

DIOCESE OF BELLEVILLE  
(PARTIAL, FULL) LIEN WAIVER

STATE OF ILLINOIS

SAINT CLAIR COUNTY

TO ALL WHOM IT MAY CONCERN:

Whereas, we the undersigned, have been employed by \_\_\_\_\_ (Owner)  
of the Diocese of Belleville, Illinois to furnish labor, material and equipment for the building project known  
as:

\_\_\_\_\_ (Project Name)

Now, therefore, that we the undersigned for an in consideration of the sum of

\_\_\_\_\_ Thousand \_\_\_\_\_ Hundred \_\_\_\_\_ Dollars (\$\_\_\_\_\_.)

and other good and valuable considerations, herein receipt whereof is hereby acknowledged, do hereby  
waive and release any and all lien, and claim or right to lien on said above described building and  
premises and claim or right hereby acknowledged, to lien on said described building and premises under  
the Statutes of the State of Illinois relating to Mechanics' Liens, on account of labor or materials, or both,  
furnished by the undersigned to aforesaid purchaser for said building and premises and for which the  
undersigned has been paid

by \_\_\_\_\_ (Owner), CHECK # \_\_\_\_\_, dated \_\_\_\_\_.

Notwithstanding any provision herein to the contrary, the undersigned waives and releases its lien rights  
only to the extent it receives payment for the work, labor and material referred to herein, and this waiver  
and release shall not become effective until all checks given as part of the consideration hereof, shall  
have been honored and paid in full.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_:

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

This waiver must be signed by an officer of the company or authorized party and notarized.  
This lien waiver must be returned before additional payments can be processed. Waivers from all material  
suppliers and subcontractors, if applicable, are also required.



DIOCESE OF BELLEVILLE

CERTIFICATION AGAINST ASBESTOS

Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Under EPA CFR Part 763.99 of the AHERA Act, the undersigned hereby certifies that:

NO asbestos containing building material (ACBM) was specified as a building material in any construction document for the building.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Architect

Company: \_\_\_\_\_

Address: \_\_\_\_\_

To the best of my knowledge, NO asbestos containing building material (ACBM) was used as a building material.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor

Company: \_\_\_\_\_

Address: \_\_\_\_\_



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**CERTIFICATE OF INSURANCE**

The Certificate of Insurance is prepared by the contractor's insurance agent. This document must specify the applicable insurance coverages that are required, including General Liability, Auto Liability, Excess Liability and Workers Compensation & Employers Liability. The coverage limits for each should be indicated on the Certificate, and must comply with Diocesan requirements (\$1 million minimum).

The Certificate must also specify that the Parish/Location and the Catholic Diocese of Belleville, Inc. are ADDITIONAL INSUREDS. (See attached sample document)

In addition, the Certificate must provide that the issuing insurance company will give thirty (30) days written notice prior to cancellation of the policies.

All certificates of insurance from all contractors must be furnished to the Parish/Location and the Diocesan Risk Management Office prior to the commencement of any work.



**DIOCESAN INSURANCE COMMISSION****INSURANCE REQUIREMENTS FOR BUILDING CONSTRUCTION**

Where applicable, these requirements shall supplement and/or clarify Articles referring to Insurance in the AIA Forms of Agreement Between Owner and Contractor.

**REQUIREMENTS**

1. **BID BONDS** – not required.
2. **PERFORMANCE & PAYMENT BONDS** – The contractor must furnish a performance bond and a payment bond to the Parish and Diocese on all building projects in excess of \$100,000.00. The performance bond must cover 100% of the contract sum. The payment bond must cover 100% of the contract cost of labor and materials. The bonds must be issued by a Surety licensed in the State of Illinois. The Surety must have a minimum of a “B+” rating by A.M.
3. **WORKER’S COMPENSATION COVERAGE** – Contractor shall obtain coverage in accordance with statutes of the State of Illinois.
4. **COMPREHENSIVE GENERAL LIABILITY INSURANCE** – Contractor shall obtain coverage from an insurer lawfully authorized to do business in the State of Illinois. Coverage must include Bodily Injury, Property Damage, Products Liability, Completed Operations and other applicable coverages. Minimum limits for these coverages must be **\$1,000,000.00**.
5. **COMPREHENSIVE AUTO LIABILITY** – Contractor shall obtain coverage from an insurer lawfully authorized to do business in the State of Illinois. Minimum limits must be **\$1,000,000.00**.
6. **EXCESS LIABILITY (UMBRELLA) COVERAGE** – Contractor shall obtain coverage from an insurer lawfully authorized to do business in the State of Illinois. Minimum limits must be **\$1,000,000.00**, which fully extends the underlying coverages listed above.
7. **PROFESSIONAL LIABILITY** – Architects shall provide evidence of coverage from an insurer lawfully authorized to do business in the State of Illinois. Minimum limits must be **\$1,000,000.00**.
8. **BUILDER’S RISK COVERAGE** - Standard Builder’s Risk insurance of up to **\$4,000,000.00** is automatically included under the Diocesan program with Catholic Mutual Group. Certificates will be provided upon request.

