

Subject: **PROPOSALS TO THE VESTRY**

## **POLICY**

All proposals to be presented to the Vestry for review or approval must meet the requirements below and follow the Procedure for submission.

The proposal must include a timeline with dates for critical events (*such as the date funds become available, etc.*)

All proposals must have a professional estimate as to actual costs. Any unbudgeted expenditure over \$1,000.00 must have at least two (2) (*three or more is preferred*) estimates.

Each proposal must include an estimate of costs of insurance and/or maintenance if appropriate for the project.

## **PROCEDURE**

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. (*This process may take more than one Vestry meeting.*)
3. To expedite the above, the proposal must be turned into the Clerk of the Vestry. The Clerk will then make copies and place a copy in each member's mailbox.
4. The proposal must include a Timeline with dates for critical events (such as the date funds become available, etc.)
5. The person making the presentation to the Vestry is to be available to the Vestry to answer questions.
6. After questions are answered, the presenter(s) will be asked to leave during the Vestry's further discussion and voting.
7. Any information gathering for the proposal shall be done by the appropriate Vestry representative and/or Rector only (*unless otherwise delegated by and with the Vestry's approval.*)
8. The Vestry will pray for the discernment of the Holy Spirit in making all decisions.