

## DECISION MAKING FLOW CHART FOR COMMITTEES AND GROUPS

- Decisions of Committees or Groups are defined by mandates that are approved by Full Council.
- Funding is provided to the Committee or Group by requests that are approved by Council and ratified at the yearly Congregational Meetings.
- This funding should include any planned or anticipated projects for the upcoming year and be submitted to the Finance Committee in September.
- Any additional or increases in funding will need to be approved by Full Council.
- Decisions outside of the mandates affecting Congregation and / or the Church will need approval from Full Council.
- Issues arising in the Committees or Groups that need Full Council Approval should be brought, in writing, to the attention of the Council Liaison
- This Council Liaison will forward the request to Council Executive for processing and discussion
- Where appropriate, Council Executive will have the matter included in the next agenda of the next Full Council meeting.
- Responses to decisions can be relayed back to the Committee or Group in writing by the Council Liaison
- There are occasions when time is of the essence in the decision making process and an issue is in need of a timely response. E-mail to all members of Full Council can be used in these instances to solicit comments and to arrive at a decision with a simple majority.
- In an emergency or time-sensitive occasion and an immediate responses are required, Council Executive, with a 75% majority, is authorized to make the initial decision, with reports of the circumstances being issued to all Council members for ratification.

