

Diocese of Bridgeport Parish Pastoral Plan "Building a Bridge to the Future"

Part One: Introductory Information:

Parish: Holy Cross Church/ 750 Tahmore Drive/ Fairfield, CT 06825

Pastor: Rev. Alfred F. Pecaric, STL

Date: September 30, 2016

Parish Task Force Members:

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- 12) Rev. Alfred F. Pečarič: frpecaric@diobnt.org

Leadership Position:

Parish Trustee: Buildings and grounds.
Finance Board: Buildings and grounds
Teacher and Religious Ed Catechist
FFLD Professor and Accountant
FFLD Head of Security
Task Force Secretary
Architect and Religious Ed Catechist
Housewife and Librarian
Finance Chairman: Buildings & Grounds
Choir Member and Entrepreneur
Parish Advisory Chairman and Attorney
Priest and Pastor

Mission Statement:

As Holy Cross Church was established in 1913 to aid the needs of immigrant displaced persons who fled politico/religious persecution of the southern Balkans, viz., Slovenija, our parish upholds the Ecclesiastical as well as the ethnic and national customs, patrimony, spirituality, and traditions of our Holy Faith, and our beloved homeland. Although initially established for refugee Slovenijans, Holy Cross Church extends a warm welcome to parishioners of all nationalities, newcomers, neighbors, and friends. May you find in our parish a warm community of believers, a place of worship where your faith is nourished, and, you are welcomed.

Signature of the Pastor: Rev. Alfred F. Pecaric, S.T.D.

Pastoral Challenge to be Addressed

Family Life

Rationale for Choosing the Priority Area

Our individual families are microcosms of God's family; by supporting families across generations we will be strengthening our bonds and our faith. It would be wonderful to have people feel that Holy Cross is an extended family. In American society people relocate, often far from where they grew up, and do not have access to contact with other generations within their social circles (young families hang out with other young families at soccer practice, older folks with other older folks at senior events, etc.). The Church community would be the perfect place for the generations to mingle, develop warmth for each other, and pass on Catholic values.

Statement of Third Goal to be achieved

Promote events where the generations can mingle, and offer support to families at various stages in life.

Action Steps to Achieve the First Goal

- 1) Encourage all ages to be involved in the parish picnic.
- 2) Return to parish traditions like the May Crowning, Living Stations of the Cross, and encourage parishioner attendance at the Christmas Pageant.
- 3) Use our kitchen to host cooking classes.
- 4) Host parish dinners quarterly or bi-monthly.

1) Encourage all ages to be involved in the parish picnic.

Background: Our volunteer pool is shrinking as our parish ages. We should foster a volunteer spirit in our younger generation to build our ranks for the future. We also seek to encourage everyone to mingle more during the picnic.

We propose the following:

1. Kids can't help with the cooking for safety reasons, but it was suggested this year that the young people could act as wait staff and assist parishioners who have difficulty walking and carrying their own plates. This seemed to work out well, and should be continued in the future (added to the sign-up list at the front of the church).

2. Reinstate games such as the egg toss so the generations can play together. Three-legged race used to be a hit too, but might cause injuries.

2) Ensure that important Holy Cross traditions involving our religious education students continue or are reinstated.

Background: It is meaningful to parishioners to have feasts and observances that they remember from their youth continued in the parish. This point has been covered in our First Pastoral Challenge Goal.

3) Use our kitchen to host cooking classes.

Background: We have a well-equipped kitchen and many talented cooks in the parish. Perhaps some of these cooks would be willing to teach their skills, in classes offered a few times a year. The recipes could be traditional Slovenian dishes, or whatever dish someone is eager to pass on to others. This would be a low-pressure way to meet people within the parish.

Timeline for completion: TBD

Responsible Person: TBD

Diocesan Office assisting: N/A

Projected Costs: The cost of the ingredients could be offset by a nominal class fee.

4) Host bi-monthly or quarterly parish pasta dinners (or pizza, etc.).

Background: Pasta dinners are a multi-generational event, and have been successful and well-attended in the past.

- Family movies could be shown.
- Older parishioners might be willing to take part in a discussion group where they can relate their experiences to the younger crowd. Not everyone has local grandparents to tell them what life was like before they were born.
- Perhaps some dinners could be focused on discussions about parenting, helping aging parents, etc. More research is needed on this suggestion, and possible help from the diocese in lining up topics or speakers.

