⊕ Parish Resources
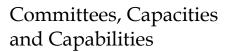


If you are embarking on a major project, it is a good idea to establish a number of support groups. These groups can be called a range of things; committee / project / working / development group etc. Whatever their name, these groups ensure that the work load does not fall on a select few, and that you gain the wide range of necessary skills and knowledge to ensure your project is a success.

As previously highlighted, the vision and leadership of the project must come from the clergyperson, the PCC, and Lay Leadership. Ultimate responsibility for the project must always be present, regardless of additional support groups.

## Sub Committee / Building Committee

It is often a good idea to gather together 3 – 4 individuals and form a 'sub committee' or 'building committee'. This initial group can start talking to the congregation and community, speak to the DAC, engage an architect, complete a feasibility study and start pulling together an idea of initial budget.

Once these 'behind the scenes' tasks have been completed and the PCC and Building Committee have agreed the project will go ahead, then a Campaign Committee can be established.

## Campaign Committee

The Campaign Committee is the larger project team of 8 – 10 individuals, potentially comprising of both the PCC and the previous Sub Committee. They will be responsible for ensuring the project completes on budget and on time. You will need people with project management, business, social and financial skills as well as a good Chairperson and Secretary to help manage the different group tasks.

Invite people from the PCC, the congregation and the wider community to be involved in your Committees. This will help widen the skills pool that you're drawing from and help send the message that this is both a church and community project.

## Terms of Reference

An important step is to define the terms of reference of your Committee so that each individual has a role and responsibility, with different project tasks and project deadlines.

## Skills and Abilities

Enlisting a number and range of skilled individuals for a funding project is vital, as the majority of your project will be achieved through the help of volunteers. It can be useful to firstly identify what skill sets (both personal and professional) your project requires, and then identify the skills you have, and the skills you need to enlist.

It is often the case that individuals have a multitude of skills, yet they rarely speak about them from fear of sounding boastful. It can be helpful to display a list of skills required (ranging from financial skills to community and people skills) which people can respond to. If they recognise they have something to contribute, they may offer their services.

As well as looking within your congregation, look to the local community. There may be a professional living locally with experience writing contracts or carrying out building work who would happily offer to volunteer their time. Equally there are a lot of individuals in our communities who we don't see, but are there and willing to help. Identify local community services, community schools and shops and advertise for help – you never know they might need the church as much as the church needs them!

## Have a Professional Approach

Embarking on thorough investigation and producing professional documents such as a Business Plan will establish a stronger project and working Committee. For both potential funders and those supporting the project, a professional manner both inspires confidence and demonstrates good governance.