

# **POLICY GUIDELINES FOR PROPOSALS TO THE VESTRY**

**Revised 7/15/03**

1. A written proposal must be submitted to the Vestry at least 10 days prior to the Vestry business meeting (the third Tuesday of every month).
2. The Vestry will schedule the date to consider any proposal submitted.
3. To expedite the above, the proposal must be turned in to the Clerk of the Vestry. The Clerk will then make copies and place a copy in each member's mailbox.
4. The proposal must have a professional estimate as to actual costs.
5. The proposal must also include a Timeline with dates for critical events (such as the date funds become available, etc.).
6. Each proposal should include an estimate of costs of insurance and/or maintenance if appropriate for the project.
7. Any unbudgeted expenditure over \$1000.00 must have at least two (2) estimates.
8. The person making the presentation to the Vestry is to be available to the Vestry to answer questions.
9. After questions are answered, the presenter( s) will be asked to leave during the Vestry's further discussion and voting.
10. The Vestry will pray for the discernment of the Holy Spirit in making all decisions.