

Policy on Parish Committee Project Consultations

Consultation in writing by a Parish committee is required when:

- an irreversible change, modification, or addition is proposed to the buildings or its contents: *with the Vestry or some part of it (Rector first; then Rector and Churchwardens and finally the whole Vestry, depending on the general sensitivity of the proposed action)*
- when something proposed requires the expenditure of non-budgeted Parish monies or more money than is currently available in the parish budget: *with the Parish Treasurer, the Finance Committee, or the Vestry as a whole, depending on the amount of money being requested*
- when something proposed requires the raising of special or capital funds: *with the Vestry or some part of it (Rector first; then Rector and Churchwardens; and finally the whole Vestry, depending on the amount of money needed and the general sensitivity of the proposed action)*
- when something proposed involves the material, space, or programmatic responsibility or jurisdiction of another committee, division of parish ministry, or staff member: *with the committee chair, ministry leader, or staff member involved*
- when something proposed involves design or other aesthetic issues in any public part – interior or exterior – of the buildings or grounds: *with the Memorials & Arts chair*
- when something proposed involves electrical work, work on gas lines or gas appliances, plumbing, heating, air conditioning, roofing, concrete work, and structural carpentry and masonry work – and must comply with the requirements of the Vestry's Policy on Buildings & Grounds Repairs and Maintenance: *with the Parish Business Manager*
- when something proposed involves a designated gift to the Parish – either monetary or physical object: *with the Rector*
- when something proposed involves or creates an on-going policy precedent: *with the Rector, then the Development Committee, and finally the whole Vestry, depending on the general sensitivity of the proposed precedent*

A copy of all memos and/or e-mails should be sent to the Parish Office for filing.
