

First United Methodist Church of Clermont

Fundraising Policy

Effective as of 1 January 2013

“So let us not grow weary in doing what is right, for we will reap at harvest time, if we do not give up.” Galatians 6:9

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can.” John Wesley

PURPOSE:

In recognition that First United Methodist is a total stewardship church and that all church ministries are financially supported by church members through their generous gifts, this policy has been formulated by the church leadership to define fundraising within the church's own commitment to stewardship as a way of life.

RATIONALE:

The church does not ask members for additional gifts of support beyond their tithed gift back to God. It is recognized, however, that from time to time it may be appropriate to offer the opportunity to church members to be generous beyond their tithe. Some of these opportunities are in the approved fundraising events. At other times, it may become necessary to have a special collection or donation opportunities. All fundraising groups must be good stewards of the gifts they receive through the generosity of others.

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 the funds. Nor should funds be raised for unnecessary items that may be luxuries when other essential needs in the church are not being met.

DEFINITION:

Fundraising is defined as the solicitation of money or goods (for sale or resale) for the purpose of funding or benefiting an individual, group, or cause. Fundraising is not the selling of certain items at cost. For example, selling items to recoup cost of materials to facilitate a specific group's function (i.e. study books, T-Shirts, etc.)

POLICY:

The following is the Fundraising Policy of First United Methodist Church:

- Groups/Organizations must be recognized church organizations and part of the mission and ministry of First United Methodist Church.
- Any Group/Organization raising funds on Church property must comply with the fundraising policy.
- The fundraising activity must address essential elements and not gratuitous wants or luxuries of the church group.

- 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.
- Because of the Church's duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute.
- Every request for a fundraising activity must be submitted to the attention of the Director of Operations (60) days in advance of the fundraiser using the church fundraising application form.
- The Director of Operations reviews the request to determine if requested funds are in approved budget.
 - If not included in approved budget and fundraising is a consideration:
 - A copy of the application should be retained by the appropriate Ministry Leader to document and include into financial information for the next annual budget build-up.
 - Each Ministry Leader should recommend appropriate increases to the Finance Team for consideration during the annual budgeting process in order to better forecast the need for worthwhile fundraising activities/applications.
- The fundraising application will then be forwarded to the Executive Team for approval or disapproval.
- The Executive Team will report to Church Council all approved Fundraising functions at the next Council meeting.
- Groups must provide within thirty (30) days of the completion of the fundraiser the completed Post Event Accounting form to the church accountant. Also, the following must be adhered to:
 - Handling, processing, or accounting of any and all fundraising remuneration must include a witness in order to protect the integrity of the fundraiser as well as the accountability of those involved.
 - Checks and balances must be instituted at every step in the fundraising process in order to provide verification and validation of all finances.
- Unless otherwise stated and approved in the initial approval application, fundraising requests do not carry over from one year to the next.

PROHIBITED ACTIVITY:

No activity involving alcoholic refreshments or other activities inappropriate to the Church Family shall be approved as fundraising events. Also, fundraising events that include 'For-Profit Vendors' will not be approved. (See Matthew 21:12)

CHILD DEVELOPMENT CENTER:

Fundraisers for the CDC that incorporate customary school practices such as Scholastic Book fair, special event DVD, yearbook, and school picture sales are exempt from this fundraising policy.

SUBSEQUENT FUNDRAISERS:

Previous granting of fundraising is not an assurance, promise, or expectation that the privilege will be granted for any subsequent year.

**FIRST UNITED METHODIST CHURCH
FUNDRAISING REQUEST**

Submit 90 days in advance of proposed fundraising event

Ministry

Group Name

Project/Ministry Leader	Phone	Email
-------------------------	-------	-------

Secondary Contact	Phone	Email
-------------------	-------	-------

EVENT

Purpose and perceived benefit derived from the event:

Detail the fundraising activity, including category, scope of audience, and promotion plan.

Describe how the fundraiser will impact your particular ministry.

Please provide details on how this fundraiser supports the mission of FUMC Clermont
to Make Disciples of Jesus Christ for the Transformation of the World.

Proposed dates/times:

From: _____ To: _____
Event dates

From: _____ To: _____
Event dates

PROPOSED LOCATION

_____ Sunday morning locations _____ Other:

PROCEEDS

- Anticipated amount to be raised: \$ _____
- Primary beneficiary (\$ amt. or %) _____
- Second beneficiary (\$ amt. or %) _____
- Third beneficiary (\$ amt. or %) _____

Please use additional sheet if necessary

NOTE: Attach proposed fundraiser budget and submit with Request Form

SIGNATURE

I hereby attest that I have read the Fundraising Principles, Policies, and Procedures document of First United Methodist Church of Clermont; commit to conducting an event in a manner respectful of worship, the church family, and staff members; and promise a timely return of the designated space and equipment to a clean and orderly state.

Signature of Ministry/Project Leader Date

APPROVAL:

Director of Operations, Date
Senior Pastor, or
Leadership Council Chairperson

|

**FIRST UNITED METHODIST CHURCH
POST EVENT ACCOUNTING**

***Things to remember: Handling, processing, or accounting of any and all fundraising remuneration must include a witness in order to protect the integrity of the fundraiser as well as the accountability of those involved. Checks and balances must be instituted at every step in the fundraising process in order to provide verification and validation of all finances.*

Groups must provide within thirty **(30)** days of the completion of the fundraiser a public report/accounting to the church accountant.

Group Name

Project Leader

Phone

Email

EVENT DATE(S): _____ EVENT DESCRIPTION: _____

FUNDRAISER FINANCIAL DETAILS:

1. Total expenses, if any, for the fundraiser: _____

2. Total items sold and/or money collected: _____

3. A specific listing of how much and where the collected funds were used:

4. Was the fundraiser successful enough to fund the specific activity and state any balances that will remain in the operating budget of the ministry until year end:

5. Additional Information: _____