Timeline for completion: February, 2017 at latest

Responsible Person: TBD

Diocesan Office assisting: N/A

Projected Costs: most likely offset by nominal entrance fee

Pastoral Challenge to be Addressed

Catechesis and Education

Rationale for Choosing the Priority Area

For a parish to be successful and to continue to grow, it must continue to educate both the children and the adults of the parish about the Catholic Faith. The education in the parish has to be a clear, authentic, and faithful teaching of the Catholic Faith.

We will address Catechesis and Education with two goals. The first goal will focus on the Education of the Children of the Parish, and, the second goal will focus on Adult Education.

Statement of the First Goal to be achieved

Improve the Holy Cross Children's CCD program.

Action Steps to Achieve the First Goal

- 1) Increase parent involvement in their Children's CCD Education.
- 2) Enhance the Holy Cross CCD education website page to make it more user-friendly, more informative and easier for parents to enroll their children in the program. Make use of on-line registration.
- 3) Use new techniques, websites, technologies and programs, to engage/interest our students in their Catholic Faith.
- 4) Ensure that important Holy Cross traditions involving our CCD students continue and/or are reinstated (i.e. The May Crowning, Christmas tree lighting).
- 5) Have students participate in Charitable Projects throughout the year (Thanksgiving Food Drive, other charities) as helping others is an important aspect of our religion.

1) Increase parent involvement in their Children's CCD Education.

Background: Unfortunately, a significant number of our CCD students do not go to Sunday mass on a regular basis. The reason for this comes down to the basic fact that their parents choose not to go to mass on a consistent basis. A second problem is that many of the families in our CCD program belong to and/or attend mass at other parishes. The reason these families do that is they find our CCD program time more convenient than the times offered at their own parishes.

To address these two problems we propose the following:

- Require parents to attend a brief meeting shortly after the CCD year begins. We will have two meeting dates to help accommodate parents' busy schedules.
- At the meetings we will emphasize the importance of weekly mass attendance. We will make the basic point that to not attend mass is setting a bad example for their children and is of course against Church doctrine.

We will also encourage but not require that whenever possible that the church these families attend is Holy Cross.

Timeline for Completion: November 15, 2016

Responsible Person: Dorothy Fejes, Lynn Coppola, Michael Coyne, Patrick Walsh and the other CCD teachers.

Diocesan Office assisting: N/A

Projected Costs: Perhaps a nominal sum will be spent for coffee and cake at the parents' meetings.

2) Enhance the Holy Cross CCD education website page to make it more user-friendly, more informative and easier for parents to enroll their children in the program.

Background: In years past and in this current year the Holy Cross Director of religious education has made herself available at certain summer masses for CCD sign-up and the sign-up dates are announced in the church bulletin and are on the church website. But the church website has had very little other information about CCD.

Unfortunately, very few people in the past have signed up in the summer after mass. Most people simply sign up on the first day of classes. Therefore, the first day of class is largely devoted to administrative matters and not CCD instruction and in essence there is no significant amount of pre-registration.

To address this problem we propose the following:

- Enhance/create a separate web page devoted entirely to the CCD program.
- This page would include the registrations forms, policies and procedure forms, class times, tuition rates and a school calendar.
- We will also explore the possibility of parents' submitting registration forms by email.

Timeline for Completion: January 15, 2017

Responsible Person: TBD

Diocesan Office assisting: We may need help from the Diocesan Office with regard to technical assistance in improving the CCD website page.

Projected Costs: N/A

3) Use new techniques, websites, technologies, and programs to engage/interest our students in their Catholic Faith.

Background: In today's day and age children's attention span is shorter and they are easily distracted by various electronic devices. The amount of time we have to instruct children is very limited (one hour a week for approximately 14 weeks in the Fall and 14 weeks in the Spring). As noted in Action Item #1 many parents of our students do not take their children to Church. Given all these challenges, there is a need for additional faith formation techniques to supplement and enhance the already strong instruction our children receive at Holy Cross. The need for new approaches is particularly important in the middle school grades.

To address this problem we propose the following:

- Purchase a large flat screen Television screen to be used to periodically show religious films/videos to our CCD children in a communal/festive setting (i.e., with popcorn/snacks).

Today's generation of children generally read less and are more interested in watching videos/TV and browsing the Internet than previous generations. As CCD teachers we have to recognize this and deal with this situation. One way to deal with this situation is to occasionally show films/videos/informative websites to get an important religious message across in a way that the children may like more than reading religious text. An additional benefit of the flat screen TV is it could be used for adult education programs as well.

