



Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

MEMO

To: Very Rev. Zachary Etienne

From: Dean Happe

Date: May 21, 2024

CC: Most Reverend Joseph M. Siegel; Alison Montee; Eric Girten; Brian Lankford

Subject: Good Shepherd: Request for Capital Campaign Feasibility Study: Church Renovation and Pre-School Addition

Thank you very much for your letter of March 28th describing the work of your parish to identify a comprehensive Campus Master Plan and possible major project needs for the campus in a series of up to 4 phases as well as your request to engage Walsh and Associates to conduct a Capital Campaign feasibility study for Phases I and II: Church Interior Renovation and Pre-School Addition.

We also understand that it is your intention to engage Brother Martin from St. Meinrad to assist in the interior design of the church renovation and Hafer and Associates to serve as the Architect for the Church Renovation and Pre-School Addition.

On behalf of Bishop Siegel, based on the information you've provided, your request to engage Walsh and Associates to conduct a Capital Campaign feasibility study is approved. **Please note that any contract or statements of work > \$50,000 (Walsh and Associates; Brother Martin, etc.) must be reviewed and signed by Bishop Siegel or his Diocesan Office designate.** If the contracts or statements of work are less than \$50,000, the agreements can be signed by Fr. Zach but a copy must still be provided to the Diocesan offices.

Additionally, the contract with Hafer and Associates for architectural services will require review by the Diocesan office, Diocesan general counsel, and must be signed by Bishop Siegel or his Diocesan Office designate.

At the conclusion of the study, should you find a continued interest and feasibility in all or part of these potential projects, additional consultation and approvals from Bishop Siegel, per the diocesan building and renovation policy will be required.

We will work with you to help you navigate the appropriate next steps following the conclusion of the Campaign Feasibility Study. We wish you the best of luck for a fruitful and constructive study. If you have any questions, please do not hesitate to contact me.

Thank you for all you do for your parish and our diocese.