

**CENTER FOR SPIRITUAL LIVING DE
OPERATING POLICIES AND PROCEDURES**

<i>POLICY TITLE:</i>	New Team, Circle, Ministry or Project
<i>EFFECTIVE DATE:</i>	November 29, 2010
<i>REVISION DATE:</i>	April 19, 2015, April, 2018, 4/18/22
<i>REVISION #:</i>	1, 2, 3
<i>POLICY APPROVED BY:</i>	Board of Trustees
<i>RESPONSIBLE AREA:</i>	Leader Champions (new circle or team leaders) Board of Trustees (new projects)

Four Steps in Creating a Team, Circle Ministry Proposal

Step One. Writing the Proposal

The person proposing the team, or group opportunity submits a written proposal to the Leader Champions. The person proposing a new project submits a written proposal to the Board of Trustees. The proposal forms are included in this policy.

Step Two. Evaluating the Proposal of a New Team, Circle, or Ministry

The Leader Champions or Board of Trustees meet to evaluate the proposal. If it is approved, a Leader Champion is assigned to interview the team, circle or team leader to clarify points, to discuss the leadership role according to the Care Structure and Metamodel, and to establish accountability for the project or team. If the proposal does not seem to be a match, the team leader or project leader will be notified by one of the Leader Champions.

Step Three. Commissioning the Project

When the proposal is approved by the Board of Trustees, the assigned Board of Trustees member will contact the leader for the implementation. The Board of Trustees member will meet monthly with the Project Coordinator. The new project will be placed on the master calendar. The congregation will be notified in the weekly newsletter and/or Sunday service announcements if applicable.

Step Four. Tracking the Project (for projects only)

Tracking of Project: The Project Leader is to keep track of the progress of the project, oversee costs, ensure accountability for the project, and communicate this to the assigned Board of Trustees.

Proposal Forms below:

**CENTER FOR SPIRITUAL LIVING DE
PROPOSAL FOR CREATING A NEW PROJECT**

Date of Proposal: _____
Project Leader: _____ **Phone Number:** _____
Name of Project _____
Proposed Start Date: _____

Please fill in the proposal (150 words or less for each question – use bullet points for clarity)

See above policy:

1. The purpose for the project is:
2. How it is in alignment with the mission of CSL DE.
3. The benefits the congregation will derive from the project are:
4. How it will be implemented and by whom.
5. What resources will be required, and an estimate of the costs involved.
6. What the time frame is for this project.

**PROPOSAL FOR CREATING A NEW CARE CIRCLE, TEAM OR MINISTRY:
The Heartbeat of Community Life**

Date of Proposal: _____
Leader: _____
Leader in Training: _____
Phone Number: _____
Name of Group: _____
Proposed Start Date and Time: _____
Ongoing gatherings will be on what day and time each month? _____

Please fill in the proposal -150 words or less for each question – use bullet points for clarity. Submit to Rev. Kathleen. A Leader Champion will get back to you soon.

1. The purpose for the circle, team, or ministry is:
2. The benefits the CSL DE spiritual community will derive from the circle are:
3. How will it be implemented and by whom?
4. What is the time frame for this sacred circle? (for a limited time or ongoing?)