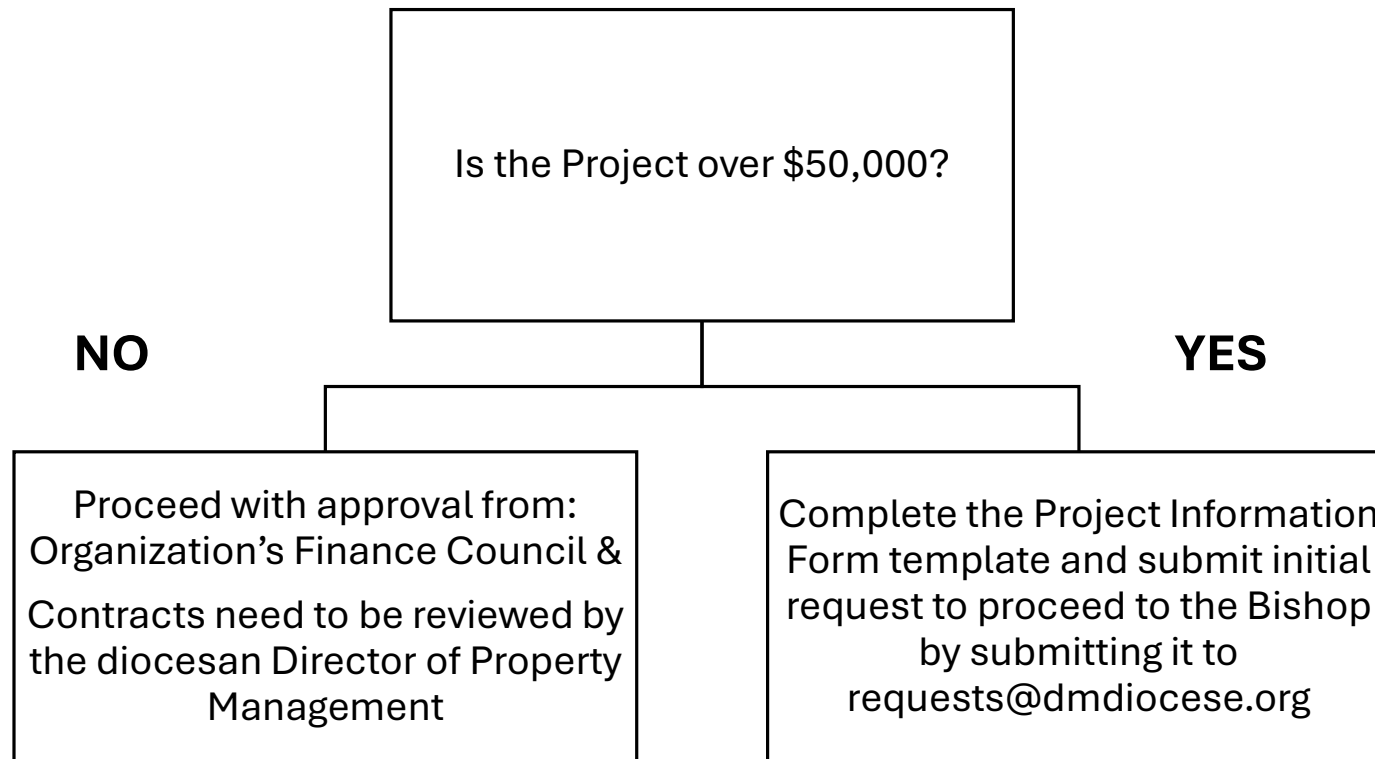


Building Project Flow Chart

August 2025

Building Project Information Flow



Building Project over \$50,000

After the initial request is approved by the Bishop

Develop a detailed Project Plan

- Work with Architect & Contractors
- Financing (Capital Campaign or Reserves)
- Church/chapel (or related to liturgical) projects approval needed by the Vicar of Worship
- Obtain approval from organization's Finance Council & for non-parish entities approval from their Board of Directors

Update the Project Information Form template and submit it for diocesan review to be facilitated by Director of Property Management

Building Project over \$100,000

Request Approved by Diocesan CFO & sent to the Bishop

To assist the Bishop to make his decision he may request the following:

- Review by the Diocesan Building Commission
- Review & request consent from the Diocesan Finance Council
- Review & request consent by the College of Consultors

Bishop or his delegate provides written approval

Building Project over \$100,000

Written Approval provided by the Bishop or his delegate

Bishop's Office will initiate Written Consent document where Bishop is on the Board, signed by Bishop and Vicar General (for parish corporations)

Written Consent – Action by the Board of Directors

- Only effective & approved once all directors have signed the Consent
- Executed Written Consent must be filed in Corporate minute book and a copy sent to the Bishop's Office