**Procedures for Approval of Major Building/Renovation of Churches**

**Archdiocesan Church Art and Architecture Commission**

**Archdiocese of Indianapolis**

**2016**

1. Pastor/PLC meets with the Chairman of the Archdiocesan Art and Architecture Commission no later than three months before the “First Meeting” to discuss the process/procedures for major building/renovation of a church in the Archdiocese of Indianapolis.

-It is strongly encouraged that there be a time of catechesis with the parish regarding the Church’s instructions for major building/renovation of Church before a schematic design is pursued. The Office of Worship can assist with this.

2. First meeting: Pastor-PLC/Representatives of Parish Committee/Architect meet with ACAAC early in schematic design phase. Plans submitted to the commission one week in advance of this meeting.

3. ACAAC submits directives/recommendations in writing to the Pastor/Representatives of Parish Committee/Architect within two weeks of first meeting.

4. Pastor-PLC/Representatives of Parish Committee/Architect meet with the Chairman of the Archdiocesan Art and Architecture Commission no later than one month before second meeting.

5. Second meeting: Pastor-PLC/Representatives of Parish Committee/Architect meet with ACAAC during design development phase. Plans submitted to the commission one week in advance of this meeting.

6. ACAAC submits directives/recommendations in writing to the Pastor/Representatives of Parish Committee/Architect within two weeks of second meeting.

7. Third Meeting: Pastor-PLC/Representatives of Parish Committee/Architect meet with ACAAC about final plans, finishes and art, lighting and acoustics gives approval makes recommendations to the Archbishop. Plans submitted to the commission one week in advance of this meeting.

8. A letter of approval (with or without final directions) will be sent from the Archbishop approving the project within one month of the Third Meeting.