

Summary, Trinity Process for Initiating New Items

The **Process for Initiating New Items** provides the Trinity community with

- * a flexible and timely path toward implementation of new items that come up before and after the budget cycle and
- * assurance that new items will meet Trinity's needs for consistency with our faith, support from persons and positions affected, and funding accountability.

The **Process** is an understanding on how leadership will support and proceed with ideas, suggestions and requests from our Trinity community. Usually, person(s) associated with the item will contribute to all steps in the **Process**.

Council approved the **Process**. Trinity's current budgeting process is not affected.

A copy of the longer document that Council approved is available from the pastor.

New Items may or may not become part of the next budget cycle. For example, the New Item might be a limited or pilot project that works out well, and if requiring funding, becomes part of budget decisions. Or, the New Item may not be continued. Or the New Item may be a short term project that ends as planned.

The **Process** is outlined below. A more detailed document, that Council approved, is available from the pastor. A form that helps people communicate their new item, is also available from the pastor.

Step 1 - Leaders learning of a New Item, whether idea, suggestion, or request, will take the item to the related committee plus one other elected leadership group. Council will be made aware of the item.

Step 2 - Council appoints the chair or chair of deacons to ensure that an individual or group is tasked with preparing an overview or proposal. The overview briefly describes the idea, notes the existing level of support from affected persons, comments on potential management, provides ball park costing, and notes fundraising options.

Step 3 - Council specifies the indications of congregational support that Council needs to approve the proposal, and notes the fund raising methods that Council will support. The committee or proponent gathers the information requested and outlines considerations.

Step 4 - Council decides whether and how to proceed, based on consistency with our faith, support from those affected and the congregation, and management of the item.

Step 5 - Council and/or the proponents or committees communicates the facts, and the energy associated with the decision to go ahead or not, to the congregation.