

# [Church Name's Deacon Board] Church Project Request Form

The goal of this form is to allow church members, ministry leaders and staff to clearly capture ideas and suggestions. Once documented, the request can be reviewed by everyone impacted. This form will be used to facilitate open communication and allow tracking of progress with the project.

Please fill in what you can on the first page and submit to [Contact's Name], [Contact's Title/Position]. Attach additional sheets if needed.

Originator: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Proposal/Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ministries Benefiting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Possible Impacts to Other Ministries: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Costs (detail as much as you can): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your ministry budget cover projected costs?  Yes  No

What is triggering this need? Why is it being raised now?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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If other ministries may be impacted then input is needed from those ministry team leaders. List all ministry leaders contacted:

Ministry	Leader	Date Contacted	Impacted? Y/N

Attach notes or use space on back of page. Attach printed emails if appropriate.

**The assigned deacon will fill out below. ↓**

Deacon Assigned: \_\_\_\_\_ Date: \_\_\_\_\_

Required Completion Date (if appropriate): \_\_\_\_\_

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\*After ministry leader(s) and deacon review, should this proceed?  Yes  No → Close

\*Do final estimates fit within ministry's budget?  Yes  No → Redirect to Church Board

\*If required, did Church Board approve?  N/A  Yes  No → Close

- *If put on **HOLD**, attach note explaining why. Include what will trigger continuing the project. –*

<p><b>Final Status</b> (check one): <input type="checkbox"/> Implementation Complete  <input type="checkbox"/> Partially Implemented*  <input type="checkbox"/> Closed, Not Implemented*</p> <p>( * ) Closure notes required:</p>	<p>Closure Date _____</p> <p>Final Cost _____</p>
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