



# IMMACULATE CONCEPTION PARISH

*Leading People to Jesus Through Worship, Community, Service and Devotion to Mary*

## Proposal to I.C. Parish Pastoral Council

This form, formalized and approved by the Parish Pastoral Council, is used to create and develop a proposal to help fulfill our parish mission. Initially, it will be reviewed with you by one of the three parish commissions: Faith Formation & Spiritual Life, Parish & Community Life, or Social Concerns. If approved by the Commission, it will be presented to the Parish Pastoral Council and pastor for discussion and a recommendation. Included with this form are: an introduction and a description of the steps and possible timelines in the approved proposal process, guidelines to assist you in completing the proposal form, and the “Immaculate Conception Facility Use Request Form”.

**NOTE: Please see *Introduction and Guidelines for Completing a Proposal* pages before completing this form.**

Date Submitted for review by _____ Commission: _____	
<small>(Date)</small>	<small>(Faith Formation &amp; Spirituality, Parish &amp; Community Life, or Social Concerns)</small>
Name of Proposed Idea: Requested by (name of ministry, commission, person, or group): Contact Information: Name: Email: Phone number:	
Goal/Rationale:	
Description:	
Target Audience & Estimated Number of Participants (who will be served or participate):	
Number of Volunteers Needed:	



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Are Any Parish Staff Members Needed (clergy, musician, etc.)?
Donations and/or Financial Support Required (from parish and participants):
Marketing:
Additional Comments:

Please **save and submit as attachments** the Proposal Form AND, if applicable, the completed Facility Use Request Form (included in this packet) to the chairperson of the appropriate commission. Contact [parishcouncil@iccols.org](mailto:parishcouncil@iccols.org) with questions related to this form, which commission should work with you to review your proposal, and/or commission chairperson contact information.



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## Facility Use Request Form

This form is used to create an initial request; you will receive confirmation from the Parish staff once this event has been approved. Upon completion please email this to both [edeluca@iccols.org](mailto:edeluca@iccols.org) and [jbernard@iccols.org](mailto:jbernard@iccols.org) . If you are a school staff member or school organization please send this completed form to Colleen Kent [cokent@cducation.org](mailto:cokent@cducation.org) . Ms. Kent will act as the liaison between school and parish.

Activity / Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Cell: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

### Safe Environment: Does activity involve youth participants and volunteers?

If yes, all volunteers must be PGC compliant  Yes  No

Room(s) requested: *Please indicate first/second choice by placing a 1 and 2 to the right of the room name.*

Marian Hall – offers sit down capacity of 225, lecture of 300 with kitchen and AV access.

Room A - offers capacity of 40 with kitchen and AV access

Room C, Education Upper and Lower Level – offer classroom style rooms ranging from capacity of 10-25

<input type="checkbox"/> Church	<input type="checkbox"/> Grotto	<input type="checkbox"/> Marian Hall	<input type="checkbox"/> Marian Hall Kitchen
<input type="checkbox"/> Gathering Space	<input type="checkbox"/> Brides Room	<input type="checkbox"/> Rectory Room A	<input type="checkbox"/> Rectory Room C
<input type="checkbox"/> Edu. Center Lower Level	<input type="checkbox"/> Edu. Center Upper Level	<input type="checkbox"/> Edu. Center Preschool	<input type="checkbox"/> Green Space
<input type="checkbox"/> East Parking Lots	<input type="checkbox"/> North Lg. Parking Lot	<input type="checkbox"/> North Sm. Parking Lot	<input type="checkbox"/> West(teacher) Lot

Approx. # of attendees: \_\_\_\_\_

Please indicate any special room requirements or set up required

Standard room setup  Special room setup (*requires office approval*)

Additional notes: \_\_\_\_\_

### Event Date(s) & Time(s)

Published START time: \_\_\_\_\_ a.m./p.m. Published END time: \_\_\_\_\_ a.m./p.m.

Time needed for setup: \_\_\_\_\_ minutes Time needed for clean up: \_\_\_\_\_ minutes

For a recurring event, please choose:  Daily |  Weekly |  Bi-weekly |  Monthly |  Bi-monthly

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Exception dates (no meeting): \_\_\_\_\_

**Please flip to the reverse for terms and signature of acceptance.**

**It is the responsibility of each group to restore the room to its original condition upon conclusion of the meeting or event. Garbage should be bagged and placed in outside dumpsters. Recyclable items should be placed in appropriate receptacle. Carpet should be vacuumed, if needed, tables wiped down and all food and drink items should be removed upon the conclusion of the event. This is required unless other arrangements have been made with the Parish Office. If you have any questions or need additional information please contact the Parish office (614)267-6579 or [icoffice@iccols.org](mailto:icoffice@iccols.org).**

**I have read and agree to the terms detailed above.**

Signature: \_\_\_\_\_

FOR OFFICE USE ONLY		
Date Received: _____	Date Confirmed: _____	PGC confirmed: _____
Approval initials: _____	Added to Master Facility Calendar: _____	Audio/Visual required: _____



## IMMACULATE CONCEPTION PARISH

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### IMMACULATE CONCEPTION PARISH PASTORAL COUNCIL PROPOSAL PROCESS

#### *INTRODUCTION*

All parishioners are encouraged to bring forward ideas to help fulfill our parish mission. These ideas should be developed into a formal proposal with the guidance and support of one of the three parish commissions: Faith Formation & Spiritual Life, Parish & Community Life, or Social Concerns.