- Explore over the next twelve months utilizing "Edge" resources in our CCD Program particularly in the middle school grades.

"Edge" is a Catholic middle school youth ministry program. It provides a safe fun place for youth to find solid Catholic community, to get answers to their questions about faith, and, most importantly, to experience our Lord in a profound and personal way (<http://lifeteen.com/edge-ministry/>). The resources present Catholic teaching in a way that young people can understand. (See attachment A: The Edge Website and Attachment B: an example of Edge instructional materials.) It should be noted that at this time we are not going to use Edge to form a youth group but rather we are going to explore using the Edge resources to help with CCD instruction.

- We are also going to be diligent in reviewing the Diocese of Bridgeport's website for any guidance provided regarding CCD instruction (i.e., what concepts should be taught in the various grades).

Timeline for Completion:

- The television screen could likely be purchased by October 30, 2016 or sooner, and films and videos could begin to be shown to the students during the fall semester.
- To determine how Edge Resources could be effectively used in our CCD program will take more time than purchasing a flat screen TV. So while initial research will begin in the Fall of 2016, full implementation may not occur until the Fall of 2017.

Responsible Person: TBD

Diocesan Office assisting: It would be helpful to know what Parishes in the diocese currently use Edge resources and at what levels (i.e. online resources only, religions instruction lesson plans, technical support etc.) Our preliminary research has found that at least one parish in Fairfield uses these resources, but it would be helpful to know if other parishes are using these resources and in what ways.

Projected Costs- Preliminary reviews of potential flat screen TV has begun and estimates range between \$1,300 and \$1,500. The parish will work hard to get the best price available and the cost for the TV will be paid for by special fundraisers and special donations. Usual weekly collections will not be used for the purchase of the TV.

Edge subscription costs range from \$500 to 1,000 annually. At this stage we are not yet sure what would be the appropriate level of resources to purchase but we will be exploring this issue in the coming year.

4) Ensure that important Holy Cross traditions involving our CCD students continue and/or are reinstated (i.e. The May Crowning, Christmas Tree lighting).

Background – In previous years the parish had a Christmas tree lighting ceremony with hot cocoa and snacks but in recent years this has not occurred. In addition for the first time in memory our parish did not have its annual May Crowning ceremony in 2016. The reasons for these events not happening are somewhat complicated. However, it basically comes down to reliance on a very small core set of volunteers to do almost all the work for these kind of CCD events and scheduling conflicts. s

To address this problem we propose the following:

- Form committees to ensure that the May Crowning, the Christmas tree lighting and other CCD events are done by committees, rather than an individual and where possible, we will try to avoid scheduling conflicts.

Timeline for Completion: Christmas Tree lighting - December 15, 2016, May Crowning - May 1, 2017.

Responsible Person: Dorothy Fejes, Lynn Coppola, Michael Coyne, Parick Walsh and perhaps other CDD teachers.

Diocesan Office assisting: N/A

Projected Costs: N/A

5) Have students participate in Charitable Projects throughout the year (Thanksgiving Food Drive, other charities) as helping others is an important aspect of our religion.

Background: We currently have a Thanksgiving food drive but we usually begin to ask for food donations in mid-November and the amount of donations received has not been that much. The Thanksgiving food drive is really the only charitable work the students engage in all year.

To address this problem we propose the following:

- Begin the Thanksgiving food drive in late September/early October.
- Communicate the importance of the food drive and other charity events to parents by email in addition to the paper handouts we give to children after class.
- Perhaps have a contest among the classes to see which class brings in the most food. A small prize could be given to the winning class.

Timeline for Completion: Thanksgiving Food Drive- November 24, 2016. Other charitable work to be determined.

Responsible Person: TBD

Diocesan Office assisting: N/A

Projected Costs: N/A

Statement of Second Goal to be achieved

Educate adults in our parish, parents of CCD students and adults in other parishes about our Catholic faith.

Background: The Diocese of Bridgeport Synod has made known that of approximately 420,000 baptized Catholics in the Diocese, approximately 76,000 (18%) are attending Mass weekly. The primary cause for this loss is influence of secular culture where adults express personal autonomy in all aspects of their lives. Adults have been prepared for this by attending public schools and by giving attention to mass media and popular entertainments, and to popular secular assertion of superiority of science over religion. By individual autonomy we exercise personal judgment in selection of life style, choice of friends, personal morality, political preferences, financial and medical matters, career path, all in pursuit of personal happiness and contentment, and of an authentic 'self'. This pursuit is chiefly along material lines in taking pleasure in acquisition of the good things in life, and in achieving social esteem in the community. The 'self' either establishes itself as a parallel good to God, or excludes God entirely. As a result, attending Mass on Sunday is now determined by individual conscience instead of the Third Commandment.

