

## Special Fundraising Committee

### *Guidelines*

**Purpose:** To raise money through fellowship activities toward special projects or the church's annual budget.

**Members:** Six or more members

**Positions:** Chair, Vice-Chair, Secretary  
**Terms:** One-year terms, renewable for a maximum of five additional terms (maximum six years). Establish a schedule of recruitment so no more than three members will be new in any two-year cycle.

#### **Responsibilities:**

Envision new opportunities or activities that can be used to raise funds.

Organize the yearly calendar of special fundraising activities that includes opportunities for members, friends of the church, and the community to contribute funds.

Recruit members to donate time, items for sale, and talents that can be used or sold to solicit funds.

Maintain, distribute, and publish the special fundraising brochure to make sure it is up-to-date and available for members to use.

Evaluate the effectiveness of special fundraising events.

#### **Job Descriptions**

##### **Chairperson**

- Chair meetings of the Special Fundraising Committee.
- Prepare the Committee's budget and monitor fundraising results and the Committee's expenditures.
- Provide Special Fundraising input to the Time & Talent process.

##### **Vice-Chair**

- Act in the position of the Chairperson in the absence of that officer.

##### **Secretary**

- Draft minutes of the Special Fundraising meetings.
- Retain a copy for any future reference and provide the Office Administrator with an approved copy.