

## 1. INITIATING THE PROJECT

- The pastor must request in writing from the Bishop permission to build a new worship space or to modify or add to an existing space. Once permission is given the following process must be initiated.
- Before the architect is chosen, the pastor contacts the Commission of Sacred Places to schedule a meeting in order to be advised of the review process.
- Contact also must be made with the Diocesan Building Commission and their norms must also be followed.

## 2. EDUCATION

- The pastor plans and implements a program of education for his parish community which includes an in-depth study of **Built of Living Stones: Art, Architecture and Worship**. Since this document presents the official guidelines of The National Conference of Catholic Bishops' Committee on the Liturgy, all new construction and renovations must conform to the principles of this document.
- The pastor should organize a parish building committee from those members who have prepared themselves for the task through a study of **Built of Living Stones: Art, Architecture and Worship**.
- The pastor then contacts the Commission of Sacred Places to schedule a presentation to be given to the Parish Building Committee. At the discretion of the pastor other committees may attend.
- The architect, who is chosen for the project, is required to follow the principles in **Built of Living Stones: Art, Architecture and Worship** and contact the Commission of Sacred Places in order to be advised of the review process.

## 3. REVIEW PROCESS

### **Schematic Design**

- After the pastor and Parish Building Committee are satisfied that the Schematic Design meets their needs, the pastor makes an appointment with the Commission of Sacred Places for committee review. One week prior to this review a copy of the Schematic Design Drawings are to be sent to the Commission of Sacred Places.

- The pastor, architect and a representative of the Parish Building Committee are to be present at the review meeting.
- Before the Design Development begins, the architect is to forward a copy of the parish-approved Schematic Design Drawings to the Commission of Sacred Places. These revisions should incorporate the requirements and recommendations made during the review meeting.

### **Design Development**

- After the pastor and Parish Building Committee are satisfied that the Design Development meets their needs, the pastor makes an appointment with the Commission of Sacred Places for committee review. One week prior to this review a copy of the Design Development Documents are to be sent to the Commission of Sacred Places.
- The pastor, architect and a representative of the Parish Building Committee are to be present at the review meeting.
- Before the Construction Documents begin, the architect is to forward a copy of the parish-approved Design Development Documents to the Commission of Sacred Places. These revisions should incorporate the requirements and recommendations made during the review meeting.

### **Construction Documents**

- After the pastor and Parish Building Committee are satisfied that the Construction Documents meet their needs, the pastor makes an appointment with the Commission of Sacred Places for committee review. One week prior to this review a copy of the Construction Documents, which deal with liturgical issues, are to be sent to the Commission of Sacred Places.
- The pastor, architect and a representative of the Parish Building Committee are to be present at the review meeting.
- Before the Construction Documents are issued to bid or issued for construction, the architect is to forward a copy of the parish-approved Construction Documents to the Commission of Sacred Places. These revisions should incorporate the requirements and recommendations made during the review meeting.

To schedule meetings call the Commission of Sacred Places at (972) 231-2951.