

Date submitted: \_\_\_/\_\_\_/\_\_\_\_\_

Date received: \_\_\_/\_\_\_/\_\_\_\_\_

Project Number: \_\_\_\_\_

## Glen Mar UMC Project Proposal

This template is intended to help staff or congregation members with project ideas to share them with the trustees early in the development process. All projects that fall under Trustees responsibility (things that modify the facility and grounds; require ongoing attention or cost, storage and maintenance by the church; and/or have implications for safety and security) are expected to provide this input for discussion and authorization to proceed in advance of any work beginning. Elements marked with an asterisk (\*) in the table are required to be filled out with the best information or estimates available, and a double asterisk (\*\*) indicates Trustees willingness to consult about code, permitting, and licensing concerns. Project proposals are to be submitted to the staff person supporting the Trustee Board, Minister for Operations, [barb.julian@glenmarumc.org](mailto:barb.julian@glenmarumc.org). A project number will be assigned and a log entry will start the process. While some projects may be authorized at this level, others will need Trustees input and collaboration, and larger projects may include a trustee liaison with presentation to the trustee board, and/or church-wide Leadership Board action. Trustees meet the first Wednesday of each month. On behalf of the Chair, the Minister for Operations will invite the contact person to come to a trustee meeting on an as needed basis.

<i>*Title:</i>			
<i>*Point of Contact</i>			
	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<i>*Goal:</i>			
<i>*Plan:</i>			

<p><i>Schedule:</i></p>	
<p><i>*Costs &amp; Financing:</i></p>	
<p><i>Approvals and Other Considerations</i></p>	
<p><i>Staff Team and Other Leadership Considerations:</i></p>	<p>Expected hurdles to accomplishment completion; paid or volunteer staffing needs and expectations; staff liaison to navigate processes and maintain ministry focus; alignment with church-wide goals; other groups which may be affected and plans to manage; questions or concerns likely to arise from the effort.</p>

Asterisk (\*) means a required element to the proposal.  
 Double asterisk (\*\*) means Trustees are willing to consult and assist in assessing these requirements.

Thank you,  
 Trustees