



**OFFICE FOR DIVINE WORSHIP
ARCHDIOCESE OF PHILADELPHIA**

**PROTOCOL FOR BUILDING NEW OR RENOVATING CHURCHES AND CHAPELS
WITH PARTICULAR ATTENTION TO LITURGICAL REQUIREMENTS**

Step One

The pastor of the parish church, or the person in charge of a chapel, contacts the Office for Divine Worship to obtain archdiocesan guidelines for the construction and renovation of churches and chapels.

Step Two

The Director of the Office for Divine Worship meets with the pastor of the parish church or the person in charge of a chapel and, if possible, the proposed architect, to review the application of the above-mentioned archdiocesan guidelines.

Step Three

Once the provisional architectural plan, including its liturgical requirements for a new or renovated church or chapel, is available, a meeting with the Director of the Office for Divine Worship is arranged by the pastor of the church, or the person in charge of the chapel, for its review.

Step Four

After the review of the provisional architectural plan, including its liturgical requirements, and with recommendations, if any, then it may be presented to the Moderator of the Curia for next steps.

Step Five

When the Moderator of the Curia and his staff have completed its review of the plan, then it proceeds to the College of Consultors for approval and finally to the Archbishop for his approval.