

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

Procedure for Reviewing Simple Renovations and
Artistic Additions in Sacred Places or Devotional Spaces

- 1) Pastor (or competent authority) has an idea for potential renovation or beautification of a sacred place (church, oratory, or private chapel) and/or permanent public artistic fixture on parish or institution campus, including outdoor installations or any changes that might significantly affect the exterior aesthetics of the church building itself.
 - a. Examples: someone donates a piece of art and the pastor wants to install it in the church; pastor wants to install an exterior prayer space like Stations of the Cross or a grotto; pastor wants to commission a new ambo; pastor wants to renovate confessionals; proposed installation of new HVAC unit alongside the church; materials and color of church roof replacement.
- 2) Does the item already exist?
 - a. Yes: Submit a picture, dimensions of object, picture of existing space, description of work, and any other considerations for the SA&A committee.
 - i. Questions: How did you acquire the piece? What is its history? Why does it belong in the space?
 - b. No: Submit design vision or written idea, why it's needed, pictures of existing space, artist/architect name.
 - i. Questions: Do you need further help in giving shape to the idea?
- 3) SA&A Committee reviews the submission and is in contact with the pastor or community.
- 4) Results of review shared with pastor. Any subsequent changes are shared with the SA&A Committee.
- 5) If a bid is required, submit construction docs for final SA&A approval. (All construction documents should also be shared with the diocesan Building & Improvements Committee through the diocesan CFO for review per their procedures.)
- 6) Submitted to Bishop for final approval with comments from SA&A Committee.
- 7) When project completed, final drawings and pictures submitted.