

SUMC Wish List—Procedures

The SUMC Wish List is a document that contains items that our church desires to obtain that would allow us to do some things we cannot now do or to improve the way we now do certain things.

Adding an item-

A Council member or staff member presents to the Church Council an item or service that they believe is needed to help our church in fulfilling its mission. Such a request should be for something that ordinarily is not included in the annual budget, and something for which there is insufficient money in the general fund to support the item or service. The member makes a motion to have the item or service placed on the wish list and provides all information needed to be on the list – the request form is not absolutely required, but may simplify the process by providing a template to gather all of the needed information (such as complete description, price estimate, source of purchase, date needed).

By **voting on the motion**, the Church Council determines whether this item or service is to be placed on the wish list. If the item or service is approved to be placed on the wish list, the requestor needs to provide all pertinent information before it is officially “on the list”.

The WL should be reviewed monthly at council meetings, and updated with any decisions made as to purchase, revisions, change in status, deleting an item, research needed, etc. Items with complete requestor information and estimates will be addressed, those without the required information will be skipped, and may be dropped after x months of not activity. The Council will allow for some exceptions especially for some items that are hard to quantify before the work is done, but every effort should be made to get an accurate estimate so the council can make informed decisions. The Church Council will be responsible for determining priority/proposed date, status, funding source, and assigning responsible parties when more research is needed prior to decision making. The WL will be updated by the Office Administrator, but the Church Council should be responsible for reviewing any updates.

Once an item is purchased/installed, the results will be given to the council and when approved it should be removed from the active wish list and added to the archives, with a status of complete, or removed.

The current wish list should be published for the congregation quarterly in the Circuit Rider or bulletin and information added to the website.

Link for Wish List Table:

https://docs.google.com/spreadsheets/d/1cn1nUfyzzfh_lwX7z9NW-OLkaTPrZB_rrMnU879ZCc/edit?usp=sharing

Background:

SUMC Wish List—Procedures and Policies

(Adopted by the SUMC Church Council 9/9/2014)

(Implementation section added on 2/17/2015)

(Updates to Document approved 5/17/2016)

1. What should be the purpose of the WL?

The WL should be a document that contains items that our church desires to obtain that would allow us to do some things we cannot now do or to improve the way we now do certain things. The list would not contain items (objects or services) that are part of the general operating procedures of our church.

There might be two categories of items on the WL, or two parts to the entire list. One category would be items that ordinarily might be purchased through funds donated as memorials to our church. Such donations ordinarily would be placed in the Memorial Fund rather than the Permanent Endowment Fund. A second category would be items like those that have been purchased in recent years with interest distributions from our PEF.

2. What kinds of things should be on the WL and what kinds of things should not be included?

The WL should be defined broadly enough that it might contain objects, services, or activities that are not included in annual budgeting for the needs of the congregation. Examples of things that should not be included on the WL are: salaries for employees, utilities costs, repair of equipment that is used in everyday operations, or routine building maintenance.

3. What process should be used to put items on the WL? What role should committees, Church Council, congregation members, and the pastor have?

The Church Council should maintain the WL. (The Office Administrator should keep the most current version of the WL.) However, every committee or church group should be able to bring its thoughts about the list to the Council, through representatives who are on the Council, through an appearance at a Council meeting by someone who is not a Council member, or through a written request submitted to the President. In the end, the Church Council should decide whether any particular item should be added to the WL.

4. Who should determine the priority ranking of items on the WL? Do items need to be purchased according to a priority listing?

For items in the first category, for the Memorial Fund, no ranking would be needed. The family or individual making the donation could choose from the list based on the amount of money available for donation and the type of item they wish to use to honor the individual for whom they are donating. Items in this category need not be purchased according any priority ranking. Items or services can also be submitted for which undesignated Memorial Fund money could be used.

For items in the second category, for the PEF interest distribution, items should be ranked by the Church Council. In forming their rankings, the Church Council might decide to move items from the first category to the second and then rank order all items of the new second category. Items in this category need to be purchased according to the most current priority ranking completed by the Church Council.

5. What information should be included about each item that is placed on the WL (estimated cost? source of information? date put on the list)?

When an item is proposed to the Church Council for inclusion on the WL, the proposer should furnish a description of the item, a cost estimate for purchase, and the source from which the description and cost estimates were obtained. The date of the proposal also should be included and should be kept with the other information. The proposer's name is needed as well.

6. Funding

If the Council approves the motion to add an item to the WL, the potential funding source(s) for the item or service will be determined by the Church Council by answering the following questions:

1. Could the purchase be supported by general fund money? (Approval would be needed, if unbudgeted, following the current policy for making unbudgeted purchases.)
2. Would the item or service be a "meaningful" purchase for which undesignated memorial fund money should be used?
3. Does the purchase meet the criteria for being funded by PE interest?
4. Should the congregation be solicited to provide the necessary funding before using memorial fund or permanent endowment interest money?

The person presenting the motion should be prepared to provide answers to the above questions during the discussion period about the motion.

Note that it is possible that more than one source of funding could be used to purchase a single item or service.

7. Should there be a process for removing items from the WL before they are purchased?

In time, some items on the WL may need to be modified (for example, description or cost or model), or needs may change so that an item is no longer desired. It might be easier to drop items from the list than to modify an existing item. When an item is removed from the list, or a new item is added, the priority ranking should be updated as appropriate for the category the item is in.

8. How should the WL be publicized?

It should be important to publicize the existence of the WL so that members of the congregation continue to be aware of these items and can act on them as circumstances present themselves. When the WL is modified, there should be a way to make this known to members. The pastor should have a current copy of the WL available for responding to inquiries about memorials.

9. Is there a need for more than one WL?

A single list will probably suffice, but it should probably be organized according to categories as describe above in #1. Once this process has been put in place, the Church Council should review the process after a year to determine whether modifications to the process would be useful or necessary.

10. Can donors contribute to part of an item rather than purchasing the entire item?

Some items on the list might lend themselves to partial purchase or complete purchase over time, and some may not. All reasonable proposals should be entertained. (This point probably should be kept in mind when a description of the item is presented at the time the item is proposed for inclusion on the WL.)

11. Should the WL be reviewed on a regular basis? If so, for what purpose, how often, when, and by whom?

The WL should be reviewed and updated, if necessary, before the end of each calendar year so that it is current for use with possible distribution of PEF interest money in January. However, additions and deletions could be made at any time of the year. To the extent that such changes occur, a reprioritization of items on the list may need to occur. The secretary of the Church Council should be responsible for providing any updates of the WL to the Office Administrator.