

Diocese of Honolulu

Chancery Office • 1184 Bishop Street, Honolulu, Hawaii 96813-2859 • Phone (808) 585-3300 • Fax: (808) 537-1860



Office of the Bishop

March 28, 2011

To all Pastor/Parish Administrators

Dear Father:

Peace be with you!

It seems that there is an inconsistency between the Parish Finance Council Norms and the Norms for Facilities Services regarding the cost level of projects that need approval from me or my office. In order to assure consistency and taking into account the current day realities, I am changing the cost level needing my approval from \$10,000 to \$20,000.

Our Facilities Services Department will make the appropriate modifications to the Diocesan Guidelines for Repair and Maintenance, New Construction and Maintenance (see website http://www.catholichawaii.org/facilities/index_FM.html).

Projects under \$20,000 may now be administered at the parish level without forwarding contracts to the Diocese for legal review and Diocesan approval. Moreover, projects over \$20,000 must be presented to the Diocesan Planning and Building Commission (DPBC) for review before proceeding. Arrangements for presentation to the DPBC may be made by contacting the Facilities Service Office at (808) 585-3334 or via email at vvernay@rcchawaii.org.

The appropriate adjustments will be made throughout the Diocesan Guidelines for Repair and Maintenance New Construction and Maintenance to reflect this modification.

I am also modifying and reissuing the Assessment Deduction policy as noted by the attached.

Thank you for your continued stewardship of your parish and its assets. May the Lord bless you!

Sincerely yours in Christ,

Most Reverend Larry Silva
Bishop of Honolulu

cc: Fr. Gary Secor
Vince Vernay
Lisa Sakamoto
Diocesan Planning and Building Commission Members

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Assessment Deduction for Major Repairs and Maintenance

(Approved and reissued by Bishop Larry Silva on March 28, 2011.)

1. The Facility Repair and Maintenance Reserve is a special savings account with the diocese that each parish may establish separately from its general savings and form specially approved Building Funds specifically approved by the Bishop. Each parish may have one such fund.
2. Deposits to the Facility Repair and Maintenance Reserve will be deducted from parish revenues in the calculation of the diocesan assessment (diocesan tax). Both deposits to the fund and interest added to the fund will be exempt from the tax. However, deposits must come from current earnings, not from funds previously on hand.
3. Funds from the Facility Repair and Maintenance Reserve may only be used for Major Repair and Maintenance projects that have been submitted on the Repair and Maintenance, Renovations and New Construction 5-year Year Plan, which must be on file with the Diocesan Planning and Building Commission.
4. The Facility Repair and Maintenance Reserve fund is automatically opened when the 5-Year Plan is approved by the Bishop.
5. The Facility Repair and Maintenance Reserve is not for routine repair and maintenance but only for major maintenance projects (See #9 below).
6. To qualify as a Major Repair and Maintenance project, it must be more than \$5,000.
7. Money may only be withdrawn from the Facility Repair and Maintenance Reserve upon presentation of an invoice for an approved project.
8. Emergency and unexpected situations which may require withdrawal of funds from the Facility Repair and Maintenance Reserve require the written approval of the Bishop or the Vicar General, communicated to the pastor and the Diocesan Finance Office. If a withdrawal is made for any reason other than approved Major Repair and Maintenance projects, the withdrawal amount will be added to the current year parish income and included in the total income subject to assessment.
9. Examples of Major Repair and Maintenance include but are not limited to: roof replacement, resurfacing a parking lot, exterior and/or interior painting

of the church, renovation of bathrooms for ADA considerations, electrical rewiring, and sewer line replacement.

10. Projects over \$20,000 must be approved by the Diocesan Building and Planning Commission and utilize the Standard Diocesan Contract.

Sincerely yours in Christ,

A handwritten signature in black ink that reads "Larry Silva". The signature is written in a cursive style with a small cross at the beginning.

Most Reverend Larry Silva
Bishop of Honolulu