

## Operating Policy—Budget Process

1. ***Early Congregation Consultation.*** In January, the Senior Minister and DFA, with Board members participating, will facilitate two Budget Roundtables to discuss ideas for new or expanded initiatives that support our Ends (and Mission & Vision, once finalized).
2. ***Consultation with Ministry Teams.*** In early February, the Senior Staff (Senior Minister, Director of Finance and Administration, Associate Minister, and Director of Faith Formation) will consult with Ministry Teams and other congregational groups about their budget needs for the coming year.
3. ***Consultation with Board on Budget Priorities.*** At the February Board meeting, the Executive Team will present a tentative list of budget priorities for consultation with the Board.
4. ***Draft Budget to Board.*** In March, the Executive Team will present the draft budget to the Board for consultation, and will facilitate Budget Forums to solicit feedback from the congregation on the draft budget.
5. ***Revised Budget to Board.*** In April, the Executive Team will submit a revised budget proposal to the Board for the Board's review, revision at the Board's discretion, and approval in anticipation of the Board's budget presentation to the membership at the Annual Congregational Meeting on the first Sunday in June.
6. ***Board Budget Forums.*** In May, the Board may choose to hold Board Budget Forums for discussion of the Board-approved budget, thus allowing congregational input prior to the Annual Congregational Meeting.