**Preparing a proposal to the BUCArts Committee**

**BUC Arts Mission Statement**

BUC Arts aims to service the church in all areas: worship, faith, community and social action. This we do under the guidance of the Holy Spirit who leads us to transformation and healing. Our mission is to be welcome to all where we celebrate and allow space for the exploration of artistic desire. In all that we do we both affirm our diversity, and endeavour to provide a sensitive and safe environment.

**Proposals**

The BUC Arts committee welcomes ideas and proposals that invite and encourage creativity within and beyond our congregation. Ann Soo, Co-convenor Creative Leader, can assist in helping you developing your idea for submission to the BUC Arts committee.

**What are the benefits of being auspiced under the BUC Arts?**

1. Public liability is covered
2. Free use of our spaces
3. Support and services for project management for the first offering of the program/event/workshops
4. Advertising in the church publications
5. In some cases you may be able to access the BUC Arts budget for financial support

**Note** – If you wish to run your workshop or event again please note that

* you will still be eligible for public liability cover under BUC
* support for publicity will continue to be provided

**Process**

1. Prepare an outline of your idea by responding to questions to Q1-3 on the next page.
2. Meet with Ann Soo to further develop your idea for submission.
3. With Ann’s support respond to as much of the Implementation and Funding questions as you can. *Please note that not all questions need to be answered for this first stage of submission.*
4. When completed please submit your proposal to Saide Cameron, Co-convenor Administration.
5. The proposal will be considered by the BUC Arts committee within a fortnight of submission.
6. At this stage you may be asked to meet with us for further discussion or we will send your proposal directly to the Justice and Mission Committee for final approval.

**Considerations**

1. The Church Council is committed to ensuring that the calendar offers a variety ways for the people within the congregation to gather as a community whilst ensuring that the calendar is not overcrowded through offering too many opportunities in any given time frame.
2. Spaces need to be formally booked with our Booking Officer, Julie McKinnon, as our property is hired by a wide variety of groups from the wider community as well as the church community on an occasional and regular basis. Email: [bucpropertybookings@gmail.com](mailto:bucpropertybookings@gmail.com) to find a suitable day, time and block of time.
3. Any group or program that is not directly linked to, auspiced by or arising from the work of a church committee or program is required to have public liability insurance – we have an agreement with Synod to allow for any such groups or programs to be covered by BUC public liability at the discretion of the Church Council
4. The focus on Sunday mornings is our gathering as worshipping community which provides the opportunity for formal and informal pastoral care and the Council together with the worship and pastoral care committees are keen to ensure that other gatherings and events do not impact on this unnecessarily, therefore we request that any Sunday booking is made after 12:30pm.
5. We recommend that the cost of workshops aim to be fully covered by participants, noting that special circumstances may occur and can be addressed as needed.

The following questions may be used in a discussion or written response from people wishing to submit a project idea to the BUCArts Committee.

Please complete:

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer as many of the following questions as you can.

**The idea** – Start here and simply answer these first three questions to get the ball rolling

1. Provide an outline of your idea/proposal.
2. Do you have a working title?
3. How does your idea address the Mission Statement

**Implementation** – After an initial conversation we can work together on completing the rest of the document

1. How many people and what range of skills would be needed to deliver this project?
2. What is the duration of the proposed project? e.g. one day or less, week/month, term, full year, ongoing?
3. How would this idea/project be implemented in relation to the following items?

* space(s) required
* interaction with other users of the facilities
* the BUC congregation calendar of events, i.e. does it link into an existing activity, event, worship service or theme
* Occupational Health & Safety issues
* accessibility
* security

1. Is there a particular/specific time of the year when this project would best occur?
2. Do you have a timeline (set up & bump out) and care plan for the project?
3. Will you commit to be the co-ordinator of the project and, if yes, what support will you require?

**Funding**

1. Will you require funding for this project? If yes …
2. What will the funds be used for?
3. Do you have an estimate of the costs?
4. Do you have any suggestions for how funding can be accessed or sourced?

**Thank you for your proposal**

**The BUCArts Committee will consider your submission at our next meeting**

**and respond to organize a time with you for further discussion.**