*\$10,000,000.00*

9. **OWNER'S LIABILITY COVERAGE** – The Diocese has Comprehensive General Liability coverages under the program with Catholic Mutual Group. Certificates will be provided upon request.
10. **CERTIFICATES OF INSURANCE** – Contractor shall furnish a Certificate of Insurance verifying coverages outlined in Items 3, 4, 5 & 6 above. Certificates must name "The Catholic Diocese of Belleville, Inc." and the Parish/Institution as additional insureds. Certificates and bonds must be provided to the Chancery Office prior to the beginning of construction.
11. **WAIVERS OF SUBROGATION** – Provisions for "Waiver of Subrogation" which appear in most standard AIA Forms (in Articles titled "Insurance") are not acceptable. Before the agreement is signed, it must be amended to delete any "Waiver of Subrogation" provision.

**NOTE:** Direct any inquiries regarding these requirements to:

MR. WILLIAM P. JOHNSON, CLAIMS/RISK MANAGER  
CATHOLIC MUTUAL GROUP  
DIOCESAN PASTORAL CENTER  
2620 LEBANON AVENUE  
BELLEVILLE, ILLINOIS 62221-3299  
(618) 233-1090 FAX: (618) 233-1696

DIOCESE OF BELLEVILLE

CHANGE ORDER

Contractor:

CHANGE ORDER NUMBER:

INITIATION DATE:

ARCHITECT'S PROJECT NO.

Owner:

CONSTRUCTION MANAGER'S PROJECT NO.

CONTRACT FOR:

CONTRACT DATE:

The contractor is directed to make the following changes in this Contract:

Not valid until signed by the Owner, the Consultant, (and the Construction Manager, if applicable). Signature of the Contractor indicates agreement herewith, including any adjustments in the Contract Sum and the Contract Time.

The original (Contact Sum) (Guaranteed Maximum Cost) was.....\$
Net change by previously authorized Change Orders.....\$
The (Contact Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....\$
The (Contact Sum) (Guaranteed Maximum Cost) will be
(increased, decreased or unchanged) by this Change Order.....\$
The new (Contact Sum) (Guaranteed Maximum Cost) including this Change Order will be.....\$
The Contract Time will be (increased, decreased, unchanged) by ( ) Days.
The Date of Substantial Completion as of the date of this Change Order therefore is ( ).

Recommended:

Approved:

By \_\_\_\_\_

By \_\_\_\_\_

Construction Manager Date

Architect/Engineer Date

Agreed To:

Authorized:

By \_\_\_\_\_

By \_\_\_\_\_

Contractor Date

Owner Date



**DIOCESE OF BELLEVILLE  
FINAL INSPECTION REPORT**

1) Date: \_\_\_\_\_

2) Location: \_\_\_\_\_

3) Address: \_\_\_\_\_

4) Project Title: \_\_\_\_\_

5) Prime Contractor: \_\_\_\_\_

6) Subcontractor(s): \_\_\_\_\_

7) Budget Amount: \_\_\_\_\_ Change Orders: \_\_\_\_\_

8) Final Amount: \_\_\_\_\_

9) Within Budget:  Yes  No

10) Completed on Schedule:  Yes  No

11) Quality of Work: \_\_\_\_\_

12) Would Use Again:  Yes  No

13) Comments: \_\_\_\_\_

\_\_\_\_\_

Punch List: \_\_\_\_\_

\_\_\_\_\_

Recommendations: \_\_\_\_\_

\_\_\_\_\_

Future Needs: \_\_\_\_\_

\_\_\_\_\_

14) Release for Payment:  Yes  No

\_\_\_\_\_  
Parish Representative

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Finance Department

\_\_\_\_\_  
Construction Manager

**Copy: Finance Department**



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**PROPERTY ENVIRONMENTAL ASSESSMENT**

