

# **FIRST UNITED METHODIST CHURCH FUNDRAISING POLICIES, PRINCIPLES AND PROCEDURES**

## **I. Rationale**

All fundraisers must reflect and relate to the United Methodist Book of Discipline, to simple Church concepts, and to the mission, vision and values of First United Methodist Church of Salisbury.

Fundraising activities serve at least two important purposes beside the obvious one of raising needed money for church ministries. First, they highlight the specific mission, importance, and needs of the organization which is raising the funds. Second, they help to build community within the church and enthusiasm for its ministries.

The ability to raise funds, however, 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: the amount of funds raised, the frequency of fundraisers, or the objectives of raising funds. Nor should funds be raised for unnecessary items that may be luxuries when other essential needs in the church are not being met.

FUMC's yearly stewardship campaign, ongoing capital campaigns, special UMC affiliated offerings, and communion offerings are outside the scope of this policy. All other fundraising activities connected with FUMC for any purpose, by any means, and at any location, shall make application, be reviewed and approved under this policy.

## **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 church fundraising policies:

- The fundraising activity must address essential elements, and not gratuitous wants or luxuries of the church group.
- The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of First United Methodist Church as a Christian 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 groups, in planning their fundraising activities, must be respectful of the members of the church and their abilities to contribute to those activities.
- The church, in its administration of other funds raised, has a responsibility to be a good steward of these funds.
- The church 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 acknowledgement of volunteers and supporters of the fundraiser.

### **III. Categories**

Church fundraisers categorized in these policies and procedures are:

1. General All-Church Fundraisers: Fundraiser will benefit the entire church family.
2. Specific Ministry or Mission Fundraiser: Fundraiser will benefit the specific ministry or mission conducting the fundraiser.
3. Partner Missionary Fundraiser: Fundraiser will benefit one of the FUMC mission partners such as Habitat or World Hunger.
4. Fundraisers for outside the church: (Examples: United Way, School backpacks, Boy Scouts.)

### **IV. Policies**

These policies are to be followed strictly by all church groups which participate in fundraising. Exceptions are noted, or will be granted as it is judged appropriate.

1. Approval:
  - a. Fundraising activities may not be entered onto the church fundraising calendar until approved by the Finance Committee and the Senior Pastor.
  - b. Applications will be reviewed by the Finance Committee at the next regularly scheduled meeting or by special called meeting by the Chairman of Finance (this may include vote by email). Applications will be presented in person by the requesting party(ies).
  - c. The decision for or against approval may not be immediate, depending on the need for further information or consultation.
  - d. Fundraising programs beyond those of First United Methodist Church, must submit a request at least two months prior to the fundraiser (Example: Habitat for Humanity.)
  - e. NO contract or legally binding document may be signed by any member of FUMC unless prior written approval by the Finance Committee, Trustee Committee and Senior Pastor.

2. Use of Church Facilities:  
If the fundraising activity is to be conducted on church property, the FUMC Trustees will be notified for Facility Usage. This would be a requirement of the approval process.
3. Purpose of funds:
  - a. The financial goal of the fundraiser, in dollar amounts, is to be indicated by the church organization on the fundraising application, as well as any pre-event publicity.
  - b. The purpose of the funds to be raised must be publicized before the fundraiser by way of the church newsletter, promotional flyers, and/or other means of publicity. These means of publicity must be mentioned in the application for approval.
  - c. If the proceeds are to be divided among various accounts, recipients, etc., the amounts to be given to each are to be specified in detail on the fundraiser application. This can be done by percentage or dollar amount.
4. Reporting
  - a. The group that is conducting the fundraiser is responsible for reporting to the finance committee the total amount of proceeds raised.
  - b. A final, detailed report is to be submitted to the finance committee within one month after completion of the fundraiser. A form for this report is included with the application.
5. Handling of funds
  - a. All cash receipts of any fundraiser are to be submitted to the church business office within 3 days of the completion of the fundraiser.
  - b. Receipts of all fundraisers will be placed in the appropriate restricted fund set up for that project.
  - c. Private persons are not to be reimbursed directly from the original cash receipts of the fundraiser
  - d. Request for reimbursements are to be completed and submitted to the church business office by project leader on a timely basis. Checks will be disbursed on the normal accounts payable schedule.
  - e. Any group or organization that maintains their own accounting system and separate bank account are exempt from this requirement (i.e., UMW, UMM and sponsored scout organizations).
6. Compliance:  
A group's compliance or lack thereof, with these policies will be considered in future application requests.
7. 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.