



## Transforming for Tomorrow Steering Committee Project Charter

### **Problem Statement:**

From the Motion Approved by PUMC Church Council November 8, 2017.

Whereas: there are needs for capital improvements which cannot be funded by the Basic Ministry Budget; and

Whereas: many of these capital improvements serve to allow for growth; and

Whereas: our current growth makes these improvements especially timely; and

Whereas: some of the items are necessary and immediate maintenance items.

### **Steering Committee Goals:**

To provide governance, oversight, and counsel to the T4T subcommittees in order to complete as many of the projects shown in T4T Attachment A as may be accomplished with recorded gifts and pledges, in a manner which maximizes mission impact & enables growth while providing proper stewardship and transparency to the Congregation.

### **Project Selection Guiding Principles:**

The Steering Committee recognizes that much time, thought, and deliberation has been invested to establish the four tiers of projects that are within the scope of the approved T4T motion. The Steering Committee also recognizes that the four tiers were not established to provide a sequential listing of prioritized projects without the flexibility to deviate, but rather they were established in order to provide general guidelines to the Steering Committee on which projects might be considered and prioritized by the Steering Committee.

The sequencing of project selection and initiation process employed by the Steering Committee will utilize Attachment A as a guiding document, but the Steering Committee will also prayerfully consider additional factors such as urgency, seasonality, practicality, efficiency, and missional impact.

In order to best serve the Congregation, flexibility and agility for project selection and initiation will be critical enablers for success. The Steering Committee will maintain absolute transparency of that process to and for the Congregation.

### **Project Selection Process:**

1. The Project Committee Chair will propose to the Steering Committee the initiation of a project based upon the above guiding principles and in keeping with the financial constraints identified in the latest revision of the T4T Project Summary found on the T4T.org website.
2. The Steering Committee will consider the motion and vote to approve or reject.
3. If the Steering Committee approves, the Project Committee will be fully authorized to initiate the project and the Communication Committee will determine the appropriate means by which to inform the Congregation.
4. If the Steering Committee prefers an alternative project take priority over the project proposed by the Project Committee Chair, the Steering Committee and the Project Committee will convene a special session to adjudicate and agree to the proper course.

**Vendor Selection Guidance:**

Upon selecting a vendor or vendors by the Project Committee in accordance with the Trustee Vendor Selection Guidelines, the Project Committee Chair will inform the Steering Committee of the choice, and include the list of vendors considered and reasons for the selection in order to maintain transparency of the process.

<b>Steering Committee Members</b>	
Bill Edie	Finance Committee Chair
Elizabeth Gilbert	Associate Pastor/Communications Committee Chair
Bud Green	
Kimberly Meyer	
Paul Schreiner	Project Committee Chair
Ray Shannon	
Nikki Shoultz	Council Chair
Mike Simek	T4T Steering Committee Chair
Charlie Wilfong	Lead Pastor

**Recurring Meeting Schedule** – Meetings will be held at Noon on the 4<sup>th</sup> Sunday of every month unless otherwise noted

29 April	*20 May	24 June
*29 July	26 August	23 September
28 October	25 November	23 December

\*20 May scheduled due to the 4<sup>th</sup> Sunday falling on Memorial Day weekend

\*29 July scheduled to coincide with the Fish Fry weekend