

**Format for Proposals to  
Our Lady of the Lake Pastoral Council**  
(Draft, November 2010)

Included below is the format for making proposals to the Our Lady of the Lake Pastoral Council. This template is to be used by both Council Committees and parishioners at large. Proposals should be submitted to the Executive Committee of the Pastoral Council by the last day of the month prior to the next Council meeting. The Executive Committee (made up of the Council Chairperson, Vice-Chairperson, Secretary, and Pastor) will determine whether the proposal will be added to the Council agenda or redirected in a more appropriate manner.

The format is designed to promote both thorough and timely consideration of the proposal. Normally, a proposal will receive a reading at a Council meeting, be published for consideration by the wider parish, and then acted upon by the Council at its subsequent meeting. This will give parishioners the opportunity to read, consider and provide feedback to the proposal.

**Name or Group:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Format:**

**1.Statement of the Issue being addressed by the Proposal**

*In a few sentences, please describe the issue or concern.*

**2. Statement of the Proposal**

*In a few sentences, please describe how this proposal will address or resolve the issue identified above.*

*Over*

### **3. History/Background to the Proposal**

*Please provide any history or background relevant to this issue. (i.e. how did the issue begin, how has it grown, what effects has it had and how has it been handled in the past?)*

### **4. Rationale Supporting the Proposal**

*Please provide supporting arguments for the proposal.*