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*To Be Completed by Current Owner or Donor*

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**GENERAL REVIEW**

1. Legal description and location of the property:
2. Name, address and social security number of present property owner:
3. What is the property's approximate present value? Describe basis for estimate:
4. Is the property encumbered? If yes, indicate amount of unpaid mortgage or lien:
5. Is there a current tenant lease arrangement involved with the property? If so, state length and guidelines of lease:
6. Has an appraisal been prepared within the last six months?
7. Are all taxes, covenant fees and maintenance expenses up-to-date? List the amounts of annual taxes and other fees attached to the property:
8. Is the property "marketable"? (i.e. can the donor give examples of recent comparable sales) If so, state brief explanation and description of comparable sales:
9. Is the property owned jointly with other individuals (not including spouse)?
10. Does the property currently produce income? If yes, indicate the specific source and amount:
11. Has the property been on the market at any time during the last year? If yes, indicate dates, offering price(s) and name and address of representing agent:
12. Are there any problems unique to the property that have not been discussed? (i.e. zoning questions, neighbor disputes, property upkeep, controversial development planned for the area, etc.) If so, please briefly state those concerns and indicate current zoning classification:

## ENVIRONMENTAL REVIEW

13. Describe present use of the property:
14. Describe previous use of the property over the past 50 years (attach separate sheet if needed):
15. Names of former property owners over the past 50 years (attach separate sheet if needed):
16. Describe present and previous uses of immediately adjacent property:
17. Asbestos
  - Is asbestos currently present in any of the structures?
  - If asbestos is present, has a survey been made to assess the type, amount, location and condition of the asbestos? If so, attach a copy of the survey:
  - Have asbestos air samples been taken? If so, what were the results?
18. Polychlorinated Biphenyls (PCBs)
  - Have PCBs been used in electrical transformers, capacitors or other equipment on the property?
  - If so, describe the use and quantity of PCBs used on the property:
19. Lead in Drinking Water and Lead Paint
  - Have there been any tests for lead in drinking water source? If so, attach a copy of the inspection/test results:
  - Have there been any tests for lead or lead based paints? If so, attach a copy of the inspection/test results:

## 20. Fuel/Chemical Storage Tanks, Drums and Pipelines

- Are there any above ground or underground gasoline, diesel, fuel oil or other chemical storage tanks or pipelines on the property? If so, describe substance stored, capacity of tank(s) and use of any pipelines:
- Have the tanks and/or pipelines been inspected or tested for leakage? When was the most recent test? What were the results?
- Are any other chemicals stored on the property in drums or other containers? If so, please describe the substances, quantities stored, and types of containers:
- Have there been any spills, leaks or other releases of chemicals or petroleum products on the property? If so, describe the chemicals or petroleum products and quantities released; any cleanup measures taken; and the results of any soil or groundwater samples performed to detect the presence of the chemicals or petroleum products spilled, leaked or released on the property:
- Attach copies of any permits or licenses pertaining to the use, storage, handling or disposal of chemicals or petroleum products to the property:

## 21. Radon Gas

- Have tests to determine the existence of radon gas been performed? When? Results? Attach copy of test reports:

## 22. Water Discharges

- List all sources of waste water discharges to surface waters, septic systems or holding ponds:
- List all sources of waste water discharges to public sewer systems:

## 23. Waste Disposal

- Describe the types of any liquid wastes or solid wastes other than waste water described above that are generated at the property: If the property has been or is used for industrial purposes, provide the following additional information.
- Has the property been used for disposal of any liquid or solid waste?
- Have evaporation or storage ponds been located on the property?
- Have waste water treatment facilities, such as acid neutralization vaults, been located on the property?
- Are there raw chemicals or waste chemical storage areas on the property?

