

Community Project Fund -- Guidelines

A. Policy Guidelines

The Community Project Fund (CPF) reflects our congregation's wish to intentionally engage its strength of generosity and love in the world, as Jesus called us to do. Relationships among parishioners and community members will be critical to the success of a project and to the fulfillment of St. John's mission. Selecting a CPF endeavor will present both opportunities and challenges for us.

The mission of St. John's is to love God and love neighbor as Jesus did: welcoming all, serving humbly, teaching compassion, and making no peace with injustice.

An important aspect of the CPF will be the solicitation of project proposals from parishioners. Using the application form, the proposals should include the following statements or facts.

- Names of at least two parishioners who will actively promote and work on the project.
- How does the project align with and support the mission of parish?
- Describe scope and purpose of the project.
- Describe how the project will support and engage the community at large.
- Provide a timeframe for completion or for the initial operational time period.
- Address feasibility issues raised by the proposal and discuss any permitting or regulation requirements that must be met. (e.g., county ordinances, safety rules, parish or diocesan participatory requirements, etc.)
- Give realistic estimate of the cost of the project and the expected disbursement timeline.
- Outline project goals and state how success of the endeavor shall be measured/evaluated. Goals may be both spiritual in nature as well as objectively measurable data.

B. Responsibilities of parish components [and community].

Rector or senior warden

The rector shall distribute proposed guidelines, emphasizing the link to our parish mission and the spiritual tenets promoting this work.

Vestry – with help from Outreach Committee if requested by Vestry

- Establish procedures (including screening process) agreed upon by consensus.
- Set criteria for an adequate submission as suggested above.
- Oversee naming of a Submission and Review team.
- If several reasonable proposals are submitted and receive preliminary approval, final approval will be based upon the Parish's rank voting of all proposals
- Notify successful applicants.
- Set plan for funding, as needed.
- Consider input & feedback from parishioners about the process and the goals.

Submission and Review Team (named by the Vestry)

- Provide assistance to proposers as may be needed to complete applications.
- Screen proposals to assure sufficient detail and completeness.
- Communicate with rector and vestry teams about challenges in the process, successes, and possible need for changes/revisions.
- Evaluate success of proposal requirements and approval process.

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Project proposers

- Project leaders will need sustained energy and an ongoing time commitment. Successfully launching a project is likely to occur when leaders communicate with parishioners and community members, stimulate interest and show enthusiasm.

Parishioners

- The role of the parishioners is to get involved in proposing, supporting and evaluating possible projects.
- Attend a forum where proposers present and advocate for their respective proposals while recruiting others to join in. Community members may be invited to the forum, although they would not have voting privileges as do parishioners.

C. CPF application process

The applications will be completed by parishioners who propose a CPF project. The application form will contain the information necessary to determine if the proposed project constitutes a valid endeavor as contemplated by the CPF criteria.

D. Review and Approval of applications/submissions

The Submissions and Review (S&R) shall review applications to see that baseline requirements and CPF criteria are met. The screening process simply applies the established and agreed-upon criteria to see if project proposals/applications are complete and if they advance St. John's mission and goals.

The screening team shall tentatively approve or reject proposals based on their validity at the time of review. In cases where the application is rejected, if the defects may be cured by inclusion of further information or explanation, the applicant shall be notified accordingly and given 15 days in which to complete the application.

Bottom Line: In the end, even if a particular proposal were approved, its merits or feasibility factors would be unimportant unless the proposer/parishioner is able to generate the necessary enthusiasm and recruit a support team sufficient to bring the project to life and to target short and long-term indicators of success or absence of success.

E. Application form

The application form shall track the baseline requirements discussed section A.
See attached Form.

Success will happen if people see the needs and understand them, if the team is seen having fun while advancing our parish mission, if the results are shared with the congregation, and if the project activities are well planned and completed on time.