

OFFICE OF THE BISHOP

**DIOCESE OF LAFAYETTE**

1408 CARMEL DRIVE

LAFAYETTE, LOUISIANA 70501-5215

TELEPHONE: 337-261-5614 FAX: 337-261-5603

March 13, 2025

Reverend Joseph Campion, Pastor  
St. Edmond Roman Catholic Church  
4131 W. Congress Street  
Lafayette, Louisiana 70506

RE: St. Edmond Roman Catholic Church (Lafayette)  
Freestanding Adoration Chapel, Lighting and Sound System

Dear Father Campion:

Thank you for your recent "*Letter of Needs*" and all associated documents in which you discuss the need for the above referenced project. It is noted that the Pastoral Council and Finance Council are in agreement of same.

Please consider this my "*Letter of Concurrence*" with the intended project. The next step is to submit a letter requesting "*Permission to Proceed*" which should include scope of project, estimated cost, source of funding, location of building site (if needed), and name of consultant (if required). Additionally, if Consultant is required, the Owner shall submit information regarding the Consultant's name and fee. I am attaching the *Owner's Check List – Large Scale Project* for your reference.

Once all relative documentation is received and reviewed, the Office of Building & Renovation will draft the appropriate Corporate Resolution to forward to the Parish for endorsement along with a letter from me authorizing the Parish to proceed to next stage of development.

With every good wish, I am

Faithfully yours in Christ,

Most Reverend J. Douglas Deshotel, D.D.  
Bishop of Lafayette

JDD/ktg  
Enclosure

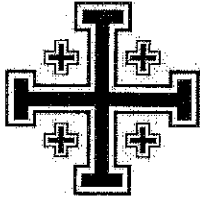
cc: Very Reverend Monsignor W. Curtis Mallet, JCL – Vicar General  
Jacob Troutman – Chief Financial Officer  
Ben Mann – Director of Building & Renovation Office  
Jack A. Bienvenu – Diocesan Risk Manager  
Diocesan Archives

