

Fundraising Policy

Chester United Methodist Church

Definition

Fundraising is any request to members of the congregation and/or community for funds (money) outside of the stewardship campaign and general budget. Endowments and Memorials are not included in this policy. Their efforts will be scheduled through the Finance and/or Trustee Committees. Goods and services in support of things such as CARITAS do not fall within this policy and will be coordinated through their ministry teams.

Rationale

Fundraising activities serve at least two important purposes in addition to 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. Each fundraiser should have as a portion of its goals team building. This happens through prayer, personal and team devotions, and participation of all team members through the investment of their time, gifts and talents. The money made from the fundraiser should reflect the investment of time and cost of materials, i.e. there should be a reasonable return on the investment of time. Fundraisers should never overshadow the practice of stewardship.

General Guidelines

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 Chester United Methodist Church. They are to be rooted in God, growing in Christ and bearing fruit in the Spirit.

Publicity: The group responsible for the fundraiser is also responsible for publicity. The fundraiser may be promoted in CUMC publications, posters, and website. Press releases may also be submitted to the local media. The means of publicity is to be mentioned in the application for approval. The financial goal of the fundraiser is to be indicated in the fundraising application as well as in any pre-event publicity. Following the fundraising event the amount raised is to be reported to the congregation in the bulletin and/or newsletter.

The ministry or mission may set up a table in the atrium for the purpose of receiving goods, orders or registration for the fundraiser. As a general rule there should be no more than one fundraiser promoted per Sunday and not more than one in the atrium at any given time.

Approval and Scheduling

Fundraisers needing space in the church must secure approval for use of space from the Church Administrator prior to submitting their application to the Finance Committee. All fundraisers must be approved by the Finance Committee or their designee. Applications should allow at least four weeks for approval. Applications will be reviewed at the monthly meeting of the Finance Committee on a first-come, first-served basis. The decision for or against approval may not be immediate, depending on the need for further information or consultation.

Fundraising Designations

Every fundraising effort shall be assigned one of the following designations:

General All-Church Fundraiser: Fundraiser will benefit the entire church family.

Specific Ministry or Mission Fundraiser: Fundraiser will benefit the specific ministry or mission conducting the fundraiser.

Community Fundraiser: Fundraiser will benefit the local community (within 25 miles of CUMC).

Partner Missionary Fundraiser: Fundraiser will benefit one of the CUMC mission partners such as UMM, UMCOR, covenant missionary, etc.

Special Offerings: These offerings will benefit a specific one-time cause or need in the church family or community.

Reporting

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 is to be done either by percentage (e.g. 50% to recipient A, 30% to recipient B, etc.) or by dollar amounts (e.g. the first \$1,000 to recipient A, next \$500 to recipient B, etc.) Proceeds of the fundraiser must go to the recipients designated, in the predetermined amounts.

The group that is conducting the fundraiser is responsible for reporting to the church the total amount of proceeds raised within a month of the fundraiser. If the final report is not ready at that time, an interim report is to be made.

Handling of Funds

All cash receipts of any fundraiser are to be submitted to the church accounting department within 48 hours of the completion of the fundraiser. Receipts of all fundraisers will be placed in the appropriate designated fund set up to receive them. Private persons are not to be reimbursed directly from the original cash receipts of the fundraiser. Requests for reimbursements are to be completed and submitted to the church accounting department by project leader on a timely basis. Checks will be disbursed on normal payables dates. UMM, UMW, Nursery School and other organizations of the church will handle funds within their units in similar fashion. Variance of these procedures must be approved by the Finance Committee before the fundraiser is conducted.

A group's compliance or lack thereof, with these policies will be considered in future fundraising application requests. 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.

Approved by Administrative Council June, 2010