



## **Saint Paul's United Methodist Church Fundraising Policy**

“Do all the good you can, by 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 you can.” John Wesley

### **PURPOSE:**

In recognition that all Saint Paul's United Methodist Church (SPUMC) ministries are financially supported by church members through their generous gifts, including 1) Regular tithes and gifts, 2) response to occasional solicitation for donations, and 3) specific fundraising events. This policy has been formulated by the Governing Board to address this third category of specific fundraising events within the church's own commitment to stewardship as a way of life and to increase communication.

### **RATIONALE:**

It is recognized 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 approved fundraising events. At other times, it may become necessary to have a special collection or donation.

### **DEFINITION:**

Fundraising is defined as the sale of goods or services on a church-wide basis for the purpose of funding or benefiting an individual, group, or cause.

This policy does not apply to fundraising activities accomplished within the confines of a specific group meeting (i.e., Sunday School, UMW, etc.)

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.) is not fundraising and not subject to this policy. In addition, individuals are welcome to use their church networks/relationships to raise funds for non-SPUMC causes, but the common spaces, such as the Breezeway, and church publications are not to be used for individual purposes.

### **PRINCIPLES:**

- Groups/Organizations must be recognized as part of the mission and ministry of The United Methodist Church.
- Any Group/Organization raising funds on Church property must comply with the fundraising policy.
- The Group/Organization 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.



- The Group/Organization, in planning their fundraising activities, must be respectful of the members of the church, and the sacredness of the church's liturgy and the sacred space.
- Because of the Church's duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute.
- The church, in its administration of other funds raised, has a responsibility to be a good steward of these funds.
- The church should be informed, in a timely manner, before, during, and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals, and acknowledgment of volunteers and supporters of the fundraiser.
- Every request for a fundraising activity must be submitted to the attention of the Core Ministry Team fourteen calendar (14) days in advance of the fundraiser using the church fundraising request form.

## **POLICIES**

The following is the Fundraising Policy of Saint Paul's United Methodist Church:

These policies are to be followed strictly by all church groups which participate in fundraising. Exceptions are noted, or will be granted as it is judged appropriate.

### 1. Approval

- a. Fundraising activities may not be entered onto the church calendar until approved by the Core Ministry Team. This approval must be documented on the Fundraising Request Form.
- b. If any Group/Organization from SPUMC is renting space off the church campus they must still adhere to these policies and receive approval from the Core Ministry Team.
- c. The Fundraising Request Form (attached) will be reviewed within seven calendar (7) days after being submitted, on a first-come, first-served basis. Annual fundraisers must be approved **each year**. Continuing fundraisers must be approved yearly if they continue that long.
- d. The decision for or against approval may not be immediate, depending on the need for further information or consultation.
- e. If a group, that is not part of SPUMC, is renting space on the Church campus for fundraising purposes, or any other purpose, such rental must be first approved by the Trustees.

### 2. Use of Church Facilities and Common Spaces



- a. Fundraisers on church grounds or under church auspices are not to take place on the following days:
  - Palm Sunday
  - Easter Sunday
  - Commitment Sunday
  - Christmas Eve
  - Christmas Day

### 3. Number of Fundraisers

- a. In general, no more than one (1) fundraising event will be scheduled on a given Sunday. Exceptions may be made for seasonal fundraisers (Easter Lily and Christmas Poinsettias sales for example) or fundraisers for emergency situations (UMCOR Hurricane Relief, for example)

### 4. Handling of Funds

- a. All groups will follow SPUMC Policy and Procedures for cash receipts.

### 5. Receipts and Reimbursements

- a. Private persons, vendors, and suppliers are not to be reimbursed directly from the original cash receipts of the fundraiser.
- b. Request for reimbursements are to be completed and submitted to the Church Administrator by project leader on a timely basis (Reimbursement forms are located in the Church Office).

### 6. Compliance

A group's compliance or lack thereof, with these policies will be considered in future fundraising application requests.

### 7. Exceptions

Exceptions to this policy should never be assumed by the fundraising group, but will only be granted by way of the application process.



**SAINT PAUL’S UNITED METHODIST CHURCH FUNDRAISING REQUEST**

Submit to Peggy Benton in the church office 14 calendar days in advance of proposed fundraising event

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Project/Ministry Leader      Phone                                  Email

Briefly describe the fundraiser, how the funds will be utilized, and how the mission and vision of the church is supported:

Proposed dates/times:

From: \_\_\_\_\_ To: \_\_\_\_\_  
date/time    date/time

Proposed fundraising location and set up required:

SIGNATURE I have read the Fundraising Principles, Policies, and Procedures document of Saint Paul's United Methodist Church and commit to conducting an event in a manner respectful of worship, the church family, and staff members including timely return of the designated space and equipment to a clean and orderly state.

\_\_\_\_\_  
Signature of Ministry/Project Leader    Date

\_\_\_\_\_  
Core Ministry Team Chair    Date