## 24. Provide the following additional information if the property has been or is used for Agriculture.

- Have pesticides, herbicides or other agricultural chemicals been applied to the property? If so, describe the locations where such pesticides, herbicides or chemicals were applied: the type of pesticides, herbicides or chemicals applied in each area; and the results of any soil or groundwater analysis performed to detect pesticides, herbicides or chemicals used at the site:
- Have pesticides, herbicides or other agricultural chemicals been mixed, formulated, rinsed or disposed of on the property? If so, describe the locations where such pesticides, herbicides or chemicals were mixed, formulated, rinsed or disposed of; the type of pesticides, herbicides or chemicals mixed, formulated, rinsed or disposed of at each location; and the results or any soil or groundwater analyses performed to detect pesticides, herbicides or chemicals mixed, formulated, rinsed or disposed of at the site:

As the present owner of the property or as an officer or a general partner of the present owner of the property (or the duly authorized representative of such owner), I am familiar with all of the operations presently conducted on the property, have made a diligent inquiry into the former uses of the property, and hereby certify to and for the benefit of any purchaser of the property that, to the best of my knowledge, information and belief, the information disclosed above is true and correct.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# PARISH VOLUNTEER AGREEMENT

I, \_\_\_\_\_,  
*(Name of Volunteer)*

of \_\_\_\_\_,  
\_\_\_\_\_  
*(Address)*

hereby state that I am volunteering to provide service in the nature of

\_\_\_\_\_  
*(Describe Volunteer Activity)*

(the "Activity") for the benefit of  
\_\_\_\_\_  
*(Name of Parish)*

I affirm that I am skilled in performing this type of service, and that I am cognizant of the inherent dangers and harms of performing the Activity, and that I understand and am familiar with the standard safety rules employed in performing the Activity. I further understand that I may not operate any gas or electric power tools if I am under the age of 14, or any heavy equipment if I am under the age of 18.

I, being of lawful age, in consideration of being able to participate in the Activity, do for myself and for my spouse, my heirs, administrators and assigns, hereby release and forever discharge the Bishop, Parish, the Diocese of Belleville and their officers, directors, and agents of any and every claim, demand, action or right of action, or whatever kind or nature, either in law or equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any accident that may occur as a result of my participation in the Activity or activities in connection with the Activity, whether by my negligence, or the negligence of others.

I further release all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered me during my participation in the Activity.

I also understand that I am to furnish my own equipment and I am responsible for its safety and good operating condition regardless of where I obtain it.

In consideration of the foregoing, I agree to be legally bound this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

WITNESS: \_\_\_\_\_ VOLUNTEER: \_\_\_\_\_







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## Considerations for Parish Mission, Identity and Vision when Renovating or Building

### Introduction

The following suggestions may be helpful to communities of faith which are planning to add, remove or rearrange liturgical furnishings. They may also provide some assistance with regards to the importance of mission, identity and visioning for projects that may be large in scope.

Changes to worship space or parish facilities, however minor, can effect a community in profound ways. As part of project planning, it is helpful to carefully consider the sources that will inspire design and how the arrangement or rearrangement of furnishings, renovation or building will influence the community.

There are many resources available to assist parishes in these matters. A partial list is included as part of this document.

Consideration might be given to the following as planning begins: Mission, a Parish's sense of Identity, and Visioning.

The means through which a project reaches completion then follows the levels and steps provided for in this document.

### Mission and Identity

A parish's challenge to continue the Commission of Christ entrusted to the Church has led some parish communities to develop a 'statement' that reflects their Christian identity and how Christ's Mission will be realized. The lived and living memory of a parish community can be a valuable resource for the development of a mission statement. Such statements may give a parish a greater sense of identity and focus as it strives to live its mission within and continuing that of Christ's.

A statement of mission is not necessary for minor changes or even major building projects. However, it is helpful to articulate a project's purpose and rationale as a vital part of development and planning.

#### A Statement of Mission

Development of a mission statement begins within the Commission that Christ entrusted to the disciples. Namely, to "go out to all nations and proclaim the Good News," and "announce that the reign of God is at hand."

A statement of mission simply expresses a particular parish community's endeavors to live out its co-mission with that of Christ's. As a starting point, the mission statement may reflect a parish's past, present and serve as a foundation for the visioning which will shape its future.

A parish's statement of mission is a reminder to the community and to the visitor of its purpose in living out the commission entrusted to it by Christ. Purpose of mission gives rise to identity.

