



DIOCESE OF BELLEVILLE
RESOLUTIONS
(to be submitted in duplicate)

At a meeting of the Pastor and the Lay Trustees of.....Parish in
....., Illinois, held on, 20....., the following resolutions
were adopted:

(Insert appropriate form of resolution given on other side; describe above and continue on separate sheet, if necessary.)

In accordance with diocesan regulations, and by-laws of said parish or corporation, the said Pastor and Lay
Trustees humbly beg for the above mentioned resolutions and proceedings the approval of the Most Reverend Bishop.

.....Pastor, Treasurer

.....Trustee

.....Secretary, Trustee

Dated at Belleville.....

Remarks.....

I hereby approve the above resolutions and proceedings.

.....
Very Reverend Nick Junker
Vicar General

.....
Most Reverend Godfrey Mullen, OSB
Bishop of Belleville

FORMS OF RESOLUTIONS

I. Form of Resolution for selecting an Architect and preparing Preliminary sketches for proposed new Parish Building.

Resolved: to build a new.....and for this purpose engage.....(name).....an approved Architect, to prepare six copies of preliminary sketches which are to be delivered to the Chancery Office.

The Architect's fee for these preliminary sketches will be \$.....

The Parish has on hand \$.....

II. Form of Resolution for Plans and Specifications

Resolved: to authorize.....the architect to prepare working drawings and specifications for the proposed new.....based on the approved preliminary sketches and incorporating corrections and recommendations of the Diocesan Building Committee. The Architect's estimated cost of the new building is \$.....

The Architect's fee at% of the estimate will be \$.....
The plans and specifications will be ready for Bidders on ... (date) and sealed bids are to be delivered to the Chancery Office no later than... (date)... These bids will be opened at the Chancery Office on ... (date)... The parish has on hand \$.....in cash and securities and will have to borrow \$.....

III. Form of Resolution for Signing Contract with Builders

Resolved.....and for this purpose sign necessary contracts.

The General Contract is to be awarded to:
Name and address:.....
The bid is: \$.....

The Plumbing Contract is to be awarded to:
Name and address:.....
The bid is: \$.....

The Heating Contract is to be awarded to:
Name and address:.....
The bid is: \$.....

The Electrical Contract is to be awarded to:
Name and address:.....
The bid is: \$.....

The total cost of the proposed building or improvements according to the final bids and agreement, is \$.....

No contract will be signed until the contractor has complied with all the diocesan requirements regarding Insurance and Bonds as outlined in the Diocesan Supplement to General Conditions for Builders in the Diocese of Belleville.

IV. Form of Resolution for Special Improvements

RESOLVED:and expend for special improvements, as follows: for heating plant \$....., for lighting \$....., for frescoing \$....., for organ \$....., for pews \$....., for altars \$....., for bells \$....., for pulpit \$....., for articles for the church \$....., for other purposes \$..... The parish has in cash on hand \$....., in notes duly secured \$....., in bonds \$.....

V. Form of Resolution for Purchasing Property

RESOLVED: to purchase property for (state purpose)
at the sum of \$..... The parish has on hand \$.....

VI. Form of Resolution for Borrowing Money

RESOLVED:.....and for this purpose borrow \$... from..... (name) (street) (city) (state)
The rate of interest is%. With this amount the debt of the parish will be \$.....

VII. Form of Resolution for Investing Money

RESOLVED: to invest \$....., with..... (name)
..... (street) (city) (state) The rate of interest is%. The total investment of the parish is \$.....

VIII. Form of Resolution for Annuity Plan

RESOLVED: to accept \$....., on the Annuity Plan from The (name) (street) (city) (state)
money is to be used for.....

The parish will pay annual interest at the rate of%. The payment of interest will cease after the death of the aforesaid person.