

Diocese of Fort Wayne-South Bend
Sacred Art & Architecture Committee:

Procedure for Reviewing
Major Renovations of Sacred Places

- 1) Pastor and parish community (or other Catholic institution or community) identify a major need regarding a sacred place (church, oratory, or chapel).
- 2) Pastor or competent authority submits introductory information to establish contact about project with the Office of Worship and the Sacred Art and Architecture Committee.
 - a. Initial scope (basic outline)
 - i. Ex. Narthex renovation with new doors, flooring, and artwork.
 - b. Reason/rationale for project.
 - c. Communicate whether a particular artist or architect is being consulted (contracts should not be signed until after Step 4).
 - d. Communicate whether the pastor would like more consultative assistance from the Committee.
- 3) Exploratory Stage - An exploratory study is conducted at the parish level, regarding the needs surrounding the potential renovation or building project. The Office of Worship director or another representative will visit the parish to discuss the liturgical aspects of the project, and make recommendations. The Office of Worship and the diocesan Sacred Art & Architecture (SA&A) Committee will be available to assist the parish throughout the entire process.
- 4) Petition for initial approval to proceed from the Bishop.
 - a. If approval is given, instructions from the Vicar General follow for needed involvement of the Diocesan Buildings & Improvements Committee, the diocesan CFO, and the Diocesan Finance Council.
- 5) Architect and artists are selected, pastor notifies SA&A Committee when this happens.
 - a. Initial designs (schematic) are then developed. This includes floorplans and other renderings, all liturgical designs (including available art and furnishing plans, with as much detail as possible) are submitted to the Office of Worship for the SA&A Committee to review.

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- b. Examples of the things to be submitted:
 - i. Drawings
 - ii. Pictures of existing space
 - iii. Theological or liturgical rationale for choices made
 - iv. Concrete ideas for iconography and statues – plans should not include empty niches with a random filler.
- 6) The committee will evaluate the drawings and make recommendations to the pastor about the design.
- 7) Once those are responded to and plans are resubmitted, the SA&A Committee makes a recommendation to the Bishop regarding the designs and proposals. The Bishop decides if he approves or not.
- 8) After approval from the Bishop to move ahead, the architect will prepare design development drawings with an updated cost estimate to be provided by an Estimator. The necessary approvals of the diocesan Finance Council are sought and they make a recommendation to the Bishop.
- 9) Before drawings are sent for bid – or a final contract in the case of commissioned artwork – the final bid documents are submitted to SA&A Committee for final recommendation and approval of the Bishop.
- 10) All construction documents should also be shared with the diocesan Building & Improvements Committee for review per their procedures.
- 11) Any substantial changes (change orders effecting aesthetic or liturgical scope) during construction need to be submitted.
- 12) Final photos and drawings of completed work are to be submitted for records of the committee.