
Procedure for Capital Projects

The document provides an outline of the steps a Parish should take when planning a new building, extension or major renovation:

1. Vestry must approve idea and motion made to bring proposal to a congregational meeting.
2. Congregation must approve idea in principle and select a Building Committee to coordinate proposal. Minutes must be kept of all meetings and motions recorded.
3. Parish must send a letter to the Administration and Finance (A&F) Committee outlining preliminary proposal.
4. A&F will advise steps required to proceed and may suggest an initial meeting with the Property and Plans Sub-Committee (P&P) to review steps. A minimum of 3 representatives of P&P, including the Executive Archdeacon, must be present at meetings with a Parish or Parish Building Committee.
5. Parish must prepare an artist's concept, preliminary estimate and rough budget.
6. This information is brought back to a congregational meeting and a motion is made to prepare for this project by starting a "Building Fund".
7. Parish requests permission to set up a building fund from A&F.
8. The generally accepted procedure is that the Parish must raise 50% of the cost before applying to A&F to begin construction on the project. It should be noted that selling land and/or building assets might not be considered an acceptable way to raise the 50% required.
9. Once the Parish has raised the necessary funds, it applies to A&F using the permission forms found on the Diocesan website. Information to be included is as follows:
 - a) Copy of motion of vestry and congregation
 - b) Copy of plans for the project, including design specifications and tender documents.
 - c) Statement of how the project is to be funded
 - d) Current financial statement
 - e) Copies of three quotes for contract prices, noting which one the Parish proposes to accept.
10. A&F may refer the application to the Property and Plans sub-committee for review. This committee may arrange a meeting with the Parish Building Committee to review the project before making a recommendation to A&F.
11. Applications for large projects may not be submitted between June 1 and August 31, as the A&F committee is not in full session during the months of June, July and August.