

House of Prayer Project Proposal Form Instructions

Dear Family In Christ,

Thank you for your interest in initiating a ministry project! We are grateful for your service to the church and our Lord Jesus Christ. To begin, please review the guidelines below and then complete and submit the attached form to the appropriate ministry coordinator.

Complete project guidelines may be found in House of Prayer's governance documents, specifically in the constitution, bylaws, and continuing resolutions policies. You may request these documents from any council member or the church office. Briefly:

- In the future, new ministry projects MUST support the currently adopted goals of the congregation. However, until these goals are established at our first visioning meeting, projects will be grandfathered into the new system once approved by the ministry coordinator.
- For each project, a "project lead" must be designated. The project lead will act as the key contact for the project, coordinating with the council and other interested members of House of Prayer. To be designated a project lead:
 - You must be a confirmed member of House of Prayer Lutheran Church
 - Generally, you may should be a ministry coordinator on the current Council
 - You may not be designated as a project lead on more than three other currently approved and active projects
- For projects which support efforts in more than one ministry focus area, classify the project under the ministry focus area which you feel that it will benefit the most.
- If your project will require congregational support of \$1,000 or more annually (or an equivalent sum in materials/equipment), the project lead will be required to submit a written quarterly update to the Church Council in order to continue receiving congregational support.
- "Projects" should generally:
 - Be consistent with all church doctrines, civil statutes, and congregational policies
 - Not significantly overlap or be redundant of existing projects and efforts
 - Not be involving only paid staff or contractors
 - Not be informal gatherings of church members that are not otherwise associated with or conducted on behalf of the congregation
 - Not be activities which utilize congregational facilities but are not otherwise associated with or conducted on behalf of the congregation.
 - Not be efforts prescribed by the congregational Constitution or By-laws (i.e. audit committee)

Currently, the Ministry Coordinators are:

- Paul Larson – Faith Coordinator
(Education & Fellowship Areas; paul.larson@shell.com)
- Christine Smith – Discipleship Coordinator
(Worship & Evangelism Areas; faithcubs9@yahoo.com)
- Rebecca Johnston – Service Coordinator

(Community Service/Public Involvement & Church Stewardship Areas;
vrcajohnston@sbcglobal.net)

Once you have submitted your Project Proposal Form, your ministry coordinator will assess it according to the current project evaluation criteria, and then let you know how to proceed.

Your Ministry Coordinators are here to help you. If you have any questions about proposing and/or implementing your ministry project, please feel free to contact them at any time!

House of Prayer Project Proposal Form

Project Name:

Mission Focus Area (choose one):

“Grow In Faith”		“Make Disciples”		“Serve In Love”	
Education	<input type="checkbox"/>	Evangelism	<input type="checkbox"/>	Community Service/Public Involvement	<input type="checkbox"/>
Fellowship	<input type="checkbox"/>	Worship	<input type="checkbox"/>	Church Stewardship	<input type="checkbox"/>

Project Description/Overview (include information about any outside organizations you would like to partner with):

Which congregational goals do you believe this project will support, and why?

Project Details:

Lead Contact:		
Phone1:	Phone2:	Email:
Address:		

How many volunteers will you need, and how much of a time commitment will they need to make? Do they need any special talents or experience? Are there any restrictions on who can be involved (i.e. age, physical limitations, membership status?)

What kind of budget and material needs will you have? How do you plan on meeting these needs?

Is this a one-time project, will it reoccur regularly, or will it be an on-going project? Will you be requesting the use of a particular room or portion of the House of Prayer grounds? If so, which room(s)/ground(s) and for when would you like these reserved?

Besides the project's inclusion in the Church Project Directory, would you like the project to be highlighted or advertised elsewhere?

Media Type	Yes / No?	If yes, over what timeframe?
Worship Bulletins		Specific Date(s) <input type="checkbox"/> Regular Reoccurrence <input type="checkbox"/> Continual Basis <input type="checkbox"/>
Church Newsletters		Specific Date(s) <input type="checkbox"/> Regular Reoccurrence <input type="checkbox"/> Continual Basis <input type="checkbox"/>
Website		Specific Date(s) <input type="checkbox"/> Regular Reoccurrence <input type="checkbox"/> Continual Basis <input type="checkbox"/>