

FUNDRAISING POLICIES AND GUIDLINES BELIN MEMORIAL UNITED METHODIST CHURCH

Approved 1.8.19

Purpose:

To provide guidelines for fundraising activities sponsored by a church team or organization of Belin Memorial United Methodist Church and uses church facilities.

In light of the many additional opportunities available to our congregation's members and friends for giving to Belin Memorial, its partner ministries, and community organizations, this policy has been designed to provide transparency in the fundraising approval process, create guidelines that protect our tax-exempt status, respect local health code regulations relating to our kitchen and ensure that our members and friends do not become 'fatigued' by too many additional opportunities.

This policy is administered by the Finance Team in cooperation with the ministry teams. Requests will be reviewed and scheduled so as to minimize conflicts in scheduling and maximize success of each project.

Overall Guidelines:

- The purpose of any fundraising activity should include the spiritual growth of its participants as well as having a worthwhile reason for collecting funds. Along with spiritual growth, areas to consider should include church fellowship and unity, and hands-on service.
- The event should include the use of the sponsoring participants' creative skills and gifts whenever possible.
- The event should try and present an outreach potential in accordance with the mission: Make Disciples of Jesus Christ.
- The event should try to include all age groups within the church.

General Guidelines:

The church will not allow its name or facilities to be used to solicit funds from members or persons outside the church by anyone other than recognized church teams and church-sponsored organizations.

No church team or organization will use an outside for-profit organization or person to raise funds for the church except as reimbursement for their services (i.e., a guest speaker or singing group). In addition, the outside for-profit organization or person will not be allowed to sell, advertise or take orders for any subsequent service or merchandise.

The use of collected funds and methods used to raise those funds must be approved by the Finance Team before any action is taken pertaining to the event. Services and/or merchandise can be sold at an approved church team or organization sponsored event provided the services and merchandise are performed or produced by members of the congregation.

A fundraising event should encourage the use of the creative skills and gifts of the sponsoring group so that their participation enables them to become involved in the ministry of the church.

The fundraising event should not include a lottery or game of chance, although modest prizes can be awarded as part of the festivities.

The duration of a fundraising event must be established ahead of time and will be approved by the Finance Team as a one-time event only. If the event is held again at a later date, it must be approved again.

The sponsoring group of the event is responsible for scheduling and coordinating the location of the event and for obtaining all services, materials and supplies. Funds for services, materials, and supplies necessary to operate an event will be reimbursed out of the profits.

Procedures:

1. At least ten weeks in advance of the event, check for possible conflicts by checking the calendar provided by the Finance Committee. PLEASE NOTE – Availability of your date(s) does not mean you have approval. The following days/weeks should be avoided: Palm Sunday, Holy Week, Easter Sunday, Consecration Sunday, Christmas Eve, Christmas Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day. Due to set-up needs for events and worship services related to the above dates, the day(s) just before and after may not be available for fundraisers.
2. Any team or organization of the church interested in holding a fundraiser or sponsoring an event will prepare in writing an event form. The event form must be submitted to the Finance Team at least ten weeks prior to the event. The decision for or against approval may not be immediate, depending on the need for further information, consultation or the meeting schedule of the Finance Team.
3. The fundraiser/event must be approved before any publicity can be made. The purpose of the funds to be raised can be publicized before the fundraiser by way of the weekly communication channels. It is the responsibility of the person(s) in charge to provide written information describing the fundraiser which could be included in the weekly emails, website and Sunday bulletins. Inclusion is not automatic or guaranteed.

Please provide as much information as possible as soon as possible. Four weeks ahead of the event is optimal.

4. The handling of funds must be included in the overall planning. All expenses must be supported with receipts and all checks must be written to Belin Memorial United Methodist Church. Expenses cannot be reimbursed from the cash proceeds of a fundraiser.

Our Mission: Make Disciples of Jesus Christ
Our Core Values: Love God. Love others.