

## Parish Process for Commissioning Religious/Liturgical Art

1. Form a parish liturgical art review committee that includes the pastor, the donor (if there is one), and artistically and liturgically knowledgeable parishioners. Ask them to read *Built of Living Stones*, especially Chapter Three.
2. Develop a list of artist candidates.
  - Consider local and regional artists.
  - If the parish's faith tradition has an "office of worship" or its equivalent, contact the office for recommendations.
  - Look at religious/liturgical artwork in publications such as *Environment & Art Newsletter*, *Ministry and Liturgy*, *Faith and Form*, *Christianity and the Arts*, and on artists' websites.
  - Ask for recommendations from your church architect and liturgical design consultant.
  - Visit local parishes who have recently commissioned and installed religious/liturgical art.
3. Send out letters to potential candidates requesting resumés, brochures, portfolios, references, etc.
4. Review information submitted (resumés, brochures, portfolios, references, etc.) and visit churches where their artwork is located.
5. Narrow down the choices and set-up interviews and presentations of work.
6. Interview and view presentations (usually in the form of slides of work) from selected candidates. Consider qualifications, spirituality/theology, artwork, references, design process, and "fit" with your parish.
7. Select the artist and sign a contract or letter of agreement.
  - The contract should include how much will be paid, when and what will be done if the committee rejects artwork in the design process.
  - Secure the right to graphic reproduction of the artwork for parish use.
8. Artist begins design work.
  - Artist visits parish and meets with liturgical art review committee; participates in Sunday worship/liturgy.
  - Artist understands parish culture, needs, budget, timeline, etc.
9. Review approve modify or reject artist's model, sketch, rendering, and/or mock-up of commissioned artwork.
10. Repeat previous steps as many times as needed.
11. Bless or dedicate artwork in the worship space.

*Adapted with permission for interdenominational use from guidelines developed by the Environment & Art Subcommittee of the Liturgical Commission, Office of Worship of the Roman Catholic Archdiocese of Santa Fe New Mexico*