

**GUIDELINES FOR THE BUILDING OR RENOVATION OF A CHURCH
DIOCESE OF CROOKSTON, MINNESOTA**

PARISH _____

ADDRESS _____ **CITY** _____ **ZIP** _____

Is the parish building a new facility or renovating the present facility? _____

Complete Incomplete **PHASE I - PREDESIGN**

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| _____ | _____ | 1. Develop project goals. |
| _____ | _____ | 2. Assess parish attitudes toward project. |
| _____ | _____ | 3. Receive counsel from diocese and Diocesan Liturgical Commission.
(List priorities.) |
| _____ | _____ | 4. Conduct an educational process for the parish. |
| _____ | _____ | 5. Select and organize a team. |
| _____ | _____ | 6. Analyze existing facilities to be involved in project. |
| _____ | _____ | 7. Develop project program (strategy) |
| _____ | _____ | a) verification of need |
| _____ | _____ | b) scope of project |
| _____ | _____ | c) schedule |
| _____ | _____ | d) budget |
| _____ | _____ | e) financial source and strategy (include cash flow and method of
payment) see APPENDIX I. |
| _____ | _____ | f) method of construction, e.g., contractor/architect/design build |
| _____ | _____ | 8. Submit program to DBPC. |
| _____ | _____ | 9. Program approved by DBPC. |
| _____ | _____ | 10. Obtain proxy for fund raiser (if necessary). |
| _____ | _____ | 11. Obtain proxy to hire architect if he/she is to come on the external team
at the start of process. |

PHASE II - SITE ANALYSIS

- _____ 1. List expansion and other long-range development intentions.
- _____ 2. Analyze alternative sites.
- _____ 3. Select site.
- _____ 4. Secure appropriate zoning.
- _____ 5. Site approved by Bishop Balke.
- _____ 6. Proxy for purchase of land is obtained.
- _____ 7. Secure ownership with clear title to land.
- _____ 8. Update project schedule and budget.

PHASE III - SCHEMATIC DESIGN (Preliminary design phase)

- _____ 1. Obtain proxy to hire architect (if not already hired).
- _____ 2. Actively participate with team to develop several alternative preliminary designs.
- _____ 3. Select and approve one design (parish level).
- _____ 4. Review with DBPC for liturgical, financial and structural approval.
- _____ 5. Update project schedule and budget.

PHASE IV - DESIGN DEVELOPMENT

- _____ 1. Actively participate in selection of building and site systems (e.g., heating, interior and exterior materials, parking, landscape, etc.).
- _____ 2. Review with parish.
- _____ 3. Develop and refine working drawings/specifications with architect.
- _____ 4. Submit the completed plans to DBPC for approval.
- _____ 5. Advise team of list of acceptable bidders.
- _____ 6. Obtain proxy to begin construction.
- _____ 7. Update project schedule and budget.

PHASE V - CONSTRUCTION DOCUMENTS

- _____ 1. Assure that proper bond and insurance requirements are met (see APPENDIX II).
- _____ 2. Review bids.
- _____ 3. Select desired bidder(s).
- _____ 4. Sign contract (contractor, pastor and two trustees are to be present).
- _____ 3. Update project schedule and budget.

PHASE VI - CONSTRUCTION

- _____ 1. Communicate with contractors only through architect on a periodic basis.
- _____ 2. Receive and review periodic reports from the architect.
- _____ 3. Review and approve change orders.

PHASE VII - POSTCONSTRUCTION

- _____ 1. Receive maintenance manual(s) and instructions from contractor(s).
- _____ 2. Assemble team for postconstruction evaluation.
- _____ 3. Report any problems to the contractor.
- _____ 4. Maintain and operate the building.
- _____ 5. Check with diocese to see which documents are to be kept on file in the archives.