

Purpose

To improve and formalize the consistency of process for fundraising at Faith Lutheran Church. This is a first draft document for procedures at Faith Lutheran Church and we welcome your input and participation in this process. Please direct any suggestions to your elder.

Biblical Principles

The Bible does not spell out “Thou shalt” and “Thou shalt not” for church fund raising. This document serves as a practical guideline in the spirit of what scripture says about stewardship, worship and the mission of the Church. The main contribution to our congregation’s fund-raising activities should be the possessions, skills, work and time of our members. Fundraising activities should seek primarily to foster fellowship within the congregation and community. Encouraging caring and concern in our church, community and beyond should be one of our main goals of any fundraising activity. This Policy applies to all committees, congregational, Educational or church-wide organization, and community groups seeking the involvement of the Church in their fundraising activities on behalf of Faith Lutheran Church.

Constitutional References

Article XI Bylaws

Fundraising Policy

- 1 Fund raising may not involve gambling or games of chance (bingo, raffles, ect.)
- 2 The sanctuary may not be used for fund-raising activities.
- 3 No fundraising activities are permitted during worship hours
- 4 Fundraising events must be approved by the Church council prior to the event
- 5 Commercial fundraising, which is defined as a one-time event utilizing commercial means to raise funds for a designated purpose (cookie walk, Faith associated school sales, and others), must meet the following criteria.
 - a. A member of the church leadership must actively participate in the event.
 - b. It supports the mission and ministry of the church and/or provides an outreach to the community.
 - c. It has been approved by the church council
- 6 Ongoing fundraisers (Faith Lutheran Script, Faith Associated Schools, doughnuts, and coffee) should follow the fundraising approval process and will be approved for a maximum period of 1 year. These fundraisers need to seek renewal on an annual basis.
- 7 Only activities that support the Church mission are permitted to set up a table, display or other physical presence for a fund raiser. Requests for fundraising sales/display must have approval of the Church Leadership.
- 8 Individual fund raisers (one-on-ones) may not be solicited in the church. (Girl Scout cookies, Boy Scout sales, school candy sales, ect). Exceptions may be sought through the Fundraising approval process.

FUNDRAISING APPROVAL PROCESS

- 1 **Contact the Church Office**- at least 2 weeks in advance prior to the all board/council meeting. This will allow the Church to check for possible conflicts on the church calendar and building use. The church office will pencil in activities as “tentative” on the Church calendar pending receipt for a completed fundraising request form with, if necessary a building activity form.

2. **Submit a Fundraising Request Form** – At least 2 weeks in advance of the All board meeting and preferably at least 4 weeks in advance of your fundraising activity. This will insure it gets added to the council agenda.
3. **Church Council Review and Approval** – All fundraising requests are reviewed and approved/denied as part of the monthly meeting the second Tuesday of every month. You will be notified by the Church office following the meeting based on your contact information submitted on the form.
4. **Publicize your Fundraising Project** – Once the fundraising project is approved by the Church Council the activity may be publicized in the Sunday Bulletin, the monthly newsletter and inserts with approval. Remember a successful fundraiser relies heavily on your publicity!

Guidelines

- 1.) Building fellowship in the Church and service to the community are important goals of these activities, together with raising money. All members should be encouraged to participate.
- 2.) Products offered for sale should be handled in a low-key manner and never high pressure.
- 3.) The fundraising should complement and not detract from other financial stewardship efforts within the congregation.
- 4.) If approved fund-raising activities have a negative effect on our congregational life, they should stop.
- 5.) The activity should afford satisfaction and dignity to those who engage in it.
- 6.) The activity should provide an avenue for people to use their abilities and to express willingness to serve others.

QUESTIONS

Please contact your elder for any additional information, clarification, additions or modifications and we will review monthly.