



Procedure to Propose Building & Grounds Projects

August 2017

Purpose: To establish the procedure for proposing a building or grounds improvement project at Peoples Church. For roles, responsibilities, and priorities, see the Policy on Building & Grounds Improvement Projects.

I. Process for Initiating and Implementing Projects

A. Submitting Ideas for Building and Grounds Projects

1. Any congregant interested in submitting a project proposal will first check with the Operations Coordinator to see if a similar project is currently under consideration.
2. If no similar project is on the table, the congregant will *completely* fill out the Proposal for Building and Grounds Projects Form (see next page).
3. Hard copy or electronic copy of the completed Form will be turned in to Operations Coordinator.

B. Resolving Disagreements and Disputes

1. To keep everyone in the loop, all proposals will be shared with the membership through either the *Voice* or the weekly email blasts.
2. If any congregant has a question or concern with any proposal, s/he will directly contact the submitter of the proposal to discuss it. The Minister, Operations Coordinator, and Board of Trustees will **not** involve themselves at this stage.
3. If the disputing congregants don't come to a resolution, the second party can submit his/her own proposal, addressing their issues of concern, following the procedure laid out in this Policy.
4. Proposals will be evaluated by the appropriate party based on priorities as stated in this Policy. If it's apparent the proposals differ only in matters of taste rather than substantive issues such as cost, the first proposal submitted will be the one accepted as long as it meets requirements laid out in the Proposal for Building and Grounds Projects Form (see next page).
5. If a congregant is willing to fund a specific project but is *not* willing for his/her funds to be applied to a higher-priority project, as established by the Board of Trustees, the Minister will decide whether to accept those funds for the stated project.

Version Information

August 2017, written and approved by the Board of Trustees



Building & Grounds Proposal Form

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Note: ALL information is required. A proposal lacking any of the required information will be returned to the submitter for completion before it will be reviewed by the appropriate party.

Name of person submitting proposal: _____

Submitter's phone number: _____

Submitter's email: _____

Brief description of proposed project (25 words or fewer):

Why do you feel this project should be addressed? (200 words or fewer):

Is this a project that would be tackled by congregants or contracted out to a paid service provider? _____

If you're proposing the work be done by a paid service provider, attach **three or more** bids. Be sure each bid includes cost, scope of work, any guarantees, and estimated time to complete.

- Bid #1 attached Company: _____
- Bid #2 attached Company: _____
- Bid #3 attached Company: _____

If you're proposing the work be done by Peoples congregants (i.e. in house), include contact information (name, phone, email) for two or more people, *in addition to* the submitter, who are willing to see the project through to completion.

Worker #1 _____



Worker #2

Worker #3

Worker #4

If you're proposing the project be done in house, what are the estimated expenses? Detail items and prices below, or attach as a separate sheet.

Where do you propose this money come from? A capital campaign? Funds budgeted for building and grounds projects? Donations from individual congregants? If the latter, which of the above workers will solicit contributions?

How does completion of this project contribute to the mission of Peoples Church?

Thank you for completing the Building & Grounds Project Proposal Form. Please submit to the Peoples Church Operations Coordinator when you're done. Electronically submissions should go to office@peoplesuu.org. Paper forms should go to the Operations Coordinator mail slot in the church building or be sent via postal mail.