The process of proposal development has been formalized and approved by the Parish Pastoral Council to help ensure that your idea is fully developed, and all resources needed for implementation are identified and secured. Contact your commission chairperson or [parishcouncil@iccols.org](mailto:parishcouncil@iccols.org) for any questions regarding the Proposal process.

#### *STEPS AND TIMELINES OF THE PROPOSAL PROCESS*

*(Note: The complete process may take 2-6 months. Please take this into consideration for time sensitive or seasonal ideas and activities.)*

1. Submit your Proposal Form and Facility Use Request Form to the chairperson of the appropriate parish commission. You will need to submit the Proposal at least **two weeks before its initial review**. Commissions meet at 6:30 the second Wednesday of the month. There are no meetings in January, July, and August.
2. The commission reviews the Proposal with you (plan to attend that commission meeting) and determines whether to submit to Parish Pastoral Council.
3. The commission representatives submit the Proposal to Pastoral Council for review and discussion on the next available Council agenda.
4. Parish Pastoral Council reviews, discusses, and votes to either recommend or not recommend the Proposal to the pastor.
5. The pastor determines whether to accept or decline implementation of the Proposal.





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### **GUIDELINES FOR COMPLETING A PROPOSAL**

**Please use the following guidelines to formulate your idea and complete the official Proposal Form and the Facility Use Request Form. To afford your proposal the best opportunity for approval, be as detailed as possible on each section of the form by identifying individuals, resources needed, dates, etc. \*Submission to Parish Pastoral Council does not guarantee official adoption of the proposal.**

***Which Parish Commission Will Review and Guide Your Proposal:*** One of the three parish commissions will work with you to review your proposal, identify questions and suggestions to clarify your idea, and determine whether to recommend it to Parish Pastoral Council and the pastor. The three parish commissions are: Faith Formation and Spiritual Life, Parish & Community Life, and Social Concerns. If you have questions regarding which commission to contact, please contact [parishcouncil@iccols.org](mailto:parishcouncil@iccols.org).

***Name of Proposed Idea:*** Name the idea/activity and provide contact information for the coordinator.

***Goal/ Rationale:*** What is the expected outcome of your idea? How will this idea/activity serve and support our Parish Mission “Leading People to Jesus through Worship, Community, Service and Devotion to Mary”? Why is this activity necessary and/or beneficial, and a timely use of parish resources?

***Provide a Detailed Description of the Idea/Activity:***

1. Describe how this idea/activity and expected outcome differ from that of any other parish organization or activity.
2. Number of parishioners and non-parishioners (if applicable) who will participate. Describe ways participants can engage and contribute.
3. List specific tasks involved at each stage for the idea/activity to occur.
4. Confirm that the volunteers or individuals needed to perform all stages of the activity/idea have agreed to do so.
5. If the idea/activity involves services outside the parish (outreach organization, charity organization, another church or parish, etc.) confirm that the respective organization agrees with the scope, dates/timeline, and need for such an idea/activity.
6. Identify the preferred date(s) or the preferred month and preferred day(s) of the week for the idea/activity. Have in mind alternative dates or days of the week in the event of a conflict with the parish calendar or other parish considerations.

***Volunteers Required:*** Identify the number of volunteers needed and confirm they are available and willing to participate.



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**Parish Staff Members Needed:** Identify any parish staff member needed such as clergy, musician, etc. and confirm if they have been contacted and are available and willing to participate or how and when they will be contacted.

**Donations and Financial Support from Parish and/or Participants:** List details of monetary cost to parish or parish organization. Define parishioner or participant costs, i.e. monetary, time, in-kind donations of food, clothing, etc.

**Marketing Strategies:** Describe promotion and publicity strategies (bulletin announcement, posters, parish website, social media postings, etc.); dates and timelines for publicity; strategies for recruiting appropriate numbers of volunteers and/or participants.

**Additional Comments:** Please share any other details that would help commission and council members understand how the idea/activity supports our Parish Mission: *“Leading People to Jesus Through Worship, Community, Service, and Devotion to Mary.”*

*The following information is needed to complete the Facility Use Request Form*

**Date(s)/Time(s) of Idea/Activity:**

1. If the idea/activity is a single day event, specify date and time, including set-up and clean-up.
2. If the idea/activity will occur on repeated dates or multiple dates, specify the start date and end date (i.e. first Monday of each month, a speaker or video series dates, etc.).
3. Set-up date and time (start and end times) if the set-up date and time is different from the actual activity itself.
4. Be prepared with alternative dates in the event there is a conflict with the parish calendar or other parish considerations on your preferred date(s) (i.e. other parish event, space needs, support duties such as sanitation, etc.). **NOTE:** The parish office can check for a calendar conflict but will not confirm or add a date to the parish calendar until there is approval from Parish Pastoral Council AND the pastor.
5. Provide the name and contact information of the coordinator for set-up and clean-up.

**Facility and Resource Requirements:** Identify your two choices for space and resource requirements needed from the parish including furniture arrangement and needed equipment, i.e. microphone, podium, video, kitchen etc.

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