



THE BUILDING PROCESS FOR PARISHES AND SCHOOLS

THE ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS
ADMINISTRATION AND FINANCIAL SERVICES
226 SUMMIT AVENUE
SAINT PAUL, MINNESOTA 55102

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS
The Building Process

TABLE OF CONTENTS

Section I: Overview1

Section II: Guidelines for Buildings2

Section III: Contacts with the Archdiocese4

Section IV: Financial Guidelines6

Section V: Archdiocesan Building Commission.....7

Section VI: Legal Information8

Section VII: Contact Information.....9

Attachment 110

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section I: Overview

Undertaking a building project can be both exciting and frustrating. The decisions that are made about the renovation, remodeling, expansion, or construction of parish facilities will have a lasting impact on the community and its worship. The term “parish facilities” includes but is not limited to worship facilities, schools, gathering spaces, social halls, cemeteries, rectories, convents, other housing facilities and nursing homes, recreation facilities, and real estate upon which said facility is located. The financial impact of a building project will also affect the life of the parish, possibly for many years.

With so much at stake, it is vitally important to establish a sound process for making the best possible decisions. The Archdiocese wants to assist in establishing a process that will lead to wise and prudent decisions about any building or renovation project you undertake.

These guidelines will provide valuable information and feedback for any parish that undertakes a building project. They are intended to help you initiate and implement a building plan that is liturgically, architecturally, and financially sound. The next section provides a broad outline of the steps that many parishes will need to go through. The second and third sections provide detailed information on some of these steps. Remember, every parish’s situation will differ. Adapt these guidelines to your needs. Feel free to contact the Chair of the Building Commission or the Director of Administration & Finance with questions or to seek guidance. *Section VI: Contact Information* of this document provides contact information for some of the offices mentioned in this document.

In addition, parishes have two other resources to turn to when considering a building project. The USCCB’s *Built of Living Stones* is the national statement on church architecture and can be purchased directly from the USCCB. The Archdiocesan Worship Center recently published a document titled *Guidelines for Building, Renovating and Restoration of Church Buildings*. You may contact Administration & Finance or the Worship Center for copies of this document.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section II: Guidelines for New Parish Buildings or Major Renovations of Existing Parish Buildings

1. **First contact point with the Archdiocese:** Notify the Archdiocese of intent to look into a building project. (*see Section III: Contacts*)
2. Needs evaluation for the project: this may include communication with parishioners through surveys, open meetings, bulletin information, and pulpit announcements. Use caution when interacting with parishioners so as not to create expectations that cannot be met.
3. An analysis of the existing physical plant by a professional specializing in such work, detailing major repairs or renovations to the existing facilities that will need to occur within a ten-year timeframe.
4. Establish parish committees for construction, financing, communications, and others as needed to address solutions to perceived capital needs.
5. Begin preliminary design phase: this may include hiring professionals to assist. Remember to request a proxy if you are entering into a contract for \$30,000 or more with a professional. (*see Section VI: Legal Information*)
6. Feasibility study to determine financial support or opposition for the project by the parish community.
7. **Second contact point with the Archdiocese.** Present results of feasibility study to Director of Administration & Finance and gain approval to go ahead with capital fund drive. (*see Section III: Contacts*)
8. Initiate capital fund drive as necessary after consultation with the Director of Administration & Finance. It is expressly understood that authorization for a capital campaign is not tantamount to project approval. Capital campaign receipts will need to be accumulated in a Building Fund.
9. Continue the design process.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section II: Guidelines (continued)

10. **Third contact point with Archdiocese:** Meet with the Archdiocesan Building Commission to seek their recommendation to the Archbishop for approval of the project. (*see Section III: Contacts, and Section V: Building Commission*)

11. **Fourth contact point with Archdiocese:** Submit a letter to the Director of Administration & Finance requesting a proxy to enter into contracts or to obtain financing. (*see Section III: Contacts, and Section VI: Legal Information*)

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section III: Contacts with the Archdiocese

FIRST CONTACT

Your first contact with the Archdiocese is an informal, exploratory one. All that is required is a simple phone call or letter to the Director of Administration and Finance notifying the Archdiocese of the parish's intent to look into a building project. Depending on the scope of the project, you should take this step at least three months to one year in advance of the time you anticipate beginning the project.

SECOND CONTACT

When you have preliminary drawings and a financial plan, you will need to schedule a meeting with Archdiocesan offices to notify them of the intent and magnitude of the project.

- a. Director of Administration & Finance – Contact this office when you are first considering initiating a building or renovation project with a project cost of \$30,000 or more. Approval by the Archdiocese is necessary for any building project of this scope. This initial meeting simply gives the Director an overview of your progress so far, including the results of your needs evaluation, communications with parishioners, and preliminary designs. You will also present the results of the feasibility study you conducted to determine community support for the project. At this time, you will need approval from the Archdiocese to move ahead with a capital campaign, if one is necessary. This approval will usually take the form of a phone conversation with the Director of Administration & Finance. We must re-emphasize that permission to undertake a capital campaign is not the same as project approval. Parish leadership must be careful not to create expectations that the proposed project will happen as originally presented to parishioners.
- b. Worship Center – If the worship space is involved in the project or liturgical changes are being made, you will need to contact the Worship Center. Members of the Worship Center and Worship Board are available for consultation on the building process or for presentations on the theology, history, or liturgical needs of church building and renovation.
- c. CEFM – If the project involves education facilities, you will need to contact the Director of Education.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section III: Contacts with the Archdiocese (continued)

THIRD CONTACT

At this point, you are ready to meet with the Building Commission. The Building Commission makes recommendations to the Archbishop regarding your project. The Archbishop makes the final decision on whether or not you can move ahead with your project. A separate section of this document explains the Building Commission's role in further detail, along with the information that must be submitted in advance of any meeting with the Building Commission. Schedule this meeting when architectural plans (conceptual design) are available and a financial plan has been developed and approved by the parish finance council. See *Section V: Archdiocesan Building Commission* for more information on this step in the process.

