

## **Process for new projects improving physical plant**

(Approved by the Vestry, August 13<sup>th</sup>, 2008)

1. Possible project idea is raised with Rector or Wardens. The idea may come from a parishioner, Vestry member, donor, or tenant.
2. Wardens and Rector decide whether further investigation should occur and whether Vestry should be consulted at this point.
3. The Junior Warden, or someone else designated by the Wardens and the Rector, investigates cost, feasibility, time frame, urgency, health and safety factors and other issues that would influence decision to proceed. Investigator checks project against Physical Plant Priorities List. If the project involves a change to the appearance or aesthetics of the church, the design committee is consulted.
4. The project is then taken to the Vestry for consultation and possible decision to move forward. Additional information may be requested by the Vestry.
5. If the Vestry's decision favors moving forward with the proposal, the Parish is informed of potential project and members' comments are solicited. Whenever possible project information is delivered visually through photographs or drawings as well as through a written description. Cost is described, as well as any funding sources outside the usual budget, building, or memorial funds.
6. After reviewing feedback, the Vestry makes final decision regarding funding, delegates oversight of the project to appropriate member(s) of the Vestry and/or Parish, and the decision is communicated to the Parish through email blast, the *Perspective*, and possibly Sunday announcements. Check request or other payment method is submitted to the treasurers.

### **Note 1**

Project idea may stop at virtually any point along this process in which case no further steps would be taken.

### **Note 2**

In certain circumstances, particularly where the project is urgent or very limited in nature, some of the above steps may be omitted, at the discretion of the Rector and the Wardens. However, prior approval of the Vestry is required in all but the most emergent situations.