# OWNER'S CHECK LIST

## Large Scale Project

CHECK OFF

GOAL	<input checked="" type="checkbox"/>	1. Discuss project with Parish Trustee, Pastoral Council or Advisory Council, and Finance Council (Parish or School ).
	<input type="checkbox"/>	2. Receive concurrence of Parish Trustee, Pastoral Council or Advisory Council, and Finance Council (Parish or School ).
	<input type="checkbox"/>	3. Contact Director of the Office of Worship if project involves Church Building.
	<input checked="" type="checkbox"/>	4. Submit "Letter of Needs" to Bishop delineating project's needs.
	<input checked="" type="checkbox"/>	5. Receive Bishop's "Letter of Concurrence".
CONCEPT	<input type="checkbox"/>	6. Contact Diocese Office of Building and Renovation to discuss project scope, site conditions, cost, need to commission architect, insurance requirements and type of construction. Building and Renovation contact info: email: BMann@diolaf.org; Office Phone: (337) 735-9429; Mobile #: (337) 278-0202.
	<input type="checkbox"/>	7. Submit letter to Bishop applying for permission to proceed. Letter should include scope of project, estimated cost, source of funding, location of building site (if needed), name of consultant ( if required) and copy of minutes of the Pastoral/Advisory Council and Finance Council meetings indicating discussion and results of the vote. Additionally, if Consultant is required, the Owner shall submit information regarding the Consultant's name and fee to the Office of Building and Renovation, who will draft the appropriate Corporate Resolution. Once the Corporate Resolution is completed it will be forward to the Parish for endorsement.
SCHEMATIC DESIGN	<input type="checkbox"/>	8. Receive Bishop's letter authorizing Parish/School to proceed to next stage of development. ( <i>Letter of Permission to Develop</i> ) {Skip to step number 12 if Consultant is not required}
	<input type="checkbox"/>	9. Building and Renovation's Director issues Supplemental Conditions to AIA B101 - 2017 to Owner for inclusion in Consultant's contract.
	<input type="checkbox"/>	10. Submit consultant contract and consultant Certificate of Insurance to Building and Renovation's Director for review, prior to endorsement, if necessary. Additionally, submit final Corporate Resolution, with Parish/School endorsements, for endorsement by Bishop and Vicar.
	<input type="checkbox"/>	11. Receive fully endorsed Corporate Resolution from Bishop's Office. Enter into contractual agreement with consultant and proceed with development of Schematic/Design Development Plans.
	<input type="checkbox"/>	12. Contact Office of Building and Renovation to set up meeting to review Schematic/Design Development Phase of Project. Presentation will include estimated cost, graphic representation of scope of project, and anticipated method of receiving bids. Four (4) set of documents are to be submitted to Building and Renovations Office two (2) weeks prior to meeting.
CONTRACT DOCUMENT	<input type="checkbox"/>	13. Receive Bishop's letter approving preliminary drawings and authorizing Parish/School to proceed to next stage of development.
	<input type="checkbox"/>	14. Building and Renovation's Director issues Supplemental Conditions to AIA - A210 - 2017 to Consultant for inclusion in Specifications.
	<input type="checkbox"/>	15. Contact Office of Building and Renovation to set up meeting to review Contract Document Phase of Project. Presentation will include estimated cost, graphic drawing and details sufficient to describe the scope of work, and specifications. Four (4) set of documents are to be submitted to Building and Renovations Office two (2) weeks prior to meeting.
BID AND CONSTRUCT	<input type="checkbox"/>	16. Receive Bishop's letter authorizing Parish/School to proceed with receipt of bids.
	<input type="checkbox"/>	17. Advertise for receipt of Bids.
	<input type="checkbox"/>	18. Once bid results are known and the bidder has been selected, the Owner shall submit this information to the Office of Building and Renovation so that an appropriate Corporate Resolution can be drafted. Once the Corporate Resolution is completed it will be forwarded to the Parish for endorsement by the Pastor and Trustees. The Parish shall then submit a "Letter of Permission" to the Bishop which shall include the partially endorsed Corporate Resolution. Additionally, it is required that a Certificate of Insurance of the selected contractor and/or vendor be enclosed, which shall reflect the status of the limits of General Liability, Workers' Compensation, and Auto Liability. The certificate shall include naming the Parish and/or School and the Diocese as Additional Insured.
	<input type="checkbox"/>	19. Receive letter from Bishop giving permission to enter into contract with selected Contractor.
	<input type="checkbox"/>	20. Consultant submits Owner/Contractor Agreement to Building and Renovation's Director to review prior to endorsement. Additionally, submit final Corporate Resolution, with Parish/School endorsements, for endorsement by Bishop and Vicar.
	<input type="checkbox"/>	21. Endorse contract and proceed with construction. Consultant shall submit information as per his contract to Building and Renovation Office during and after construction.



**St. Edmond Roman Catholic Church**

4131 W. Congress St.  
Lafayette, LA 70506  
337-981-0874 FAX 989-1417

*mailed  
3/5/25*

February 27, 2025

Bishop Douglas Deshotel  
Diocese of Lafayette  
1408 Carmel Drive  
Lafayette, LA 70501-5215

Re: Freestanding Adoration Chapel, Lighting and Sound System in Church

Dear Bishop Deshotel,

Please accept this as a letter of needs regarding the construction of a freestanding Adoration Chapel here at St. Edmond. The current location of our Adoration Chapel has many issues prompting this request. More reverence for the Blessed Sacrament is our priority. The current location also does not have an accessible restroom limiting many parishioners from being able to adore here. The chapel is attached to our Family Center which hosts many parish ministry meetings making adoration very challenging for our adorers due to noise levels. We are just in the preliminary stages of the building concept. The building size is projected to be between 700-800 square feet and will seat approximately 14-16 people with restroom facilities and storage space. We have also discussed the possibility of addressing the sound system and lighting in the church as well. We estimate the cost of the Freestanding Chapel to be approximately \$500,000 and the church lighting/sound issues to be approximately \$150,000. The funds to pay for this would come from our General Funds CDLP which is approximately \$2,000,000. We would like to explore the possibility of having a Capital Campaign to fund at least half of the cost.

