

## Process for Proposals from Church Members and Others

- 1) Determine which committee in the life of the church is responsible for your idea or proposal.
- 2) If you have trouble determining which committee is responsible, or if you feel that no committee is generally overseeing the task, program, or function that you are proposing, then ask the pastor for guidance in identifying an appropriate committee to begin the conversation.
- 3) Once an appropriate committee is identified, contact the Moderator of that committee and present your idea/proposal to that person. If needed, ask the Moderator if you can be placed on the next meeting agenda.
- 4) Note that the Moderator may not grant your request to be heard by the entire committee for any number of reasons. Reasons may include the existence of a similar project, program, or initiative in the life of the church or the belief that your proposal seems to conflict in some way with the goals or vision of that committee or Session.
- 5) The Moderator may also ask you to present your idea/proposal at a future meeting. This may be the case, for example, if the next meeting agenda is already filled.
- 6) If/when your request to be heard by a committee is granted by the Moderator, formally present your ideas to the committee, either in writing or in person at a meeting as determined by the Moderator.
- 7) Remember that proposals will be evaluated by the entire committee. At the end of their evaluation, proposals will receive a vote on the matter.
- 8) Whatever the outcome, try not to take the committee's vote personally. There are a number of reasons that a committee may reach a certain outcome.
- 9) The pastor and committee Moderator will often remain neutral throughout the process. The role of our leadership is typically not to evaluate your proposal, but to provide you with an appropriate forum by which your proposal may be heard. The pastor and committee Moderators are not responsible for taking sides and advocating on behalf of your proposal.
- 10) If your proposal is positively received by a committee, as evidenced by an affirmative vote, it will either be incorporated into the work of that committee or will go to Session for further discussion and evaluation.