

## Church of the Master Special Offerings and Fundraising Policy

--Approved June, 2008

**Purpose:** This policy is developed to help Church of the Master build the Master's community, encourage giving above general operating expenses, and to align our ministries, missions and operations with sustainable accounting procedures. The purpose is to provide an organized method for submitting and approving special offerings and fundraising requests. The policy will allow us to properly account for all funds and to protect all parties concerned.

### **Scripture References:**

**2 Corinthians 9: 12-13** "This service that you perform is not only supplying the needs of God's people but is also overflowing in many expressions of thanks to God. Because of the service by which you have proved yourselves, *all* will praise God for the obedience that accompanies your confession of the gospel of Christ, and for your generosity in sharing with them and with everyone else."

**Matthew 25:35** "For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in."

### **Scope:**

Special offerings such as Conference sponsored offerings, Love offerings, Christmas, Easter, Thanksgiving, Disaster Relief, Family Assistance, etc. are those collected within the sanctuary, either during or immediately related to a worship service.

Fundraisers held on church property such as Youth Mission Trip projects, sub sales, etc. will be scheduled outside of worship times. This creates a geographic separation of fundraisers, reserving the sanctuary for special offerings. The rationale for this separation is based on **John 2:16** "*Take these things out of here! Stop making my Father's house a marketplace.*"

**Policy:** Requests for all special offerings and fundraising events will be channeled through the Finance Committee and Administrative Council for review. The Finance Committee will make a recommendation to the Administrative Council based on the guidelines and potential impacts to the Church's overall financial health. Final approval of all requests lies with the Administrative Council.

**Approval:** If the request is approved by the Administrative Council, the Financial Secretary will notify the requestor, and the Church Secretary, and it will then be added to the schedule.

**Schedule:** This process will become part of the fall budgeting process. A calendar of Administrative Council approved requests will be maintained by the Financial Secretary and coordinated with the Church Secretary so as to provide easy access for all interested parties. The Church Secretary's role will be informational only and they will not schedule any requests without approval from Administrative Council. If a request is submitted outside the fall budgeting process, it may be submitted by the Sponsor at any time during the year. All requests will be submitted to the Financial Secretary for review at the next Finance Committee and Administrative Council meetings.

**Emergency Requests:** Emergencies (less than 2 months) will be handled between Chair of Finance, Ad Council Chair, Financial Secretary and the Senior Pastor.

### Guidelines

**Transparency Clause:** All funds will be accounted for by the Financial Secretary and reviewed by the Finance Committee.

**Scheduling** will be important. All attempts will be made to spread out requests throughout the year. Attempts will be made to limit special offerings to one per month.

**Conflicts:** All things being equal, stronger consideration should be given to those who request earlier over those who request at the last minute.

**Urgency** may trump other criteria. Desperate need may take precedence. For example a fundraiser to help a member in serious financial need might need to be "fast tracked" in spite of other fundraising projects pending at the time.

**Excluded** from this Policy are tangible gifts, such as donations of food and clothing.