For her part, Holy Mother Church, following the Second Vatican Council is evangelizing by orienting her message so as to relate to persons who have come under aforementioned influence of secular culture. Specifically, evangelizing emphasis has shifted from that directed to the intellect as capable of knowing eternal truths received from Our Lord and expressed in Church doctrine and tradition, to that directed to personal experience in actual living while de-emphasizing Church doctrine as abstract, difficult to comprehend, and of less value in the here-and-now. An appeal is made to individual emotion of feeling good in spiritual life especially in community and in acts of charity for less fortunate members of society. In this shift the Church has become anthropocentric from having been Christocentric. This shift emphasizes God's mercy with loss of a sense of God's justice resulting in personal loss of a sense of sin and the need to remain in a state of grace for Salvation of one's soul. Also lost is a sense of living life in a way pleasing to God by keeping God's commandments.

To address these problems we propose the following:

- Adult Catholic Education

The remedy offered in Adult Catholic Education is first of all an understanding of what is happening to cause this loss of practicing Catholics. We then point out God's creation of the cosmos; traditional understandings of human nature, interior life, immortality of soul, resurrection of body; God's intervening in history through the Israelites; Our Lord's Incarnation, Crucifixion, death and Resurrection as central events in human history; Mary's role in the economy of salvation; and last things: Death, Judgment, Heaven or Hell.

Prime emphasis is on powers of soul of intellect and will knowing eternal truth as always taught by Holy Mother Church. Chief sources for Holy Cross Adult Catholic Education are *THE FATHER JOHN A. HARDON, S.J. BASIC CATHOLIC CATECHISM COURSE* and peerless *BALTIMORE CATECHISM*. We proceed in conviction that Our Lord, Creator of the Universe and its laws of operation, has provided mankind with Eternal Truth always and everywhere applicable for attaining salvation of souls.

Lapsed and Nominal Catholics

Adult Catholic Education is directed to lapsed and nominal Catholics especially family members and friends of Holy Cross parishioners, parents of CCD pupils, former (now confirmed) CCD pupils and their parents, and to those residing in Fairfield, Connecticut. Those enrolling will be urged to join Holy Cross parish if not already enrolled in another parish.

Classes

Sessions are scheduled twice monthly on alternate Sundays beginning at 9:45am to 10:40am in Holy Cross parish hall with those attending encouraged to remain for 11:00 am Mass. Program begins in October 2016 continuing monthly through April 2017. Initial sessions are October 9 and 23, thereafter twice monthly on alternate Sundays.

Adult Catholic Education is promoted by notices in parish bulletin, announcements at weekend Masses, letters to those with addresses on record in the parish, invitations to sister parishes in Fairfield through their bulletins, and advertisements in Town weekly papers.

Instructor is selected and approved by Holy Cross pastor as part of parish action plan for Diocesan Synod.

Lessons

Conducted are by instructor handing out loose-leaf outlines based on Fr John A Hardon SJ basic catechism course for each lesson. Loose-leaf hand-outs are to be in advance allowing students to be prepared for next session.

Timeline for Completion: October, 2016

Responsible Person: Patrick Walsh

Diocesan Office assisting: N/A

Projected Costs: N/A

Pastoral Challenge to be Addressed

Buildings and Facilities

Rationale for Choosing this Priority Area

- Timely and effective maintenance of church properties and buildings is essential so they can continue to best serve their present communities and future generations
- All buildings weaken and deteriorate overtime unless properly maintained. As such, maintenance of these buildings and associated property is a priority that requires consistent attention
- Negligence in this area can lead to major problems and expenses

Statement of Third Goal to be achieved

As stewards of these assets, Holy Cross plans to establish an internal framework to monitor property conditions to undertake such repairs or improvements as they become necessary.

