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<b>Name of the policy</b>	<b>Modifying the church interior or places of worship</b>	
<b>Effective date</b>	2018-04-01, Archdiocese of Ottawa	
<b>Category</b>	College of Consultors—Application for Approval	

### **Definition**

Project related to the architecture or structure of the church or project affecting the liturgical, sacred and/or precious elements of the church.

### **Examples**

Modification of partitions (walls) or beams. Modification of the place of worship of the church, the chapel, the sacristy, the altar, the decoration, the addition/removal of sacred art in the layouts, the restoration of the place of worship (architecture, cabinetmaking, art painting, sculpture, interior and exterior design, etc.).

### **Submissions**

These requests are always reviewed by the College of Consultors and must be submitted at least two weeks before the next scheduled meeting of the College.

### **Clarifications**

These projects also include those relating to the historical or heritage character.

Examples: the arrangement of the choir, the restoration of stained glass windows, of the organ, etc.

These projects must be approved in advance by the Archbishop. In addition, these projects must be studied by the parish priest/administrator and the Temporal Affairs Council (TAC) of the parish. In cases where a modification is to be made to the place of worship, the recommended of the Parish Pastoral Council (PPC) is also required.

### **Before you begin**

1. Obtain the recommendation of your TAC, and your PPC, when applicable
2. Contact the episcopal vicar of your area who will advise you on how to apply to the College.

### **Project procedure to follow**

1. Write an application letter which must be signed by the priest/administrator, making sure to include:
  - a. Your request for approval: form CC18-F06
  - b. The opinion of your regional consultor
  - c. A description of the nature of the project
  - d. Photos and/or plans to give an overview of the project before and after
  - e. The recommendation of your TAC and PPC, when applicable
  - f. Three cost estimates submissions if costs are to exceed \$15,000
  - g. Funding method (accumulated surpluses, special fundraising, or loan from the Loan Fund)

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2. Submit the application to the Director of Finance and Administration (DFA) of the Diocese and its regional consultor. The request will be presented to the members of the College of Consultors by the regional consultor or, in his absence, by the episcopal vicar of the sector, or in the absence of both, by the vicar general. The Archbishop will take note of the opinion of the College’s members in his decision. The DFA will inform you of the decision of the Archbishop.
  
3. Upon receiving the written approval from the DFA, the parish may proceed with the project, taking into account the recommendations it has been provided with.
  
4. When the project is finished, the parish will submit a report to the DFA with photos of the final result.