

**Community United Methodist Church**  
**Fund Raising Policy**

Effective Date: JUN 2013  
Origin: Finance

1. Applicability. This policy applies to all church groups or individuals who intend to hold a fund raiser event on church property, or to any fund raiser that will require accounting of funds through CUMC banking facilities.

2. Intent of Policy. The intent of this CUMC policy is to:

- a. Establish guidelines and procedures for planning a fund raiser
- b. Establish an approval process for fund raisers
- c. Limit fund raisers to a manageable number
- d. Establish guidelines for which fund raisers are allowable, and which are not

3. Definitions.

Fund raising is any request or solicitation to members/non-members of the congregation for financial support (money) outside of the stewardship campaign, special offerings, and the general budget.

Endowments and Memorials are funds, property, monetary instruments (such as stocks, insurance payouts, annuities) and other things of monetary value that are given to CUMC. Endowments and Memorial funds are not affected by this policy.

Special Offerings: Special Offerings will benefit a specific one-time cause or need in the church family or community. In the case of regularly-occurring special offerings, the Senior Pastor has approval authority to implement the collection of funds through regular Sunday offerings. These offerings are not subject to the approval process outlined here and come under full authority of the Senior Pastor.

4. Discussion.

Fund raising activities serve at least two important purposes in addition to raising needed money for church ministries. First, they highlight the specific mission, importance, and needs of the organization which is raising the funds. Second, they help to build community within the church and enthusiasm for its ministries.

The ability to raise funds, or the desire for the benefits of those funds, are not necessarily a compelling reason for raising those funds. Neither should funds be raised for unnecessary items that may be luxuries when other essential needs in the Church are not being met. This policy should be liberally interpreted to allow for fund raisers which support church-wide community building.

5. Principles.

The following principles are offered as a foundation for the CUMC fund raising policy:

- a. The fund raising activity must address essential elements, and not gratuitous wants or luxuries of the CUMC group or organization.
- b. The fund raising activity itself must be compatible in its content and the way it is conducted to

the identity and mission of CUMC as a Christian community of faith.

c. All fund raising events shall reflect and relate to the United Methodist Book of Discipline, and to the mission, vision and values of CUMC. They are to be rooted in God, growth in Christ and bearing fruit in the Spirit.

d. All Church groups/organizations raising funds must be aware 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.

e. Church groups, in planning their fund raising activities, shall be respectful of the members of the church, and of the sacredness of the church's liturgy and the sanctity of the church space.

f. This policy will not impact any collections taken in the sanctuary. Those collections fall under the approval authority of the Senior Pastor.

## 6. Policy.

a. Fund raising for the purpose of providing monetary assistance directly to a single individual person or family is not permitted, as this is considered a non-deductible gift from the giver and taxable income to the recipient by Internal Revenue Service (IRS) code. This does not preclude assistance to an individual through an organization operating under 501(C) rules, e.g. Voices of Youth.

b. CUMC will not hold fund raisers to benefit causes unrelated to CUMC, unless approved by a standing committee as a mission of the Church, in which case CUMC could be expected to provide continuing support beyond the event in question.

c. Fund raisers will be approved for a specific cause. Funds raised will be paid only to that approved cause.

d. Each fund raising activity shall be sponsored by a standing church committee, and should be considered for approval only if the activity meets the principles outlined above. The committee chairperson may delegate responsibility for an activity to the leader of a group which operates under the committee's auspices.

### e. Fund Raising Request/Approval:

1) All fund raisers shall be approved by at least one standing CUMC Committee (Nurture, Outreach, Witness, United Methodist Men, or United Methodist Women). Applications should be submitted to the Church office at least four weeks before the intended event.

2) Fund raising activities may not begin or be entered onto the church calendar (see procedures section below) until approved by a sponsoring committee.

3) A Fund Raising Request (see Request Form) shall be completed by the organization/group desiring to conduct an event. The form shall be processed/approved by the sponsoring committee and forwarded to the Church Office Manager.

4) No more than three (3) fund raising events shall be scheduled on any given Sunday.

5) Fund raising events are not to take place on the following days:

- Palm Sunday
- Easter Sunday

- Commitment Sunday
- Christmas Eve
- Christmas Day

f. Reserving church facilities for fund raising - The Fund Raiser Request Form does not reserve a facility for an event. Final space authorization for fund raising shall be in accordance with the CUMC Application for Use of Facilities. The Church office can provide details.

g. Sponsorship Committee guidance:

1) The choice to sponsor a fund raising activity rests solely with a Committee. If the desired event meets with the vision, mission, and goals, and supports a CUMC-related cause, then approval may be warranted. Sponsorship does not mandate your participation in the event (planning, execution, etc.) unless desired.

2) Fund raising activities cannot be a vehicle for promoting the business of an individual or individuals to the exclusion of others. Therefore, proposed fund raising activities where a specific individual or individuals have the opportunity to make a profit on items sold, or otherwise promote their individual businesses, should not be approved by a standing committee. Bottom line: All profits shall go toward the fund raising purpose (Missions, Outreach charities, community building, etc...) and will not end up in the pockets of those conducting the event, except to defray personal costs incurred as a result of putting on the event itself (i.e. cost of supplies, etc.).

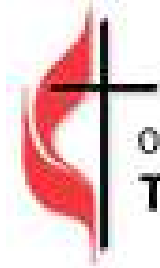
3) Fund raising request forms shall be used and forwarded to the Church Office Manager.

4) If funds collected are to be processed through the church bank facilities, a copy of the fund raising request shall be forwarded to the Church Treasurer.

## 7. Procedures.

If required, secure use of space/facilities by filling out an Application for Use of Facilities form (available on the Church website under "Get Connected").

- a. Contact a standing committee for event sponsorship
- b. Complete the "Fund Raising Request" form.
- c. Coordinate with Office Manager to put event on church calendar.
- d. Hold event.



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## Community United Methodist Church Fund Raising Request

**Fund raising Group Name** \_\_\_\_\_

Project Leader \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Asst Project Leader \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Fund raising Event** \_\_\_\_\_

**Sponsoring Committee** \_\_\_\_\_ has approved the fund raiser. Yes or No

Please check fund raising designation below:

- General All-Church fund raiser (*will benefit the entire Church family*)
- Specific Ministry or Mission fund raiser (*will benefit a specific ministry or mission*)
- CUMC Community fund raiser: (*will benefit the CUMC community*)
- Other: \_\_\_\_\_

Purpose and perceived benefit derived from the event:

\_\_\_\_\_  
\_\_\_\_\_

Describe proposed event:

\_\_\_\_\_  
\_\_\_\_\_

**Proposed dates/times:**

1<sup>st</sup> Choice Event Dates: From \_\_\_\_\_ To \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

2<sup>nd</sup> Choice Event Dates: From \_\_\_\_\_ To \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

**Proposed Location** \_\_\_\_\_

Secured approval for use of space & cleared on church calendar (by separate form)

**Advertisement (to be provided by Fund raising Group)**

Bulletin    Newsletter    Website    Posters    Flier    Other \_\_\_\_\_

**Proceeds**

Primary beneficiary \_\_\_\_\_

Second beneficiary \_\_\_\_\_

Third beneficiary \_\_\_\_\_

**Funds Processing** – Will funds be processed through church bank facilities? Yes or No.