## A Parish's Identity

Living and overlapping generations bring continual renewal to a community of faith. Throughout its lived and living history, change may invite a community to revisit its statement of mission to reflect more clearly the parish's changing identity. Consideration to rearrange, add/remove furnishings, renovate, or pursue major building reflects changes with regards to how a community may "see" itself as it lives out its commission.

Identity changes as generations build upon succeeding generation. With each succeeding generation, mission and identity are reshaped and redefined. Always moving towards a yet to be realized future, a community's mission and identity are lived through a common shared vision.

## Visioning

Visioning engages the imagination. Along with and often springing from mission and identity, visioning shaped images and ideas into a "word picture" that emerges from the community's collective imagination as it assesses its needs.

Eventually, the vision is articulated and becomes a catalyst for development and planning. It will provide those directly involved in the process of reconfiguring, renovating, or major building a valuable starting point.

Like identity, visioning is always open ended. It always allows for further reflection and change as a community itself changes.

## In Summary and In Brief

### Mission Statements, Parish Identity and Visioning

To assist in developing a statement of mission it might be helpful to consider those passages of Scripture in which Jesus entrusts the disciples with continuing the ministry that he initiated.

Reflect upon how a parish has already lived this commission and list these. From the list, shape a lived history. Then examine how this mission is being presently lived and list these.

Several survey instruments are available through diocesan offices to assist communities collect information which reflect its particular identity, i.e. generational ranges, cultural diversity, appraisal of parish life, liturgical celebrations and particular traditions, to mention a few.

As a community engages its collective imagination, how does it see itself as it looks to the future. How does it envision itself living out its mission and identity as it changes over time?

### **Typical Structure of a Statement of Mission**

- I. Make introductory remarks, i.e. the parish community's name, and
- II. State what Christ's commission is.
  
- III. Indicate how the community might see itself living out this commission.

IV. Further indicate particular aspects of the parish's mission.

V. What is the parish's hope for the future?

*(An example of a "mission statement" — Example W1-A — and a "statement of identity, values and purpose" — Example W1-B — is included as an addenda.)*

It may be helpful to revisit a mission statement at least every five years to reflect a parish's ongoing changes.

Contact the Office of Worship for further assistance with questions on any of the above.



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## Sample Mission Statement

We, the faith community of  
(Name of Parish),  
are dedicated to continuing the Mission of Christ.

We invite all people to a greater awareness of God's abiding presence and to respond to the Lord's call to discipleship. We would hope to convey a sense of welcome to the visitor among us and nurture a sense of belonging within our parish family. We will strive to live fully the Gospel as proclaimed by Jesus the Christ embracing life and spiritual transformation.

We are united in our Baptismal commitments with the Risen Christ which are made manifest in Communal Worship, Lifelong Learning, Stewardship and Service. We desire to do the will of God under the inspiration and guidance of the Holy Spirit.

We accept our share in the Mission of Christ by promoting peace and justice in our homes, communities, country and world through efforts of reconciliation and compassionate service as we endeavor to bring about the reign of God in our time.

We honor our past and hope in the future.

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## Sample beginning of Statement of Identity, Values and Purpose

It is our desire to be attentive to all generations as we create our parish complex. We wish to respect those who came before us and from whom we have received inspiration and living memory. We seek to deepen the experience of prayer and communal worship of current generations. It is our hope to pass on our gift of faith to the coming generations who will worship in this space and build a community "... of living stones" honoring our collective past and placing hope in the future.

### **Statement of Identity, Values and Purpose ..., and Implications for the Creation of our New Worship Space, [Parish Facilities and School]**

Our Community of Faith seeks to create a space and environment where we can celebrate the mysteries of our shared faith, strengthen communal bonds, and deepen our Christian vision of life.

We are grateful for the renewal of liturgical life in the Catholic Church since Vatican Council II, and seek to create our new worship space in harmony with the vision and guidelines provided by the liturgical documents the Church places before us, especially: The Constitution of the Sacred Liturgy, Vatican Council II (1963); General Instruction of the Roman Missal (1969); Built of Living Stones (Guidelines of the National Conference of Catholic Bishops, 2000); Revised General Instruction of the Roman Missal, IGMR for Dioceses in the United States (2001/2); diocesan resources

and policies and supplemented by civil codes which reflect necessary components for construction.

