

Guidelines for Presentations to the Standing Committee

The Standing Committee understands and appreciates the effort it takes by parish clergy and lay leaders to make a formal presentation to Standing Committee. In some cases, you may be asked to come and make a face-to-face presentation, although this is more the exception than the rule. Standing Committee endeavors always to be fully prepared to discuss your presentation and make a prayerful decision or discernment, as the case may be. We offer these guidelines and suggestions to assist in this process. The Standing Committee serves as a council of advice to the Bishop, and has certain canonical responsibilities and authority. In these capacities, we strive always to keep mission and a deep sense of the Spirit before us.

General Guidelines

- ✓ Please consult with the President of the Standing Committee as to the timing of your presentation. The Standing Committee's agenda is usually very tight, and the more notice you can give of your intention to make a presentation, the better.
- ✓ We prefer to receive submissions via email, not less than one week in advance of the date Standing Committee will review your request. Please email all documents, if possible, to the President of the Standing Committee, whose contact information can be obtained through the Diocesan Directory or through the Diocesan House receptionist.
- ✓ If email is not possible, please fax documents to the Standing Committee President within the same time frame noted above.
- ✓ We ask for a concise one page cover letter. This cover letter should include:
 - A brief summary of the situation and the names and positions of clergy and lay leaders involved.
 - A list of other diocesan bodies or staff you have consulted, with a summary of their feedback. This includes consultation with the Bishop, Chancellor, Controller, and others you may deem important.
 - The precise request you are making of the Standing Committee
 - A proposed or requested timeframe for Standing Committee response.

Guidelines for Presentation of Project and Financial Materials

Many presentations to Standing Committee involve financial decisions. If in doubt, please provide more than less information to avoid a delay in considering your request. For most projects, we would need at a minimum:

- ✓ Complete current financial statements, including a statement of all fund balances
- ✓ Complete current financial statements for the prior year, again with a full statement of all fund balances.
- ✓ Current budget year-to-date as well as your current annual budget, with narrative explanation where necessary.

- ✓ Complete details of proposed project, along with professional consultations or opinions you have obtained: e.g. engineering, legal, local government opinions.

Guidelines for Oral Presentations

Many routine requests of the Standing Committee do not require a face-to-face presentation. However, in consultation with the President of the Standing Committee, you may be requested to attend a Standing Committee meeting to elaborate on your written submission. If this is the case, please adhere to the above guidelines so that Standing Committee members can be prepared for a discussion with you.

- ✓ Standing Committee generally cannot allocate more than 30 minutes for a particular presentation.
- ✓ Please come prepared to make a 10 minute concise presentation, elaborating on the materials already presented and updating Standing Committee if need be.
- ✓ Please bring your team of clergy and lay leaders. We encourage each member of the team to play a part in the presentation.
- ✓ We aim for 20 minutes of discussion. Because Standing Committee members will already have reviewed your written materials, please be prepared to answer questions or to elaborate on your written and oral presentation.

Standing Committee Response

Because Standing Committee members are themselves active leaders in congregations, they understand the often pressured time frame for decision making. After reviewing your written presentation (and oral presentation, if requested), Standing Committee will deliberate and consult with others. Because the Standing Committee works closely with the Bishop, the Bishop is always consulted.

If further clarification or information is needed for a decision, Standing Committee will endeavor to convey that as quickly as possible. Standing Committee meets once a month, generally on the first Tuesday of each month.

Please contact any Standing Committee member with questions or comments.

The 2008 Standing Committee