Therefore, I request that you approve our moving forward .

In St. Edmond,

*Rev. Joseph Campion*  
Rev. Joseph Campion

**St. Edmond Parish Finance Council  
Meeting Minutes**

**January 29, at 5:00 PM – Administration Building – Main Conference Room**

- I. Call to Order Time: 5:02 PM
- II. Opening Prayer led by Father Joe
- III. Roll Call by Chairperson (Albert Simien Jr)
  - **Members-Present**
    - *Pastor:* Fr. Joe Campion
    - *Parish Trustees:*
    - *Bookkeeper (ex officio):* Karen Broussard
    - *Finance Advisory Council Members:* Albert Simien Jr (chair); Dolores Ancona; Lewis Bernard and Starr Berthelot
    - *Special Guest:* Chad Gotreaux
  - **Members-Absent/Excused:**
    - Keith Patin and Jim Trahan
- IV. **New Business**
  - a. **Adoration Chapel Discussion**
    - i. Discussed proceeding with the feasibility analysis and cost study of building a free-standing adoration chapel
      1. The primary reasons are due to noise (coming from the family center), more reverence to the Blessed Sacrament, seating capacity, no restroom facilities, etc
      2. Communication plan is to speak Finance, Advisory, and then propose to the parishioners
      3. We are just in the preliminary stages of the building concept
      4. Building size is projected between 700 to 800 square feet and will seat approximately 14 to 16 people with restroom facilities and storage space
        - a. We also discussed the possibility of addressing the sound system and lighting in the church as well
      5. Discussed having a matching campaign to fund the building based on the proceeds from the parishioners
      6. **Motion to proceed with feasibility analysis and cost study was made by Dolores and seconded by Starr**
- V. Close of meeting. Time 5:40 PM
- VI. Closing prayer offered by Chad Gotreaux

**St. Edmond Parish Advisory Council**  
**Special Meeting Minutes**  
**January 30, 2025**

Council chair, Ralph Gaubert, called the meeting to order at 6:00 p.m. The opening prayer was led by Fr. Joe.

Members present: Fr. Joe Campion, Keith Patin, Charlene Bernard, Lisa Collard, America De Los Rios Daigle (Substitute for Georgina), Ralph Gaubert, Kimberly Gothreaux, Bobby Green, Ricky Moran, Kay Richard, Johnny Schwegmann, Leah Simmons, Bill Vidacovich

Excused/Absent: Deacon Frank Cormier, Jim Trahan, Travis Meche, Georgina O'Campo, Mike Terro

Guests: Architects, Mario Benoit and Steven Domingue and Architecture Designer, Doug Gauthier; members of a subcommittee looking into the designs of an Adoration Chapel on campus.

Father Joe stated that about a year ago he threw out the idea of having a free-standing Adoration Chapel, as the one we have is not adequate for reverence and adoration. It is also lacking bathroom facilities. Because of the Jubilee which occurred last year, he decided to postpone the idea until now. He reported the following information from the Finance Committee meeting held last night: The construction cost is approximately \$500,000 and because there is approximately \$2,000,000 in savings, the Finance Committee proposed that Church funds be used for half of the cost and that a Capital Campaign be held to fund the rest of it. In addition, because the Church has a lighting and sound problem with an approximate cost of \$150,000 to remedy, the Finance Committee voted to include all of this into one project.

He then turned the meeting over to Steven Domingue, who gave a presentation on the design guiding principles that they considered for the Chapel. These included Sacred Silence, Spatial Intimacy, Faithful Community Uplift, Enduring Craftsmanship, Meaningful Location and Contextual Harmony, Safety and Accessibility and Symbolic Significance. He also stated that the project may involve some drainage issues which would add to the cost.

After much discussion, a motion was made by Kay Richard and seconded by Lisa Collard that the Council follow the recommendations of the Finance Committee to move forward on all three projects. The motion passed unanimously.

The closing prayer was led by Keith Patin.

The meeting was adjourned at 6:55PM.

The next meeting will be held on February 27, 2025.

Respectfully Submitted,  
Charlene Bernard