

memo

To: Parishes & Schools
From: Deborah Dillon, Director of Property Management
Date: July 28, 2022
Re: Construction projects

As you may know, Parish Services is in the process of updating the Parish Administration Manual. While there will be some changes that will be highlighted, what has **not** changed is the policy for approval of construction projects.

The policy manual includes the following:

All projects whose total cost will exceed \$200,000 will require the approval of the Archbishop's Pastoral Building Committee ("PBC"). The PBC committee consists of the Chancellor, the Secretary for Ministerial Personnel, the Secretary for Evangelization and Discipleship, as well as a few Pastors. Archdiocesan employees also in attendance will include the Director of Property Management, Director of Parish Services, Chief Philanthropy Officer (if applicable) and staff from the Facilities department. The review and ultimate approval by the PBC will include a review of the parish's finances including an assessment that the parish can fulfill the payments for the entire budget. This may sometimes include a capital campaign and review and approval from the Chief Philanthropy Officer. Once a project has been approved by the PBC, any increase to the budget must be reviewed and approved by the PBC with particular attention to the parish's ability to fund the increased amounts.

Any project that includes any renovation to the sanctuary must also be reviewed and ultimately approved by the Office of Divine Worship.

Additionally, due to the potential financial implications and strict governmental regulations, any hazardous materials questions should be directed to the Property Management department immediately. Further, any asbestos or lead testing and/or abatement or repair must be managed by the Office of Property Management, regardless of size or quantity. All asbestos remediation projects need to be reviewed and overseen by Shaun Sibley, Environmental Engineer.

If you have any questions or are contemplating a project over \$200,000 or one relating to environmental concerns, please call Deb Dillon or a member of the Facilities team to assist.