



## PROCEDURE FOR SPECIAL PROJECTS

*We are a very busy parish with limited staff and resources. Anything outside of the Parish Annual Calendar of Events is considered a Special Project.*

1. All requests should be submitted in writing to the Pastor at least two months prior to estimated starting date of project. Requests should contain:
  - a. Name of person submitting the request with contact information.
  - b. Description in detail of the project.
  - c. Estimated cost of the project (actual bids would be most helpful).
  - d. Anticipated source of revenue for the project.
2. Pastor makes a determination if this is something that corresponds to the parish vision and pastoral plan under the guidance of the Lay Directors and the Pastoral Council.
  - a. Gifts and suggestions may be refused.
  - b. Project may be added to the list of future projects to consider.
3. If approved by Pastoral Council and Lay Directors, the Pastor shall submit the request to the Finance Council, if there is an estimated cost.
  - a. The Finance Council may decline the project; approve the project without financial support; or approve the project with full/partial financial support, depending on the available funds in the parish budget.
4. If the project is approved by the Councils and Lay Directors, the Pastor will contact the requestor in writing, to affirm the decision. The requestor will need to do the following:
  - a. Determine project manager (parish staff, requestor, contractor, etc.)
  - b. Set a timeline.
  - c. Schedule timely project reviews.
  - d. Final approval upon completion and acceptance of the project.