

Bridgeport UCC Project/Program Template

Welcome to Bridgeport UCC's project template. This document is designed to help a group, team, or individual think through and plan the process of developing a program, event, or project that will be part of our church community. The project summary should briefly describe the project. It should not be more than a page or two in length. If the project is not already budgeted and will require financial support or will need volunteers from outside the team sponsoring the project summary should be submitted to the Stewardship Team and Demitasse, and approved before communication with the larger congregation or outside community groups and before any costs are incurred or commitments are made.

The project timeline should reflect the activities of the project in enough detail to serve as a guide for completion of essential tasks. Use of the timeline can help the group plan the activities needed for the project. The timeline should be updated periodically, allowing the group to see progress and identify where it might need to adjust goals or change the scope of the project. It can also be used to keep other teams and Demitasse informed of the project progress.

The Stewardship Team will use the project summary, timeline and, if available, the budget sheet to identify the sources and proposed timing of project fundraising activities. If fundraising will occur within the congregation the Stewardship Team will compare the proposed timing of those activities with other fundraising projects and offerings and may recommend adjustments in activities.

The project description section should describe the project as clearly as possible. The description is likely to grow over time as the project develops and the team or group implementing it adjusts the project to the needs it was expected to meet or serve. Larger projects may have more detailed descriptions.

If you need assistance in use of the template please contact any of the following people for help; Dan Laferriere, Karen Wood, Jann Brown, Nancy Rosas, or Susan Leo. Please see the church directory for contact information or contact the church secretary by email at theoffice@bridgeportucc.org or call 503-258-0992

The current Bridgeport UCC vision, values and objectives are included at the end of the document as a reference.

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Project Summary

Project Title:

Description:

Team Sponsoring the Project:

Person Leading the Project:

Project Goals:

[Describe how this project supports the values, vision, and objectives of BUCC]

Estimated Budget:

[If the project is expected to continue in the future please estimate costs to implement and annual maintenance costs.]

Start Date:

Completion Date:

[If the project will be ongoing record the implementation date.]

Fundraising Plans:

[Describe fundraising plans including an estimate of the percentage of funding the project participants expect to raise within the congregation. Stewardship Team will review and approve fundraising plans.]

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Activity Timeline

Project Title

Person Leading the Activity	Due date	Activity	Date completed
		Draft of project summary to Demitasse	
		Write the first project description	
		Research costs of the project	
		Budget submitted to Demitasse for approval	
		Fundraising plan reviewed by Stewardship Team	
		Update Demitasse, communicate with congregation	
		Implementation or final report to Demitasse and congregation.	

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Project budget:

	Budget	Actual	Variance
<u>Income</u>			
Fundraiser 1			0
Fundraiser 2			0
Fundraiser 3			0
Fundraiser 4			0
Fundraiser 5			0
Fundraiser 6			0
Fundraiser 7			0
Grand Total Income			0
<u>Expenses</u>			0
Advertising			0
Materials			0
Labor			0
Grand Total Expense			0
Net Income	0	0	

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Please consider the following topics and questions in writing the project description:

Who will be involved?

What will the project achieve? How will this project support the mission and vision of Bridgeport?

How long will the project take?

How will the congregation be involved or affected.

What is the communication plan? Who needs to know and how will they find out?

Describe the costs of the project, including materials, staff time, etc.

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Bridgeport Vision, Values and Objectives

(adopted 12/8/2004)

Vision--Bridgeport UCC is a joyful community working for justice, nurturing peace, exploring and celebrating our progressive Christian faith.

Values--At Bridgeport, we value:

Prayer--We are a congregation led by the Wisdom of the Holy Spirit, the Grace of God and the Love of Christ. We thank God and pray for discernment and guidance through all our actions and choices.

Community—We are an Open and Affirming congregation who welcomes and strives to include everyone, creating intentional community that capitalizes on our diversity and keeps us maturing in our faith.

Integrity—We are responsible stewards of our resources and relationships. Our decisions emphasize accountability, openness and trust. We balance our immediate needs with investments in our future.

Compassion—We practice truth-telling, forgiveness and clear communication to preserve unity and promote spiritual growth. We put our faith in action advancing justice, doing good works and promoting healing.

Objectives:

- 1) Through 2006, we will reach out to the greater Portland community by entering into at least two partnerships with other community service agencies. We will sponsor at least one outreach event that invites people into our church home during this time and organize at least one service outreach opportunity for Bridgeporters (adults and kids) per quarter.

Activities may include the following:

- Redesigning 5th Sundays as service Sundays
- Holding at least 3 meetings with the other congregations that meet at Bridgeport on Peace and Justice issues
- Hosting a “Pick It Up” walking meditation and clean up event

- 2) Through 2006, we will grow in our abilities to serve as partners in ministry by providing a variety of opportunities for education, leadership development and community life.

Activities may include the following:

- Designing and delivering engaging adult education opportunities including UCC history
- Running a retreat for spiritual leadership
- Continuing community life events including parties and softball
- Starting leadership identification and development opportunities for kids and adults

- 3) Through 2006, Bridgeport will create at least three alternative worship experiences.

To support this objective, we will:

- Increase worship leadership training
- Increase participation in worship planning
- Identify desired alternative worship styles by polling the congregation
- Identify leadership to create alternative worship offerings
- Craft these services with input from the pastor

- 4) Through 2006, we will lovingly tend our building and grounds.

Activities may include the following:

- Converting the narthex into a baby room
- Re-stripping the parking lot and superimposing a labyrinth on the asphalt
- Putting in a community garden
- Promoting participation in the upkeep of the property from all who enjoy the facility
- Actively seeking to share the building with other like-minded community members