



Title: Activity Sponsorship
Policy #: 1
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	1/17/2012	S. TRAKEL	COUNCIL AND/OR STAFF ARE NOT ALWAYS AWARE OF ALL ACTIVITIES OCCURRING IN THE NAME OF ST. PAUL LUTHERAN CHURCH
	8/21/18	T. GUDMUNDSON	TO SPECIFY WHICH ACTIVITIES NEED APPROVAL

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members, members of the community and employees of St. Paul Lutheran Church.

3 Policy

Many activities that are held in the name of St. Paul Lutheran Church need to have prior approval by either the Director of Church Administration or the Church Council.

To determine if approval is needed, ask the following questions:

1. Will the exposure of St. Paul to liability be greater than for regular activities?
2. Will unbudgeted funds from St. Paul be requested?
3. Will office or custodial help needed?

Some examples:

Approval Needed

LifeFest

Service Days

Feed My Starving Children

Approval Not Needed

Fundraisers

Family Kickball

ECC/TGP Field Trips

Church Council must give final approval on the activities listed below:

- Mission Trips (see policy #35)
- Any activity with a financial cost in excess of \$3,000
- Any activity that needs to purchase a non-budgeted asset over \$1,000
- At the discretion of the Director of Church Administration

4 Procedure

1. Form x100 will be completed which describes the activity in detail, including how it will effect church facilities and staff. This form must be submitted no later than 6 weeks prior to the activity.
2. The form will be given to the Director of Church Administration.
3. The Director of Church Administration will review the form and approve or reject if able. The contact person will be notified of the outcome.
4. At the next monthly Church Council meeting, the Director of Church Administration will provide a list of the activities that have been approved in the previous month. Any activities that require Church Council approval will also be presented.
5. The Director of Church Administration will follow up with any previously pending activities to notify them of approval/rejection.

5 Forms

Form x100

Activity Sponsorship Form