# Policy on Staff Involvement for Congregant Led Initiatives

*March 20, 2024 Version*

When Do I Need to Collaborate With Church Staff?

- Before proceeding with a project that impacts the building and/or costs money, consult with the Business Administrator first. This consultation is best face-to-face or by phone.

- Projects which commit the church to a financial expense must be agreed on prior to implementation by staff, council leaders, and/or finance committee (if necessary).

- Speak with Debbie to arrange for space reservations and/or set-up requirements before anything goes on the church calendar.

- Any consultations with outside organizations (including city/community officials, contractors or vendors) which involve the building need to include building staff (Debbie at least).

- Any arrangements with outside organizations that impact our building need to be approved first by Debbie, Suehana, and/or Karen O'Hagan.

- Senior staff will determine what responsibility and role, if any, non-senior staff will add to their workload. Non-senior staff should not be approached directly and asked to perform additional duties.

How Best Can I Consult With Staff Members?

- In general, conversations with staff are best when one-on-one (either in person or by phone). Emails are not as effective. When emails have multiple recipients, the sender may not assume that a staff person has seen and understood the part of the email that was directed to them.

- Staff are always busy with a long list of things to do. When you desire to add something to their to-do list, please assume that the response won't be immediate (unless it is a genuine emergency situation). Requests for immediate or next-day service are to be avoided.