

✓ with date or insert names	Process Steps
	1. Discuss the overall economy of the project (objectives, feasibility, funding sources, scope of work, timing, pros & cons, etc.) during a meeting of the Corporation.
	2. Discuss the project at Parish Council. After the Council agrees on the basic premise and votes to support the project, advise and consult with your Regional Archdeacon.
	3. Hold a vestry meeting to vote on and approve the project. The Vestry should approve a request for preliminary funding for the purpose of developing the scope of work and the financing plan.
	4. Assemble a Building Committee to oversee the project. Select parishioners with related experience (engineering, project, financial, legal, etc.) when selecting members for the building committee
	<i>It is a requirement that the parish must have had a Decennial Inspection within the previous five years, unless exempted by the Bishop through the BACCB.</i>
	5. Notify the Diocesan Bishop (through the Secretary of Synod) 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.
	<i>If the budget for developing the plan exceeds \$15,000, it will be necessary to get the support of Synod Council, so the letter should include a request to do so, if needed.</i>
	6. Prior to attending Synod Council to present your plan for endorsement, contact the Secretary of Synod to assign consultants from the BACCB and the FAC to the project.
	7. When the Building Committee receives approval for the project plan, have them, with the assistance of the BACCB and FAC consultants, determine the contracting method. The contracting method is either A) an architect and general contractor or B) design build. In either case, and particularly if you are seeking grant funding, you will require 3 competitive bids.
	8. At this point, if your costs to advance the project to the point where you are ready to sign a contract exceeds \$15,000, arrange to make a presentation at the next Synod Council meeting to request the endorsement of the preliminary plan.
	<i>If the costs to advance the project far enough to enable bids is less than \$15,000, you can proceed to that point before meeting with Synod Council.</i>
	9. Have the Building Committee and the architect, including the BACCB and FAC consultants, prepare the project scope document, design plans and a detailed budget for the project.
	10. The architect in consultation with the Building Committee prepares the bidders list and does all the tendering by a pre-determined date.

	<p>11. The architect then meets with the Building Committee to discuss bids and their experience, if any, with the companies. The Building Committee chooses and advises the Corporation who confirms the choice.</p>
	<p>12. Hold a vestry meeting to present the project scope, including the updated design plans and budget. Ask the Vestry for approval to fundraise for the project, if necessary; and to proceed with the plan as presented.</p>
	<p>13. Ask your Building Committee to advise the Bishop and the Secretary of Synod that the Vestry has granted these approvals, and send the plans and all supporting documentation. Synod Council will then receive all of 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 rework the project from step 9.</p>
	<p><i>You must have the Bishop's written permission for the project before you can proceed with the project. If the Bishop approves your project, have the 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>14. When the project is complete, the Building Committee submits a set of drawings and other relevant documentation to the diocesan archivist.</p>