

## **IN-REACH/OUTREACH ACTIVITIES GUIDELINES**

Chapel of Our Saviour welcomes and encourages parishioners to initiate in-reach and outreach opportunities both within the parish and beyond. The Outreach Committee works closely with the entire church community to facilitate and coordinate all events. Proposals are considered for review and approval before an event takes place. A minimum of 2-4 weeks notice prior to an event or activity is required for consideration. Exceptions are made on an emergency or disaster basis only.

To initiate an in-reach or outreach activity the proposer completes the In-reach/Outreach Activity Proposal form and submits it by mail, electronically, or in person to the Outreach Chairman. The Outreach Committee reviews the proposal and forwards it to the Rector for contingent and/or final approval. If necessary, the proposal will go to the vestry for approval review. After the proposal has been approved, the application will be submitted to the parish secretary for placement on the master calendar.

Approval is based on whether the activity (event, collection, drive, project, etc.) supports the mission of the church and its committees, duplicates other efforts, or is in conflict with existing church or outreach support. Other considerations are: size and scope of activity; scheduling; beneficiary; cost; facility and grounds availability; set-up/ teardown and supply needs; marketing and communication plans; and staffing.

If the activity is a fundraiser, appropriate church policies are followed for collection, accounting, and distribution of funds.

A synopsis of the activity is to be submitted within two weeks of the effort to the Outreach Committee for their records.