

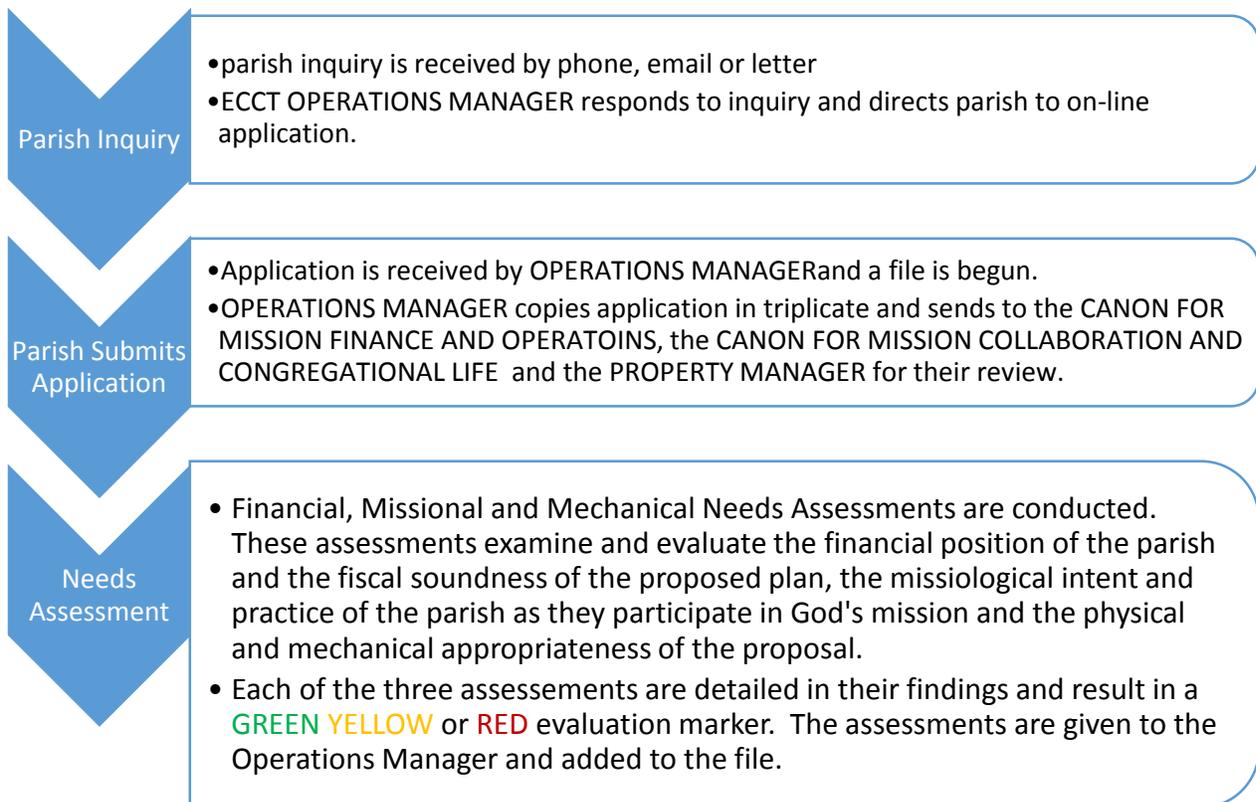


EPISCOPAL CHURCH IN CONNECTICUT

PARTICIPATING IN GOD'S MISSION

Flow Chart for Processing Property Matters (Encumbrances and Alienations) through the Bishop and Standing Committee

January 2015





Application is distributed

- The OPERATIONS MANAGER compiles the 3 assessments and writes a summary statements.
- Once the file is complete the OPERATIONS MANAGER notifies the STANDING COMMITTEE PRESIDENT of the application, submits the file and the matter is added to the agenda. The Bishop receives a copy of the file from the OPERATIONS MANAGER for his consideration.
- The STANDING COMMITTEE PRESIDENT distributes materials to the STANDING COMMITTEE
- CANON FOR MISSION COLLABORATION communicates with BISHOPS AND CANONS about process in the works.

Consideration

- The BISHOP AND STANDING COMMITTEE consider the application and each give a GREEN YELLOW or RED evaluation marker. They communicate this to the OPERATIONS MANAGER.

Outcomes

- If the outcome is GREEN by both the BISHOP and STANDING COMMITTEE, then the OPERATIONS MANAGER communicates this to the parish and prepares the official letter of approval, signed the BISHOP and STANDING COMMITTEE PRESIDENT.
- If either the BISHOP or STANDING COMMITTEE give a YELLOW or RED assessment then the parish is informed by the OPERATIONS MANAGER that their application has failed and the encumbrance or alienation can not go forward as is. Parish Leadership is directed to the appropriate Canon (Finance and/or Collaboration) and/or Property Manager for ongoing consultation and assistance.
- If a stipulation has been identified by either BISHOP or STANDING COMMITTEE that would change the YELLOW or RED evaluation to GREEN, then the BISHOP and STANDING COMMITTEE confer, and the OPERATIONS MANAGER communicates this to the parish. If the parish agrees to comply with the stipulation, then it the application is succesful and documentation of approval is submitted to the parish.



Appeal

- If the parish has not received a favorable ruling, they can appeal to the BISHOP and STANDING COMMITTEE by communicating in writing with the OPERATIONS MANAGER listing their reasons why the decision should be in the affirmative
- The OPERATIONS MANAGER will share these appeals with the BISHOP and STANDING COMMITTEE who, in consult with the CANONS and PROPERTY MANAGER may reverse their decision. Parish representatives may be invited to a STANDING COMMITTEE meeting to discuss the matter further.

Final Outcome when an appeal is made

- In the event of an appeal, the BISHOP and STANDING COMMITTEE will give a second evaluation of **GREEN**, or **RED**.
- If both evaluation markers are **GREEN** then the encumbrance or alienation can proceed and is duly documented.. If one of the evaluations remains **RED** then the request is denied.

File Maintenance

- The original file is kept by the OPERATIONS MANAGER. The transaction of final outcomes is recorded in the minutes of the STANDING COMMITTEE.