### Architectural Considerations

Here follow ten statements of our identity and values. To the first eight, we will offer responses. The purpose of this 'word picture' will be to focus our planning and efforts, that we might create parish facilities that express our beliefs and nurture our worship and spiritual growth.

- I. We would hope to be a community which cherishes our Catholic identity and the traditions of our faith. *We desire to create facilities that reflect our beliefs and enhance experiences of worship and community.*
- II. We would hope to be a community which *values hospitality, graciousness and community and desire that all people feel welcome in our parish.* We recognize that liturgy flourishes in a climate of hospitality.
- III. We would hope to be a community which values family life and recognize that the faith and prayers of the adult community nurtures and deepens the faith of our youth. *We seek to create facilities that allow all to worship, share and recreate together.*
- IV. We would hope to be a community which *provides an environment for the spiritual, educational and social development of parishioners of all ages.*
- V. We would hope to be a community which realizes that we are often busy and distracted, immersed in the demands of family life and work often distressed by tragic events in the world around us. *We seek to create a space that recognizes that art, beauty and an environment which offers areas for silence, private prayer and devotional spirituality would renew us and nourish our communal worship.*
- VI. We would hope to be a community which wishes to *invite, support and celebrate the sharing of gifts and talents present in our midst among our parish family.*
- VII. We would hope to be a community which rejoices in the beauty and openness of a natural environment. *We seek to create facilities that are sensitive to the delicate balances of God's creation and natural resources.*
- VIII. We would hope to be a community which is *conscious of our membership in the larger community* of our neighboring parishes and churches, diocese, city, country and world.
- IX. We would hope to be a community which would be *open to growth*, change and the challenges that are before us as we "strive to bring about the reign of God in our time."
- X. We would hope to "*honor our past and hope in the future.*"

## Statement of Identity, Values and Purpose

As a faith community 'visioning' for our future, and to assist in planning and design ...

I. We would hope to be a community which cherishes our Catholic identity and the traditions of our faith. We desire to create facilities that reflect our beliefs and enhance experiences of worship and community.

- Create an external presentation that clearly identifies us as a Catholic parish.
- Arrange the altar, ambo and seating in a manner that reflects our belief in the presence of Christ in our liturgy in four distinct yet interconnected ways: through Word, Sacrament, Assembly and Priest. This deliberate arrangement should support our parish's goal that our worship and prayer clearly evidence the assembly as celebrant.
- Provide a baptismal font that by location and design reminds us of the primacy of this sacrament in our faith journey, and provides for a full and graceful celebration of this sacrament.
- Create a worship space that seats at least (enter number) with a combination of pews and chairs, and that respects the full and active role of the assembly in Catholic worship by allowing for flexible arrangements, ease of movement, and appropriate placement of all liturgical ministers.
- Provide special areas for music ministers that will enhance our liturgical celebrations and encourage greater participation of the worshipping community.
- Use symbols and themes moderately to enhance the worship space to give special meaning to our rituals.
- Provide preparation areas for ministers and clergy as well as those who gather for the Sacrament of Marriage. We would hope for ample storage space for liturgical vessels, vesture and seasonal décor.

II. We would hope to be a community which values hospitality, graciousness and community and desire that all people feel welcome in our parish. We recognize that liturgy flourishes in a climate of hospitality.

- Create landscaping, parking, walkways and entryways that are inviting and which will prepare people for worship and raise an awareness of the sacred.
- Provide common entryways leading into a single outdoor gathering area which would flow into a warm and spacious indoor gathering area for year-round use. Both should encourage hospitality, friendliness and community building.
- Provide for a parish office and administrative center with a separate entrance adjoining the church and accessible through the indoor gathering space and provide space for administrative offices and rooms for consultation and meeting.
- Make proper provision for parking areas, access, and seating for those with disabilities.
- Provide for easy and dignified arrival and departure of funeral processions.

III. We would hope to be a community which values family life and recognizes that the faith and prayers of the adult community nurtures and deepens the faith of our youth. We seek to create facilities that allow all to worship, share and recreate together.

- Develop flexible and multi-purpose areas that can be adapted to groups of various ages and numbers which can serve the needs of both the parish faith formation and adult enrichment programs.