FOURTH CONTACT

After the Archbishop has approved the project, the applicant should contact the Director of Administration & Finance for the necessary proxies. It generally takes two to three weeks to receive your proxy in the mail. *Section VI: Legal Information* explains how to submit your proxy request in further detail. You should submit your request as soon as possible after the documents are assembled.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section IV: Financial Guidelines

Each project is unique and will be assessed on its own merits. In general the Archdiocese will require evidence that the parish or school is able to meet the financial obligations that the project will incur. A ten year proforma will be required if the project is to be financed on a multi-basis. (See Attachment 1 for a sample format.) If the project is to be financed by a capital campaign, the building process should not begin until at least 50% of the funds have been received *in cash*.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section V: Archdiocesan Building Commission

The Building Commission meets monthly. Contact the Administration & Finance office at the Archdiocese to request time on the Building Commission's schedule. You will need to gather information for the Building Commission to review. This packet of information must be submitted to the Administration & Finance office two weeks prior to your meeting. This allows for mailing time and time for the Building Commission to review your project before you make your presentation. Receiving the information prior to your presentation helps the Building Commission make a more informed decision regarding your project.

Information needed by the Building Commission:

- a. Parish demographics for each of the last three years
- b. Projected growth within the parish geographical area over the next ten years
- c. Financial information
 - i. current indebtedness
 - ii. financial statements for the past three years including balance sheet, operating statements and cash position
 - iii. available year-to-date financials
 - iv. 10-year income & expense projection for the parish including all debt service (existing, if any, special assessments, if any, and the proposed new debt service) and increased operating costs (*See Attachment 1 for sample format*)
 - v. a revised 10-year income and expense projection as prepared in (iv) above assuming a 10% reduction in total revenues
 - vi. projected parish reserves - restricted & unrestricted - for scenarios (iv) and (v) above
- d. Schematic building plans

You must submit 20 copies of these materials to the Administration and Finance office no less than two weeks prior to your scheduled meeting. You will receive a response from the Director of Administration & Finance with the Archbishop's decision on your project within four to six weeks after you have met with the Building Commission. Please plan accordingly.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section VI: Legal Information

PROXIES

Proxies are required for any expenditure of \$30,000 or more. You will need one or more proxies throughout the course of your project. Below are just a few examples of when you need a proxy:

- to hire professionals to conduct a feasibility study
- to hire architects
- to hire a firm to conduct a capital campaign
- to enter into a contract with the construction company
- to buy or sell real estate (buildings or land)
- to enter into a loan agreement

Proxy requests should be sent in writing to the Director of Administration & Finance at the Archdiocese. Proxy requests should bear the signature of the trustees and pastor. In your request, state the reason for the request, the amount to be spent, where the funds will come from (i.e. bank loan, parish reserves, donation, etc.), and any other pertinent details. You should also include any documentation pertaining to the proxy request such as purchase agreements, contracts, bank loan terms, etc.

INSURANCE

All contracts must be reviewed by the general insurance provider (Catholic Mutual).

CODES

All parishes and schools must comply with all federal, state, and local codes as applies to their situation.

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

The Building Process

Section VII: Contact Information

ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

Mary DesRoches
Interim Director of Administration &
Finance
226 Summit Avenue
St. Paul, MN 55102
(651) 291-4404
desrochesm@archspm.org

Lisa Giefer
Special Assistant to the Director
Administration & Finance
226 Summit Avenue
St. Paul, MN 55102
(651) 291-4492
gieferl@archspm.org

Rev. John Estrem
Interim Chair
Archdiocesan Building Commission
Church of St. Peter
2590 Margaret St. N.
North St. Paul, MN 55109
(651) 777-8304
jestrem@stpeterscatholicnsp.org

Jim Lundholm-Eades
CEFM
328 W. Kellogg Blvd.
St. Paul, MN 55102
(651) 291-4512
lundholmeadesj@archspm.org

Vicki Klima
Worship Center
244 Dayton Ave.
St. Paul, MN 55102
(651) 290-1625
klimav@archspm.org

CATHOLIC MUTUAL

Joe Wiethoff
267 8th St E
St. Paul, MN 55101-2307
(651) 290-1605

Archdiocese of Saint Paul and Minneapolis

The Building Process

Attachment 1

Revenue and Expense Projections - Projected Reserves										
Fiscal Year:	1	2	3	4	5	6	7	8	9	10
Operating Revenues ¹										
Church										
School										
Total Operating Revenues										
Operating Expenses ²										
Church										
School										
New Initiatives										
Total Operating Expenses										
Net Operating Revenues										
Capital Campaign Receipts										
Revenues Available for Debt Service										
Debt Service										
Principal										
Interest										
Revenues Available for Capital Repairs and Replacements										
Capital Repairs and Replacements										
Revenues Available for Reserves										
Operating										
Debt Service										
Capital Repairs and Replacements										
Reserves										
Operating										
Debt Service										
Capital Repairs and Replacements										
¹ Most parishes can describe their revenue sources in 6 to 8 line items.										
² Most parishes can describe their expense items in 8 to 12 major categories.										