

POLICY 2.1.2 Renovations to Sacred Places

For the purposes of this policy, “sacred places” refers to the sanctuary, nave, vestry, and sacristy of church buildings.

The sacred space in our churches must conform to the requirements of the liturgy of the Church, and be appropriately laid out and designed to accommodate the needs of the priest and of the congregation, to lead and to participate fully in the liturgy.

For all proposed renovations to sacred spaces and places

Before a parish makes any permanent changes to the layout or the design of one or more sacred places in a church (or chapel), the appropriate person or committee will complete Part A of form 2.1.2.a and submit it to the Vicar General of the Archdiocese of Grouard-McLennan.

The Vicar General will conduct an initial review, to ensure that the proposed changes are not outside the liturgical norms of the Archdiocese. If the Vicar General has concerns about the proposal, he will contact the parish priest to resolve them. When the Vicar General is satisfied that the proposed changes are not in conflict with liturgical norms, he will forward the application to the Chairperson of the Archdiocesan Liturgy Committee (ALC).

The ALC will review the changes being proposed. The ALC may use the following criteria, or other criteria of its own choice, in the review:

- improves participation of the priest and/or the congregation in the liturgy
- contributes to/does not detract from the spiritual experience of the liturgy
- is necessary to maintain or preserve integrity or condition of property
- works with the other elements of the sacred space (i.e. similar style, material, etc.)

The ALC may request additional information from, or otherwise consult with, the parish while undertaking the review. The ALC will make its recommendation directly and solely to the Archbishop.

Decision of the Archbishop

The parish must not take any steps on any proposed renovation to sacred spaces or places until the written decision of the Archbishop is received by the parish.

For proposed renovations that will cost \$5,000 or more

If the proposed project will cost \$5,000 or more and the Archbishop gives permission for the project to proceed, the parish will complete and submit the Request for Extraordinary Expenditure form (Form 3.4.2.a) in accordance with Policy 3.4.2 before commencing work on the project. The completed Form 2.1.2.a will be attached to the Form 3.4.2.a.

Proposed Renovation/Change to a Sacred Place

Part A. Proposed Renovation/Change

Parish Name:	
Parish Address:	
Parish Priest:	
Proposed Renovation/Change	
Our parish would like to make changes to following sacred place(s) in our church: <input type="checkbox"/> Nave <input type="checkbox"/> Sanctuary <input type="checkbox"/> Sacristy <input type="checkbox"/> Vestry <input type="checkbox"/> Other: _____	
Please describe proposed change(s) to be made:	
Please provide reasons for proposed change(s):	
Signature of PFC or PPC Chairperson	Date
Signature of Parish Priest	Date

Part B. Review by Archdiocesan Liturgy Committee

Date of Review:	
Recommendation: <input type="checkbox"/> Proceed with project <input type="checkbox"/> Do not proceed with project	
Reasons:	
Signature of ALC Chairperson	Date

Part C. Decision of Archbishop

<input type="checkbox"/> Permission granted <input type="checkbox"/> Permission refused	
(Signature)	(Date)