- Adjacent to the Worship Space, create a space where adults and children could gather for celebrations of Liturgy of the Word.

- Respect the needs of parish teenagers for a space of their own that will adequately accommodate a growing youth ministry program: a dedicated youth ministry room.

- provide for safe outdoor recreational areas for parish programs.

IV. We would hope to be a community which provides an environment for the spiritual, educational and community building of parishioners of all ages.

- Develop a "Parish Center" which would be able to accommodate large gatherings in a comfortable fashion, and be easily arranged for dinners, social gatherings, conferences as well as wedding and funeral receptions.

- This facility should include multipurpose space for meetings, educational and prayer services that are flexible, attractive and accessible for the many organizations that form our community of faith.

V. We would hope to be a community which realizes that we are often busy and distracted, immersed in the many demands of family life and work. We seek to create a space that recognizes that art, beauty and an environment which offers areas for silence, private prayer and devotional spirituality would renew us and nourish our communal worship.

- By design, lighting, works of art, use of color and integrity of materials create gathering and worship space that is welcoming, warm, beautiful and uplifting.

- Create a Blessed Sacrament Chapel which will welcome, refresh and awaken a sense of the divine presence with, perhaps, an adjacent prayer garden that is peaceful and inviting.

- Create devotional areas which honor the Church's Saints, especially the Blessed Mother, without conflicting with the central liturgical space or actions.

- Create separate reconciliation space that is inviting, visible and accessible.

VI. We would hope to be a community which wishes to invite, support and celebrate the sharing of gifts and talents present in our midst among our parish family.

- Through a thoughtfully organized commissioning process, encourage artists and artisans in our parish and community to be active participants in the design, construction, furnishing and decorating of our new facilities.

- Include projects in which few or large numbers of parishioners can safely and actively participate contributing to our new facilities.

- Provide adequate storage space for art and environment materials.

VII. We would hope to be a community which rejoices in the beauty and openness of the natural environment. We seek to create facilities that are sensitive to the delicate balances of God's creation and natural resources that will surround us.

- Create facilities that make use of natural light whenever possible and that would allow visibility of the surrounding natural environment in a way that is not distracting.

- Adequate outdoor space should surround facilities for liturgical processions as well as parish recreational and social gatherings.

- Utilize materials, plants and landscaping harmonious with the surrounding natural environment and the seasons of Southern Illinois.

VIII. We would hope to be a community which is conscious of our membership in the larger community of (name city/town), neighboring parishes and Churches, country and world.

- Within the indoor gathering space, designate areas for exhibiting parish, community, diocesan and other announcements.

- Provide for an area in the gathering space where parish organizations and groups could post representatives to disseminate information and/or provide registrations for parish and school events.

IX. We would hope to be a community which would be open to growth, change and challenges before us as we "strive to bring about the reign of God in our time."

- Create facilities that can adapt to continued growth without major disruption to the architectural integrity of the complex.

- Make use of modern technology, where appropriate, in the service of the Gospel in the worship space, educational areas and office complex.

X. We would hope to "honor our past and hope in the future."

(If a new site is being developed, there may be memorialized objects, furnishings, or memorabilia which could be incorporated into a new design if this does not offer too much a contrast to the overall design. It is helpful to take the recommendations of the architect in these matters. Most are sensitive to the issues surrounding the above.



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## RECOMMENDED READING AND RESOURCE LIST FOR BUILDING AND RENOVATING WORSHIP SPACES

**Built of Living Stones Art, Architecture, and Worship**, United States Catholic Conference of Bishops

United States Bishop's statement on architecture and environment for parishes and dioceses engaged in building or renovating churches.

**Guidelines for the Building and Renovation of Churches**, Diocese of Belleville

This document should be used in conjunction with *Built of Living Stones* regarding particular diocesan guidelines and directives.

**Points to Ponder**, Diocese of Belleville

A self-evaluative tool for parishes to use as they consider the renovation of or building of a worship space.

**Constitution on the Sacred Liturgy, Sacrosanctum Concilium**, published by the United States Conference of Catholic Bishops

This is a foundational document for understanding and guiding the restoration of the liturgy after Vatican II.

**General Instruction of the Roman Missal**, 2002, published by the United States Conference of Catholic Bishops

**Rite of Dedication of a Church and Altar**

**General Instructions for all sacramental rites**

