



St. Benedict Catholic Church

Proposal Worksheet

For Strategic Committee Use

Contact: _____

Assigned to _____

Committee: _____

Date: _____

Proposal Title: <The name of the proposal>

Purpose: <Short description outlining and describing what will be accomplished with such a program. Why is this proposal a good idea, and how does it fit into the Mission of the Church? >

Goals: < What should this proposal accomplish, promote, assist, or do for participants and the Church? Be as specific as possible and break down into short term and long term>

Timing / Activities / Action Items: <Outline and describe the who, what, where, and when of action items to accomplish purpose and goals. What does the program involve? >

Facilities Requirements: < Describe/Lists building facilities required by this program (i.e. room(s) size, tables/chairs, podium, sound system, storage, kitchen, etc) >

Parish Support: < List/Describe the resources the Parish will have to provide to make this program successful (i.e. books, paper supplies, money for training/publications/travel/equipment/memberships/uniforms/ etc) >