

**St. John the Baptist Orthodox Church
Parish Council Project Proposal Form**

A tested and productive format for discussing proposals is as follows: Before submitting an item for discussion, the presenter is required to be prepared to answer the following questions. If the following questions are successfully answered without objection, then the Parish Council could move forward with a motion to vote on it and present the findings to the general parish if the project is big enough to cause a significant impact on the Church.

WHAT: *A brief description of what is being proposed.*

WHY: *Why should we consider acting on the idea? Is there a real need or benefit?*

WHEN: *How soon do you propose that action should be taken?*

WHERE: *Where will this project take place? Do we have the room or location now?*

WHO: *Who could/should lead the project, and who else could/should be involved?*

HOW: *How will we fund this idea? Will we borrow money? Seek volunteers? Or?*

UNINTENDED CONSEQUENCES: *Will this interfere with existing situations? Will we create unwanted liabilities? Will we increase overhead? What could go wrong? What are some possible objections?*
