

- SAMPLE -



St. Mary's Catholic Church

October 6, 2016

Dear Archbishop,

I am writing today to ask your permission to develop an initial master plan to construct a social hall with classrooms. The social hall with classrooms would be used to replace the current social hall that we are currently operating out of.

With your permission, I will contact *Catholic Construction Services* for their involvement and utilize a Building Committee to compile the plan.

Thank you for your time and consideration. If you have any questions, please contact me at my mobile is 678-823.9391 or by email at vsullivanis@gmail.com.

Sincerely in Christ,

A handwritten signature in cursive script that reads "Vincent Sullivan".

Fr. Vincent Sullivan,
Pastor

ARCHBISHOP CONCEPTUAL APPROVAL
PROJECT CASE TEMPLATE

Date: 10/06/2016

Parish: St. Mary's - TOCCOA

Project Name: MASTER PLAN

1. Brief Project Description:
DEVELOP INITIAL MASTER PLAN

2. Rationale and expected benefits:
CONSTRUCT A SOCIAL HALL WITH CLASSROOMS

- 3. Have you explored and budgeted for your capital maintenance needs? YES
Is that included in your financial assessment? YES
- 4. Have you reviewed your parish's demographic growth and considered it in your needs for this project? YES
- 5. Given the growing needs of our Archdiocese Catholic population, is this project seen as a necessity for your parish to thrive and grow, or is it potentially a "luxury" item that can be afforded but not needed? YES
- 6. By what date does the parish want to begin design of the facility? JANUARY 2017
- 7. Is there a capital campaign involved? YES
By what date does the parish want to launch the campaign? SEPT 2017

Please attach the following support documents and check here that they are attached:

- Parish Support for Proposed Project
- Initial Financial Feasibility (Pre-Application)
- Deanery Review of Proposed Project (if applicable)

PARISH SUPPORT FOR PROPOSED PROJECT

Parish: ST, MARY'S - TOCCOA

Brief project description:

DEVELOP MASTER PLAN TO CONSTRUCT
A SOCIAL HALL WITH CLASS ROOMS.

Pastor Approval Sign-Off:

Name: FATHER VINCENT SULLIVAN Position: PASTOR

Signature: _____ Date: 10-06-2016

Finance Council Approval Sign-Off:

Name: _____ Position: _____

Signature: _____ Date: _____

Please answer whether each of the following supports the project:

- Pastoral/Parish Council (if exists) ✓
- Business Manager/Administrator ✓
- Staff (Facilities/Education) ✓
- Ministry Coordinator _____

Key Donor Support:

Describe steps taken to identify donor support, results of feasibility study, if performed (does study support project?)

DEANERY REVIEW OF PROPOSED PROJECT

Parish asking for support: ST. MARY'S - TOCCOA

Deanery: NORTHEAST DEANERY

Number of parishes in Deanery: 10

Brief project description:

DEVELOP MASTER PLAN TO CONSTRUCT
A SOCIAL HALL WITH CLASSROOMS

Known implications/impact for surrounding parishes (if any):

NONE

Deanery Support Sign-Off:

Dean Name: FATHER JUAN AREIZA
Signature: _____

Parish: ST. FRANCIS OF ASSISI - BLAIRSVILLE
Date: 10-06-2016

Check which applies: **Informed – Support** **Informed – Not Supported**

If you do not support – why?

Pastor Support:

- Indicate number of pastors that fall in each category:
 - 10 Informed – support
 - _____ Informed – not supported
 - _____ Uninformed
- If some pastors do not support, what is their major concern?

- SAMPLE -

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA

THE OFFICE OF THE ARCHBISHOP



Protocol No. 65214

Wednesday 12 October, 2016

The Reverend Vincent Sullivan
Saint Mary Catholic Church
231 Rothell Road Extension
Toccoa, GA 30577

Dear Vincent,

I received your letter dated 6 October 2016, requesting permission to develop an initial master plan to construct a social hall and classrooms at Saint Mary Catholic Church.

After thoughtful consideration and in accordance with the Archdiocesan Large Capital Project process, I am granting permission to investigate the construction of a social hall and classroom space. Any costs incurred to develop a master plan and investigate the project should be funded from current parish savings.

Please contact John Schiavone, Director of Real Estate Development who will assist you in contracting with the professionals needed to work with you on this project.

My prayers and blessings are with you and the people of Saint Mary Catholic Church.

Fraternally yours in Christ,

A handwritten signature in blue ink, reading "Wilton D. Gregory".

‡ Wilton D. Gregory,
Archbishop of Atlanta

CC: Bishop David P. Talley, Auxiliary Bishop
David Spotanski, Chief Operating Officer
Brad Wilson, Chief Financial Officer
John Schiavone, Director of Real Estate Development