



PARISH MINISTRY PROJECT & EXPENSE APPROVAL FORM

SAINT MICHAEL THE ARCHANGEL PARISH

Diocese of Saint John

SECTION 1 — MINISTRY INFORMATION

Ministry Name	
Ministry Leader / Coordinator	
Contact Phone / Email	
Date of Submission	

SECTION 2 — PROJECT DESCRIPTION

Project Title	
Brief Description	
How does this make our parish more inviting, welcoming, and/or evangelizing?	
Start and End Date(s)	

SECTION 3 — PHYSICAL CHANGES TO PARISH PROPERTY

(Complete if the project involves any changes to the church building, sacred spaces, or grounds)

Does this project involve any physical changes to parish property? ☐ Yes ☐ No

If yes, please describe:

Is this a permanent or temporary change? ☐ Permanent ☐ Temporary

Has the pastor been consulted prior to submission? ☐ Yes ☐ No ☐ In Progress

IMPORTANT: Any changes to sacred spaces (including the sanctuary, altars, tabernacle placement, statuary, artwork, or liturgical furnishings) require approval from the pastor and may require diocesan consultation in accordance with canon law and liturgical norms (cf. Code of Canon Law, Can. 1222–1234).

SECTION 4 — BUDGET & EXPENSE REQUEST

Does this project involve any expenses? ☐ Yes ☐ No Estimated Total Cost: \$

Itemized budget (attach):

Funding Source: ☐ Ministry Budget ☐ Fundraising ☐ Parish General Fund ☐ Donation ☐ Grant Other:

Have quotes / estimates been obtained? ☐ Yes ☐ No ☐ Not Yet

Vendor / Supplier Name(s):

SECTION 5 — PERSONNEL & VOLUNTEERS

Volunteers:

Are any paid staff or contractors involved? ☐ Yes ☐ No

If yes, provide details of requirements:

SECTION 6 — RISK & LIABILITY CONSIDERATIONS

Are minors involved in this project or event? ☐ Yes ☐ No

If yes, have Responsible Ministry protocols been followed? ☐ Yes ☐ No ☐ In Progress

Are there any safety, liability, or insurance concerns? ☐ Yes ☐ No

If yes, describe:

SECTION 7 — MINISTRY LEADER DECLARATION

By signing below, the ministry leader confirms that the information provided is accurate, that this project has not yet begun, and that no purchases or physical changes have been made pending approval.

Ministry Leader Signature:

Printed Name:

Date:

SECTION 8 — PARISH OFFICE REVIEW

Date Received by Parish Office:

Parish Administrator / Office Manager:

Notes / Questions for Ministry Leader:

Referred to Leadership Team? ☐ Yes ☐ No Referred to Finance Council? ☐ Yes ☐ No

SECTION 9 — PASTORAL LEADERSHIP APPROVAL

Approver	Signature	Date	Decision
Office Administrator/Manager			☐ Approved ☐ Noted
Pastor / Parish Priest			☐ Approved ☐ Denied ☐ Modifications Required
Parish Leadership Team			☐ Approved ☐ Noted
Finance Council (if over \$3,000)			☐ Approved ☐ Denied
Diocese Finance (if major project over \$20,000)			☐ Approved ☐ Noted

SECTION 10 — FINAL DECISION & NOTES

Final Decision: ☐ Fully Approved ☐ Approved with Conditions ☐ Denied

Conditions or Modifications Required: _____

Date Ministry Leader Notified: _____

Pastor's Signature (Final): _____

SUBMISSION INSTRUCTIONS

- Submit this form to the Parish Office at least two (2) weeks before the proposed start date.
- Do not begin work, make purchases, or communicate plans publicly until written approval is received.
- Retain a copy for your ministry's records.
- Questions? Contact 506-778-5150 | office@saintmichaels.ca