Action Steps to achieve the Third Goal

- 1) Creation of a Facilities and Grounds Committee
- 2) Creation of a Building Maintenance Check List
- 3) Creation of an (RSP) Request for Proposal Form
- 4) Improve overall Budgeting Management
- 5) Examine the Feasibility of Future Considerations

1) Creation of a Facilities & Grounds Committee consisting of the following parishioners:

- Rev. Alfred Pecaric (Chairperson)
- Joe Csom
- Patrick Walsh
- William Sekelsky
- Kenneth Walker
- Frank Ficko

Background: The Facilities, Buildings, and Grounds Committee is charged with the responsibility of maintaining the integrity of parish buildings, operations systems (heating and air conditioning), and grounds (parking, sidewalks and landscaping). The committee will develop a long-range maintenance program which will be reviewed and updated periodically. Each year, the committee will perform a walk-through of the grounds and buildings and develop a list of maintenance project to that year. Parishioners experienced in building and grounds maintenance will be invited and encouraged to participate.

Timeline for Completion:

- Committee established July 1, 2016.
- Committee Meeting scheduled for October of 2016
- follow-up walk-through/inspection slated for January 2017

Committee Chairs: Bill Sekelsky and Frank Ficko

Diocesan Office Assisting: N/A

Projected Costs: N/A

2) Creation of a Building Maintenance Check List

Prioritizing the preventative maintenance procedure may be required in the event of budgetary concerns or shortages. In these cases, the least critical task that poses the least threat to life safety can be deferred. Priorities:

- (i) Life Safety: Items that, if not addressed immediately, can potentially jeopardize lives of parishioners or other community members.
- (ii) Regulatory Requirements: Items that are not in compliance with the Building Code or other regulations

- (iii) Equipment Life Cycle: Items that require routine life cycle maintenance such as mechanical systems, HVAC, roofing, lighting, etc.
- (iv) Building Maintenance: Items such as painting, caulking, cleaning, etc.
- (v) Long Term Maintenance Items: Parking lot replacement, Asbestos removal, etc.

A draft of a Building Maintenance Checklist is attached...**see Addendum A.**

This form will be used as a baseline and agenda item for the Committee meeting scheduled in October of 2016.

Timeline for Completion/Implementation: January 2017

3) Creation of an (RSP) Request for Proposal Form

Creation of an (RFP) Request for Proposal form to be used for projects requiring vendors to submit bids. This form will address points that are precise and important to the overall “scope” of the project, while protecting the best interests of the parish.

A draft of an RSP is attached...**see Addendum B.**

This form will be used as a baseline and agenda item for the Committee meeting scheduled in October of 2016.

Timeline for Completion/Implementation - January 2017

4) Improve overall Budgeting Management

Budgeting and Funding is a critical component in the maintenance of these facilities. Two monthly collections have been added: 1) a Monthly Collection which is to be used as an Emergency Fund Account for unforeseen/impromptu maintenance needs or repairs; 2) a monthly Capital Improvement Offertory Collections has been established to address the needs of specific project repairs, viz., replacement of Church roof or repaving of the parking lot.a

5) Future Considerations

Property: A portion of the Holy Cross Parish property includes two (2) wooded building lots, approx. 0.4 acres each, on a residential neighborhood located on Short Hill Lane. There are no projected future plans for this property which has been assessed in the area of \$240,000 to \$280,000. The Pastor, Parish Council, Trustees, Finance and Task Force Committees are open to the possibility of selling the lot furthest away from the parish rectory. Portions of the revenue from this sale would be used for investments and future long term capital improvement projects.

Nursery School: For over a decade, Holy Cross, in collaboration with an independent company, successfully facilitated a Nursing School consisting of nearly 100 children. The northeast section of the rear hall was renovated to accommodate both zoning and insurance requirements. Due to mismanagement, combined with plans for future construction and associated needs of St. Catherine's Academy, the school was abruptly closed and the facilities shut down. That section of the church is currently used for storage.

Holy Cross is located in an affluent, rural area consisting of many young families. Not only would resurrecting the nursery school create revenue for the parish, it would draw young families to Holy Cross and the opportunity to invite and encourage their participation as parishioners. The parents of these pre-school children represent the target age bracket from which to grow.

Resurrecting the Nursery School would involve significant oversight on the part of the Pastor with Diocesan guidance and advice on all legal and business aspects of managing this endeavor.

Hall Rental: For the reasons mentioned above, the Task Committee is reviewing ways to increasing the marketing and advertisement of leasing the church hall and adjacent Gymnasium to outside groups. For years, Holy Cross was the home of Gymboree which generated in excess of \$10,000 in revenue annually for the parish. For reasons which remain unclear, their contract was not renewed.

