



## PROJECT CHARTER

Name of Project: \_\_\_\_\_  
Date(s) of Project: \_\_\_\_\_  
Short Description: \_\_\_\_\_

Purpose/Goal: \_\_\_\_\_

Does this project have an estimated completion date or will it be an on-going project? Y / N

If yes, please indicate your estimated completion date: \_\_\_\_\_

### Project Leadership (Responsible Parties):

#### Project Point Person:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### Project Team Member:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### Project Team Member:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### Project Team Member:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

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### Budget

Does this project require funding from the church? Y / N

If yes, please attach proposal for the Finance Team.

Finance Team Approval: Y / N Date: \_\_\_\_\_

Finance Team Signature: \_\_\_\_\_

Is this project a fundraiser? Y / N

If yes, where will the proceeds for this fundraiser go? \_\_\_\_\_

Has the Financial Assistant been informed? Y / N Date: \_\_\_\_\_



**Does this project require use of the church facilities? Y / N**

**If yes, please reserve the use of Church Facilities with the office manager.**

**Does this project require promotion in the bulletin, screen, Reminder, Remind app and/or the church's Facebook page?**

**If yes, please contact the church office to arrange promotion. Please be mindful of submission deadlines.**

**Does this project require extra volunteer help beyond what is already listed?**

**If yes, please create a sign up sheet and turn it into the office at least 2 weeks prior to the event. Any volunteer recruitment is the responsibility of the project leadership.**

### **Project Approval:**

**Every project must be approved before any work can be done toward the project. Approval is given by Church Staff member or Leadership Team member. Please seek approval from the appropriate person based on the nature of your project. For example, a fundraiser for children/youth activities would best be approved by the staff overseeing children and youth. A landscaping project would best be approved by a member of Trustees. A church fundraiser would best be approved by a member of Finance. If you are unsure of where to seek approval, talk to the Pastor.**

**I, \_\_\_\_\_, approve of this project proposal and confirm that the group understands and is prepared to complete this project as stated.**

\_\_\_\_\_  
**Signature of Project Leader**

\_\_\_\_\_  
**Signature of Staff/Leadership Team Member**