

Canon 4.6 Guidelines

Process for New Construction, Alteration, Addition, or Renovation of Buildings

Before beginning any new construction, alteration, addition, or renovation of your parish's buildings, you must follow these steps. The Parish Council, regional Archdeacon, the Vestry, Building Committee, and diocesan Bishop, Secretary of Synod and Diocesan Treasurer as well as the Bishop's Advisory Committee on Church Buildings, Financial Advisory Committee, and Synod Council may all be involved in this process.

Executive Summary of Project:

√ with date or insert names	Process Steps
	1. Discuss the overall economy of the project during a meeting of the Corporation.
	2. Advise your Territorial Archdeacon about the intended project.
	3. Discuss the project at Parish Council. After the Council agrees on the basic character of the project and votes to support the project, advise and consult with your regional Archdeacon about the project.
	4. Hold a Special Vestry to vote on and approve the project.
	5. Assemble a Building Committee to oversee the project.
	6. Notify the diocesan Bishop about the parish's intentions in a letter that explains the scope of the project, the reasons for it, the anticipated costs, and the sources of funds to pay for it.
	7. Have the parish's Building Committee, including the BACCB and FAC consultants, prepare the project plan document and communicate this to the BACCB, FAC, Bishop's Office, and Secretary of Synod.
	8. The consultants from the BACCB and FAC will provide your Building Committee with any necessary feedback about the project plan.
	9. Have the Corporation submit the project plan to Parish Council for information and feedback and, subsequently, to the Special Vestry called to approve the expenditure of the related project. If your Building Committee does not receive approval, have them revise the plan and resubmit it for approval to the appropriate authority.
	10. When your Building Committee receives approval for the project plan, have them, with the assistance of the BACCB and FAC consultants, determine the contracting method — (a) competitive bid or (b) Design-Build bid. You may choose to contract with a Design-Build bidder only after a rigorous comparison of vendors who are at arm's length from the parish and have no conflict of interest with any of its members.
	11. Have your Building Committee, including the BACCB and FAC consultants, prepare a list of at least three potential architects and / or designers, interview them, select their choice from this list of three and forward their recommendation to Corporation for a final decision.
	12. Have your Building Committee, including the BACCB and FAC consultants, prepare the project scope document and send it to the Bishop, BACCB, and

	<p>FAC. These two committees will give the Bishop feedback about the project, specific to their areas of expertise, and copy the Building Committee on their feedback.</p> <p>Once approved by the Bishop, the project scope and contract will go to Synod Council for endorsement. If the Bishop does not approve the contract, your Building Committee, the BACCB consultant and the FAC consultant will receive feedback about reasons for the decision. If the Bishop approves the project scope and Synod Council endorses it, the FAC and BACCB will be informed about their approval.</p>
	<p>13. Once you have received approval, have the architect and your Building Committee, including the BACCB and FAC consultants; prepare design plans and a detailed budget for the project.</p>
	<p>14. Hold a Special Vestry to present the project scope, including the updated design plans and budget. Ask the Vestry for approval to fundraise for the project, if necessary; to proceed with design drawings and the site plan; and to acquire a building permit.</p>
	<p>15. Ask your Building Committee to advise the BACCB, FAC, and Synod Council that the Special Vestry has granted these approvals.</p> <p>The Bishop will receive the Design-Build plans (or architects design plans if the alternate method of separating design from build as chosen) for approval as well as the parish's information about financing the project. The BACCB will review drawings and specifications, and provide feedback. Similarly, the FAC will review and provide feedback about revenue and expense projections, as well as borrowing arrangements. Canon 4 6 Guidelines v11 July, July 2, 2013 Page 6 Synod Council will then receive all this information and entertain the request regarding the approval of the project. If the request is turned down, the Building Committee will receive feedback from Synod Council and can re-work the project from step 12.</p>
	<p>16. When you receive the approvals for the plans and financing, have the Building Committee prepare a bidders' list and call for bidders for contractors. Your Building Committee, in association with the BACCB and the FAC consultants, will recommend to the Corporation their choice from the bids received after interviewing the 3 bidders.</p>
	<p>17. Have the Corporation confirm the choice of bid and contractor, and communicate this choice to the Parish Council and parish. Have your Building Committee advise the Bishop, BACCB, FAC, and Synod Council of the choice.</p> <p>Note: <i>you must have the Bishop's written permission for the project before you can proceed with the project. If you do not receive the Bishop's permission to proceed, your Building Committee may, depending on the circumstances, rework the project and go through the approval process again. If the Bishop approves your project, have your Building Committee ask the Corporation to advise the contractor to proceed with the project and have the Building Committee monitor the project.</i></p>
	<p>18. When the project is complete, the Building Committee submits a set of drawings and other relevant documents to the diocesan archivist.</p>