

**[CHURCH NAME]**  
**POLICIES AND PROCEDURES**

**Building Fund**

**PURPOSE**

To provide a set of guidelines for governing the Building Fund.

**OVERSIGHT RESPONSIBILITY**

The [Name of Building Fund Committee] is responsible for the management of this policy. The Pastor of the church will provide practical administration of this policy. The Church Board is authorized to make changes to the scope and detail of this policy in accordance with the Church Bylaws.

**GUIDELINES**

[Church Name], in exercise of its religious purposes, has established a building fund to maintain/acquire the new church building. The church welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the [Name of Building Fund Committee] or church. The committee may consider recommendations from anyone, but in no event is the committee bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the committee failed to honor the donor's recommendation.

*[Name of Building Fund Committee] Members:*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

[Church Name] recognizes that maintaining the new church building and grounds is a practice of good stewardship and has established this fund as an ongoing fund. If the church at any time in the future votes to close this fund, all the money in the fund at that time will go into the General fund of the church. The funds for the new church building should not be included in the charitable programs. The Board of Trustees in most cases should be in charge of the church building fees. The should be readily in place with all financial documents to support any expenditure as the case may be.

**SIGNATURES**

\_\_\_\_\_  
*Senior Pastor*

\_\_\_\_\_  
*Treasurer*

\_\_\_\_\_  
*Secretary*

Date Revised: \_\_\_\_\_