The Task Force Committee is also looking at restructuring costs and associated fees which are appropriate for the venue, yet reasonable and attractive to prospective parties.

If any of these considerations are enacted, Diocesan assistance in the areas of Real Estate, Legal ramifications and other considerations will be required.

Summary:

All parish facilities are currently sound, both structurally and in overall maintenance. There has been a concerted effort to address and maintain the property since Fr. Pecaric's arrival in August of 2008.

Major projects during this period involved restoration of the parish roofs (both flat-top and shingle) which were recently assessed and in "good condition". New HVAC units have been installed along with electrical upgrades, and door and window replacements. Kitchen appliances have been replaced and the Rectory has also undergone major renovations during this timeframe. In addition, the Bell Tower was "brought back to life" after years of being in disrepair.

In addition, major projects that will need to be addressed in the near future are:

Asbestos can be found in many products around old buildings built prior to 1980. It has been used in roofing shingles, exterior siding, pipe and boiler coverings, compounds and cements, wallboards, and vinyl floor tiles. Asbestos poses health risks only when the fibers are in the air that people breathe. These fibers may lodge in their lungs, causing scarring that can ultimately lead to severely impaired lung function (asbestosis) and cancer of the lungs.

As the entire Church facility was built in the 1970's when asbestos was employed as a chief fire retardant, an environmental consultant will be contacted to assess the risks and scope of work necessary to remove such risks.

The parish main parking lot has outlived its life expectancy and will need to be repaved. Years of temporary repairs and "patch work" are no longer feasible, or cost effective.

Addendum A
Holy Cross Parish Maintenance Checklist

Semi-Annually

- Clean windows.
- Wet mop all hard floors.
- Vacuum all carpeted floors.
- Check electrical...replace bulbs as needed
- Clean dumpster area.
- Check siding of rectory and church for damage
- Replace burned out lights.
- Check that all entrance/egress areas are clear of debris
- Clean parking lot area.
- Check for roof and plumbing leaks
- Inspect walkways

Annually

- Clean air filters in heating and cooling systems.
- Check painted surfaces for flaking or damage
- Wax hard floors.
- Check chimneys for deteriorating brick/mortar
- Steam clean carpets (Office and Rectory...if needed)
- Check Flashing and re-seal as needed
- Trim hedges and landscaping.
- Check flashing around roofs, vents and louvers
- Clean radiators and ducts
- Conduct Self-Inspection Checklist

Seasonal—Spring

- Fertilize lawn.
- Administer insect and weed control.
- Service cooling systems.
- Conduct Spring clean-up of property
- Paint exterior (if needed)
- Clean outside window sills
- Trim tree limbs away from roof
- Check both rectory and church for insect damage

Seasonal—Fall

- Service heating systems.
- Remove debris from gutters and downspouts
- Sweep fireplace chimney.
- Fill fuel tanks.
- Clean gutters.
- Check door and window seals.

Addendum B

SAMPLE REQUEST FOR PROPOSAL (RFP)

Contact Person:
Company Name:
Address:
Phone #:
Email Address:

Date:

RE: (Project Description):

Dear (Contact Person)

This letter is your invitation to submit a bid to furnish labor, materials and equipment to (short description of the work to be performed and where the work site is located), in accordance with the attached Project Description.

A physical inspection of the project site and a review of the Scope of Work with the Parish Planning and Building Committee is scheduled for (Date and Time). The enclosed bid documents are furnished for bidding purposes only and may not be used for any other purposes.

Your proposal should be addressed to the Chairman of the Parish Planning and Building Committee, Rev. Alfred Pecaric, in a sealed envelope marked "Personal and Confidential". The bid is due no later than (Date and Time).

All vendors/contractors bidding on this project are expected to visit the site and examine the conditions relating to and affecting the performance of his work and to satisfy himself as the character and amount of work to be prepared by the specifications. No additional allowances will be granted because of lack of knowledge of such conditions.

The contractor shall submit his bid with the attached Bid Form. The bidder must state on the Bid Form the number of calendar days in which he will agree to complete the project. Please include a copy of your license and insurance certificates.

After all bids have been reviewed by the Parish Planning and Building Committee, you will be advised of the status of your proposal. The Parish is not obligated to accept the lowest or any other bid. The right to reject any or all bids and to waive all formalities is hereby reserved by the Parish.

Sincerely,

Enclosures: Bid Form
Standard Diocesan Contract
Drawings/Specifications pertaining to the Scope of Work