

North Cardiff Ministry Area Building Project Protocol

This protocol applies to any building project where the projected expenditure is likely to exceed £10,000 or the Finance and Buildings Subcommittee determines that it should apply for any other reason.

An applicant church will liaise throughout the process of the building project with the Finance and Building Subcommittee (the FAB) of the Ministry Area Council (the MAC). However, approval for the building project will come from the trustees of the Ministry Area who sit on the Ministry Area Council, one of whom is the chair of the FAB. Every time the application church appraises the FAB of a significant development, it will be communicated to the MAC by the chair of the FAB. The chair of the FAB retains a discretion to refer it to the MAC for full discussion at any stage.

Stage 1

The Church Committee of the applicant church puts its proposal to FAB. The proposal must:

- (a) explain project in broad terms;
- (b) explain how the project is to be funded;
- (c) provide a timeline for the project;
- (d) nominate a representative to sit on the FAB for the duration of the project.

Stage 2

Before an architect and QS are instructed, the Church Committee of the applicant church must provide draft contracts to the FAB for its approval.

Stage 3

Once the project is ready to go to tender, the Church Committee of the applicant Church must provide the FAB with the following for scrutiny and approval:

- (a) the tender documents;
- (b) information showing how bids will be scored; and
- (c) information on the amount of funding available to the applicant church, including any contingency.

Stage 4

At the end of the tender process the Church Committee of the applicant church shall advise the FAB which contractor it wishes to engage. The MAC shall then be invited to approve the applicant church's recommendation. It shall be open to the MAC to take independent advice on the feasibility of the project. The costs of obtaining such advice will be borne by the MAC unless it transpires that the project is not feasible in which case the cost shall be borne by the applicant

church. Where the MAC bears the costs St Denys and Christ Church shall each contribute one-third of the costs and St Isan and St Faith shall contribute one-third jointly.

Eleanor Williams, Lay Chair

James Griffiths, Ministry Area Leader

23rd August 2022