

Hickory Flat United Methodist Church

Policy on Fundraising Activities

Purpose

Hickory Flat United Methodist Church is adopting a policy on fundraising in order to facilitate fundraising efforts for all work areas and ministries within the church. The intent of coordinating fundraising events is to 1) ensure that events are planned and carried out in a manner that is conducive with the mission of the church, and 2) to ensure the greatest possibility of success for each event by coordinating the timing of events to provide for maximum participation for all. The location of fundraising will be limited to areas that are not adjacent to the sanctuary during worship events. This request has been made in order to honor the sanctity of the worship experience and in keeping with biblical teaching.

Making A Request

Requests for fundraising events or activities must be made in writing and submitted to the Finance Committee. The form for requesting an event can be obtained at the church office or on the church website at www.hickoryflatumc.org.

The completed form should be submitted to the Finance Committee by forwarding to the Church Administrator or Church Finance Office.

In case of an event that needs immediate attention, please contact either the Finance Chair or the Minister of Administration. The request will be reviewed by the committee via email and an answer will be given as soon as possible.

Approval Process

Unless handled otherwise (see above), all requests will be reviewed once per month at the regularly scheduled Finance Committee meeting, which is routinely held the second Tuesday of each month.

After the committee reviews the requests, the Minister of Administration or the Finance Chair will contact the ministry areas regarding the status of the requests, and, if appropriate, to begin assisting with planning and implementation of the event.

In order to make the process equitable for all ministries, beginning in 2004 we will establish an annual fundraising calendar that coincides with the church's program and budget year. This will be done in the Spring. For this purpose, all requests for fundraising events within the time frame of July 1, 2004 through June 30, 2005, should be submitted no later than May 30, 2004. We will begin receiving requests on May 1. All requests will be reviewed at the same time by the Finance Committee and a fundraising calendar will be established for the 2004 Program year. Requests for fundraising will be accepted throughout the year, but they will have to fit within the

calendar already established by this process. All approved fundraising events will remain tentative until placed on the church calendar.

Fundraising Activity/Event Guidelines

1. There will be no fundraising events on Sunday mornings in the vicinity of the sanctuary or Gathering Room.
2. Fundraising will be limited for the four Sundays prior to the financial stewardship campaign.
3. “Fundraising events/activities” encompasses all attempts to raise money (both onsite and offsite) and applies to all ministries of the church.
4. Once events/activities are approved, the Minister of Administration or the Finance Chair will work with the ministry area to assist with details and to ensure that we meet all of the legal and tax requirements .

Policy Approved: 2002

Approved by: Finance Committee, Steering Committee