

**Parish Policy:
Changes to the Appearance of
St. Luke's Buildings and Grounds
St. Luke's Episcopal Church
Last Revised: September 3, 2008**

REGARDING THE INTERIOR APPEARANCE OF THE CHURCH AND CHAPEL:

Any changes to the internal appearance of the church or the chapel buildings and/or grounds must be pre-approved by the Rector and the Director of the Altar Guild for each respective building. Before any changes are made, the Altar Guild Director must obtain the approval of the Rector. If the Rector approves the proposed change, the Altar Guild Director then consults with his/her respective Interior Appearance Oversight Committee.

The Interior Appearance Oversight Committee for each respective building will be composed of the Altar Guild Director as chairperson and at least four other members of the congregation appointed by the chairperson. No committee member may serve more than four years. Committee vacancies will be filled by appointment by the chairperson of the Interior Appearance Oversight Committee.

Decisions made by each Interior Appearance Oversight Committee will be made by the consensus of all its members. "Consensus" does not mean that the decision under question is everyone's first preference and that there is a total absence of disagreement. "Consensus" means that if anyone on the committee feels passionately that he or she cannot accept and live with the decision under question, the decision will be postponed to allow for further prayer, discussion, dialogue and mutual problem-solving.

Any structural or permanent changes (e.g., removing a wall or kitchen appliance) to the interior of the building and/or any permanent visual changes (e.g., painting or changing the carpeting) must be pre-approved first, by the Rector; second, by the Director of Altar Guild and his/her respective Interior Appearance Oversight Committee; third, by the Director/Superintendent of Buildings and Grounds; fourth, when appropriate, by the Episcopal Diocese of Utah; and finally, by the Vestry. **The level of authorization and approval required will be determined by the rector.**

REGARDING THE EXTERIOR APPEARANCE OF THE CHURCH AND CHAPEL:

Any changes to the external appearance of the church or the chapel buildings and/or grounds must be pre-approved by the Rector and Parish Exterior Appearance Committee. This committee will be composed of a chairperson and at least four other members of the congregation appointed by the chairperson: two from the members who normally worship at the chapel and two from the members who normally worship at the church. The chairperson will be appointed by the Rector and serve for a maximum of three years. No committee member may serve more than four years. Committee vacancies will be filled by appointment by the chairperson of the Parish Exterior Appearance Committee.

Decisions made by the Parish Exterior Appearance Committee will be made by the consensus of all its members. "Consensus" does not mean that the decision under question is everyone's first preference

and that there is a total absence of disagreement. "Consensus" means that if anyone on the committee feels passionately that he or she cannot accept and live with the decision under question, the decision will be postponed to allow for further prayer, discussion, dialogue and mutual problem-solving.

Any structural or permanent changes (e.g., removing a wall or adding a structure) to the exterior of the building and/or any permanent visual changes (e.g., painting or landscaping) must be pre-approved first, by the Rector; second, by the Chair of the Parish Exterior Appearance Committee and his/her respective Parish Exterior Appearance Committee; third, by the Director of Buildings and Grounds; fourth, when appropriate, by the Episcopal Diocese of Utah; and finally, by the Vestry. **The level of authorization and approval required will be determined by the rector.**

Date of Approval by the Vestry

Signature of the Clerk of the Vestry