been waived. This request should be made in previous resolutions).

**Resolution 5 – Seek permission to accept a bid and enter into contract:** *A final review of the project must be made before the Building Commission.* Only after this review will the Bishop give permission for the construction to move ahead.

*\*\* Once finalized, copies of all blueprints, specifications and any other pertinent documents should be marked “FINAL” and submitted to the Office of Divine Worship for deposit in the diocesan archives.*