



REVISION HISTORY

New document.

BACKGROUND/PURPOSE

Historically, there has been no process in place for initiating a new program or project at UUCWC. Inadequate planning or unrealistic expectations have often led to a severe strain on UUCWC's resources. This procedure outlines a process for future proposals in order to ensure their success.

DEFINITIONS

Initiator: Person or persons with a proposal for a new project or program. The initiator can be an individual member or members of UUCWC, a member of staff, a Committee, or the Board.

Sponsor: A staff member or the Committee that will assume responsibility for the project or program.

Program: A function of the church or a specific committee, which does not have a specified limited duration.

Project: An activity supporting the mission of the UUCWC, but with a specified limited duration.

POLICY

All new programs and projects at UUCWC must follow this procedure and have Board approval to proceed. Programs and projects must support the mission of UUCWC and will be run under the auspices of a Committee or a staff person.

The initiator must define the scope of the program and the resources required, including finding a sponsor. The scope of the program would include the timeframe, legal liability and/or ordinance implications, and finances required. If the initiator can find no sponsor, the project/program cannot proceed.

The initiator and the sponsor must present the proposal to the Board for approval. The Board will consult with the Minister. If funding sources or outlay are required, the Finance Committee must review the proposal first. If a multi-year proposed program or project is approved, the Board will approve it provisionally for one year. At the end of the year, the program or project will be reviewed and subject to another single year of temporary approval or will be granted a three-year approval.

If after two single one-year temporary approvals, the Board has the responsibility of canceling the project/program if it is not achieving its goals. No addition money will be funded.

If a project is a one-time event, rather than an ongoing event, no annual review will be necessary. However, the sponsor should prepare a written report upon the conclusion of the project.



GUIDELINES

The initiator, with the assistance of a sponsor, must:

- Show how the project supports the mission of UUCWC.
- Outline the resources required for the program or project.
- Establish its goals and objectives, and how they will be measured.
- Outline any financial impact (i.e., is the project self-funding or will it require an outlay from the budget?), and provide a three-year forecast of income and expenses for the Finance Committee to review.
- Provide written and/or oral reports to the Board about the status of the project, as requested.

PROCEDURE

The initiator writes a proposal for the new program or project and finds a sponsor.

The initiator and the sponsor present a written and/or oral report to the Board for approval.

The Board consults with the Minister and Finance Committee. The Board, then reports back to the initiator and sponsor with temporary approval or rejection. If required, the Board approves the appropriation of money.

After one year, the initiator and sponsor present a written and possibly oral report to the Board, which outlines the successes and problems encountered with the program or project. Suggestions for improvement are included in the report, as well as an updated three-year forecast of income and expenses, if applicable.

The Board either grants one additional temporary year of approval or else gives approval for the project/program to proceed for the next three years.

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