

Proposal

Proposal Title	Establish monthly mid-week St Peters Fordcombe Church House Group. Brief statement of the Proposal. Only ONE specific proposal, do not combine proposals; this may lead to confusion and delay.
Sponsor(s)	Peter Waghorn. Who is submitting the proposal? Who will deal with any questions arising and provide an appropriate response to those questions?
Date	23 March 2015.

Overview

Description	A meeting for reflection, discussion and prayer; for study of Scripture, lives of others and the difficult issues we face in today's world which challenge our Christian faith, walk and conversation; where we can support and encourage each other and learn from each other's experiences. Sufficient detail to ensure the proposal is unambiguous and can be clearly understood by all.
Why	There seems a desire, along the lines of the Lent meetings at the Rectory, for a similar time of fellowship on a regular (monthly) basis. Why is the proposal being put forward? Clear statement of the desired outcome?
Consultation	Fordcombe attendees at the Peshurst Church House Group. Fordcombe attendees at the Lent meetings at the Rectory. Who was consulted? How was this done? How many respondents? Provide a breakdown by type of respondent.
Trial Period	6 months. It is normal to trial then review. How long, in months, is estimated as sufficient to be able to assess the effectiveness of the proposal?
Success Criteria	Number of attendees; Feedback – both positive and negative; Suggestions. What are the success criteria? Specify how, if implemented, the proposal can be assessed following the trial period. Success criteria need to be specific, detailed and measurable.

Impact

Resources	None expected – Monthly meetings to be held in homes; resources, if any, provided by meeting leader (Note: many resources available free of charge). What is the impact and cost, over and above normal expenditure? Provide a breakdown by specific items.
Commitment	Volunteers to hosts meetings and meeting leaders (both can be rotated) will be required and can be progressed if approval in principal to proceed is given. Who is expected to do what and when? Have all agreed and committed to their involvement? What contingencies are in place to cover for Holidays, Sickness etc.
Frequency	Monthly – 3 rd Wednesday of the month at 7:30pm for 8:00pm start? (subject to discussion/approval), Meeting Duration – 1 hour. Specify monthly/weekly/daily and the day of week and time. For example: <ul style="list-style-type: none"> • Monthly, 2nd Sunday at 6:00pm • Weekly, Tuesday at 8:00pm. Better would be a complete schedule for the trial period.
Others affected	None identified. Have all others that could be affected by the proposal been identified and contacted. Provide a list. What was their response? Has agreement been reached?

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Communication

How	<p>If go ahead approved, announcement via Parish Newsletter and St Peters Church website (Peter Waghorn, Mike Gilbert).</p> <p>How and who will announce and promulgate an announcement if agreement to proceed is provided? Consider:</p> <ul style="list-style-type: none"> • Parish Newsletter • Church Notice Board • Website • Email • Telephone
Dates	<p>Suggested trial period: Commence April 2015, Conclude September 2015.</p> <p>When is the trial period expected to commence and conclude?</p>

Review

When	<p>Peter Waghorn.</p> <p>Who will organise this?</p> <p>First review normally held as soon as possible following expiration of trial period.</p>
Decision Maker(s)	<p>Stakeholder – Peter Waghorn.</p> <p>Decision Makers – St Peters Church Wardens and Rector, as chair, who has the authority to make final decision.</p> <p>Who are the stakeholders and decision makers, who is the chair, who is the ultimate authority for the final decision?</p>
Analysis	<p>Peter Waghorn.</p> <p>Data to be collected in form of brief questionnaire and response; summarised against success criteria and presented to decision makers to review.</p> <p>Who will collect and present data to the decision makers? The data to be in a form that is easy to assimilate and compare against the success criteria (Overview section above) set down by the sponsor prior to the start of the trial period.</p>
Decision	<p>To be determined following conclusion of trial period.</p> <p>Three possibilities:</p> <ul style="list-style-type: none"> • Data supports success criteria: integrate and continue • Data fails to support success criteria: cease • Extension of Trial for a further agreed period