

# Pre-Case Organization

## Perspective

As any activity in the parish this project should not just be about brick & mortar or fund raising, but also as an opportunity to:

- ❖ deepen the faith commitment of the members - an opportunity to put God and Jesus' mission first in life;
- ❖ build church - how do we as a community work together to plan, pay for, build and use this proposed facility
- ❖ deepen our sense of stewardship- how do we appreciate the past members of the parish who gave us what we have today; how do we express our present responsibility to give our time, talent, treasure for today's mission; how do we plan for our children and the next generation of parishioners;
- ❖ allow the healing power of Jesus to be alive and to touch old wounds and hurts of some members of the parish.

## Preliminary Study Committee

- ❖ develop a written proposal that defines the project and its rationale
- ❖ dialogue with diocesan administration for approval procedures (refer to the Fourth Synod – Diocese of Rockford 2002 document in Appendix 10)
- ❖ select Publicity and Promotions Committee (see task list below)
  - begin formal consultations with parish membership: series of events scheduled at the beginning of planning, after preliminary drawings, town meeting, questionnaire, focus groups of specific segments
- ❖ if the project calls for an architect: interview, choose an architect and execute preliminary drawings and plans
- ❖ form Fund Raising committee - overall chairman and committee chairs
  - consult with Stewardship Development Office of the Diocese - Dave Hougan
  - decide to hire professional fund raising counsel or do it yourself (see “To Hire or Not to Hire Fund Raising Counsel” document)

- ❖ consult with the Parish Pastoral and Finance Councils and seek formal approval for the project from the Bishop through the Diocesan Building Commission
- ❖ organizes Building Committee (see task list below)

## **Publicity and Promotions Committee**

- ✓ uses written proposal of need for programming and space as "case statement"
- ✓ create interest in the community for project by regularly communicating with the community about the progress as it moves through the stages.
  - bulletin; newsletter
- ✓ organizes the official functions of the plan:
  - consultation and planning phases
  - solicitation phases
  - final blessing/dedication event;
- ✓ helps to develop brochures, posters, thank you cards etc for solicitation
- ✓ case statement includes direct statement that gifts to this appeal must in addition to their current offertory gift and pledge to Diocese.

## **Fund Raising Committee**

- ✓ helps decide on how to approach overall fund raising efforts
- ✓ helps make decision on whether to hire fund raising counsel or to proceed with local campaign (see "To Hire or Not to Hire Fund Raising Counsel" document)
- ✓ works with publicity and promotions committee in developing the written "case statement"
- ✓ works through a plan to provide local oversight of fund raising and collection of pledges

## **Building Committee**

- ✓ Approve final plans and specifications; authorize bid letting;
- ✓ Monitor progress of project with contractor; execute change orders
- ✓ Authorizes final acceptance of completed job.