

Church of St John the Divine

Process for projects requiring funding to be undertaken

1. Someone (the proponent) has an idea for a project for the church.
 2. They talk to the Rector or the Wardens to get immediate reaction. (need to let people know this is the first step)
 3. Proponent is asked to come back to the next Warden's monthly meeting with an outline of the project including:
 - description of the proposal
 - reason why it is needed/of benefit to the church
 - if possible, some idea of costs, and how they may be covered.
 4. Project outline is presented to the Rector and Wardens at their monthly meeting, and shared with the Property Committee and the Finance Committee for advice on how this fits into the overall planning, physical and financial, for the church.
 5. Wardens and the Rector, having talked to the Property Committee Chair and Finance Committee Chair, determine at the next monthly meeting (or sooner if required) if the project will:
 - promote the values of the church of St. John the Divine
 - contribute to the overall health and safety of the church
 - benefit the parish/church overall
 - fit into the overall financial plan.
 6. If no, the proponent is promptly given (preferably in writing so there is no miss-understanding) the reasons why.
 7. If yes, proposal goes to the next Parish Council meeting for approval. The proponent may be asked to attend the meeting to respond to questions.
 8. On receiving Parish Council approval, a committee is formed to oversee the project, probably chaired by the proponent, if not, another champion must be found.
 9. The new committee is highlighted in the next weekly bulletin report on Parish Council activities.
 10. The project committee works to determine details - costs, possible funding sources, looking into who would do the work required, talking up the proposal in the parish.
 11. Once details have been worked out, the committee reports back to Parish Council for approval, and if necessary to take the project to the parish - probably a presentation after coffee - and get feedback.
 12. Final report of the committee to Parish Council containing a work plan, costing etc. for approval to proceed.
- note - steps 10, 11 and 12 may be condensed
13. On receiving approval the Wardens execute a contract when it is presented, or otherwise authorize the project to proceed.
 14. On completion of the project the committee reports back to Parish Council on cost and end results and is disbanded unless there is continuing oversight needed.