



FAITH EVANGELICAL LUTHERAN CHURCH

FUNDRAISING POLICY

I. Purpose:

This policy establishes a process for approving all fundraising activities that occur in or at Faith Evangelical Lutheran Church, or which use affiliation with or through Faith Evangelical Lutheran Church, when part of the fundraising effort. It is intended to allow the advantage of fund raising opportunities in a way that preserves congregational relationships, protects our tax-exempt status, and upholds our vision, mission and values.

The ability to raise funds and/or the desire for the benefits those funds would obtain, is not necessarily a compelling reason for raising those funds. Fundraisers should never overshadow the practice of stewardship. Nor should funds be raised for unnecessary items that may be luxuries when other essential needs in the church are not being met.

II. Principles

In order to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, as well as supporting the goals of groups which participate in fundraising, these principles are offered as a foundation for the church fundraising policy:

- ❖ The council will in its discretion approve or disapprove the application after considering, without limitation, the organization's adherence to Faiths' principles; the social justice or community outreach initiative being served; the history of the fundraising organization and any intended recipients of funds to be generated by the effort; the fundraising and other factors, and the existence of other fundraising efforts aimed at the same issue or issues, as appropriate.
- ❖ The fundraising activity must address essential elements, and not gratuitous wants or luxuries of the church.
- ❖ The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of Faith Evangelical Lutheran Church as a community of faith.

- ❖ The group raising funds must be aware of and respectful of the needs, customs and integrity of church ministries and organizations, and should seek to build partnerships in cooperation with other groups to avoid competition and duplication.
- ❖ Church Members and Committees, in planning their fundraising activities, must be respectful of the members of the church, and of the sacredness of the church's liturgy and the worship space.
- ❖ All fundraising activities must be respectful of all people and their ability to contribute.
- ❖ The church, in its administration of funds raised, has a responsibility to be a good steward of these funds.
- ❖ The congregation should be informed, in a timely manner, before, during, and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals, and acknowledgment of volunteers and supports of the fundraiser.

III. Policy:

a. General Fundraising:

- (1) As used in this policy, the term fundraising means the organized activity of soliciting and collecting money for community outreach programs and initiatives and/or nonprofit organizations or activities. It includes outright requests for cash equivalents (stocks, gift certificates, etc.); raffles; the sale of goods (e.g., coffee, cookies, T-shirts, etc.) and auctions, the proceeds of which are applied toward nonprofit purposes; and similar activities.
- (2) All fundraising activities conducted on behalf of Faith Evangelical Lutheran Church, whether on-site or off-site, must be reviewed and approved under this policy. All fundraisers need to be approved by the Church Council. Exceptions to the policy are groups/programs requesting items such as food for funerals and blood drives, incidental program supplies, or Sunday coffee.
- (3) Fundraising not sponsored by Faith Evangelical Lutheran Church Members, fundraising of indefinite duration, and fundraising contrary to the mission and values of Faith Evangelical Lutheran Church will not be approved.

b. Social Justice Fundraising Approval:

A Member or Committee of Faith Evangelical Lutheran Church that seeks to further the broader interests of social justice and/or community outreach may request fundraising approval from the Church Council by submitting a request which includes all the information listed in the attached Fundraising Proposal. The Council will in its discretion approve or disapprove the application after considering, without limitation, the organization's adherence to Faiths' principles; the social justice or community outreach initiative to be served; the history of the fundraising organization and any intended recipients of funds to be generated by the effort; the fundraising and other factors; and the existence of other fundraising efforts aimed at the same issue or issues, as appropriate.

c. Other Fundraising Approvals:

A Member or Committee of Faith Evangelical Lutheran Church that seeks to raise funds for church activities (i.e., music, library acquisitions, etc.); or for causes of primary interest to individual Members (i.e., Girl Scout cookie sales, local school activities, walk-a-thons, etc.); or for any other purpose, will submit a fundraising request to the church council. A completed checklist may be used as the request. The Church Council decisions will be based, in its discretion, on the appropriateness of the activity, the duration of the effort, the complexity of the event, any conflicting, repetitive or overlapping fundraising, and other factors, as appropriate.

d. Categories

- ❖ **Recurring Fundraising:** Some fundraising occurs annually or periodically. These recurring drives need only be approved once. The Church Council will maintain a current list of approved recurring fund drives and will periodically assess whether the need for these drives is continuing.
- ❖ **Limited Term Fundraisers:** Those taking place over a short, specific period of time.
- ❖ **Ongoing Fundraisers:** Those conducted as a normal part of the church schedule, with or without an end date.
- ❖ **Church Wide Campaigns:** (Example: Fall Festival, Basket Auction, etc.)
- ❖ **Annual Fundraiser:** Fundraisers held the same time each year as well as same type of fundraiser. After initial approval is received, unless a change in the fundraiser is made, no need for annual application is necessary.
- ❖ **Fundraisers for outside the church:** (Example: United Way, Girl Scout Cookies, School candy sales, etc.)

e. Requirement of Sponsors:

All fundraising requests must be sponsored by a member or committee of Faith Evangelical Lutheran Church.

f. Advertising:

The Church Council may also ensure, in the course of the process of giving its approval or disapproval, as the case may be, that the Member, Committee or organization seeking approval will be able to appropriately advertise the fundraising initiative.

g. Number of fundraisers:

- (1) Each church committee or organization will be allotted two limited term fundraising activities per year, assuming the availability of the space and scheduled time.
- (2) No more than one (1) fundraising event will be scheduled per Sunday.
- (3) Weekend fundraising activities may be conducted for up to two consecutive weekends if available.

h. Location of fundraisers:

- (1) No fundraising activities are allowed within the Sanctuary.

- (2) Requests for fundraisers on church grounds other than narthex and fellowship hall will be considered on an individual basis.
- (3) Fundraisers on church grounds or under church auspices are not to take place on the following days:
 - ❖ Palm Sunday
 - ❖ Good Friday
 - ❖ Easter Sunday
 - ❖ Christmas Eve
 - ❖ Christmas Day

i. Handling of funds:

- (1) All cash receipts of any fundraiser are to be submitted to the church financial secretary or treasure within 48 hours of completion of the fundraiser.
- (2) Monies of all fundraisers will be placed in the appropriate fund set up to receive funds from fundraisers.

j. Compliance:

A Member or Committees' compliance or lack thereof, with this policy will be considered in future fundraising application requests.

k. Exceptions:

Exceptions to this policy or to any part of it should never be assumed by the fundraising group, but will only be granted by way of the application process. Pastors may use their own discretion to determine when a special Sunday morning appeal will be made in response to a congregational, local, national, or international disaster.

l. Adoption of Policy:

This policy, recommended by the church council and accepted by the voter's assembly at a legally called congregational meeting is hereby adopted on 1 August 2010.