

# BEN HILL UNITED METHODIST CHURCH FUNDRAISING POLICIES, PRINCIPLES AND PROCEDURES

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## I. RATIONALE

Fundraising activities serve at least two important purposes beside the obvious one of raising needed money for church ministries. First, they highlight the specific mission, importance, and needs of the vision area which is raising the funds. Second, they help to build community within the church and enthusiasm for its ministries.

The ability to raise funds, however and/or the desire for the benefits those funds would obtain, is not necessarily a compelling reason for raising those funds. Fundraisers should never overshadow the practice of stewardship: the amount of funds raised, the frequency of fundraisers, or the objectives of raising the funds. Nor should funds be raised for unnecessary items that may be luxuries when other essential needs in the church are not being met.

## II. FUNDRAISER DEFINITION

A fundraiser is any activity or event where money is collected in exchange for goods or services (i.e. food, baked goods, auctions, art, etc) on behalf of the church. This includes outside projects and other not-for-profit organizations which Ben Hill chooses to support as a member of the community.

## III. PRINCIPLES

In order to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, as well as supporting the goals of vision areas which participate in fundraising, these principles are offered as a foundation for church fundraising policies:

- a. The fundraising activity must address essential elements, and not gratuitous wants or luxuries of the church group.
- b. The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of Ben Hill United Methodist Church as a Christian community of faith. Any and all activity forbidden in our UMC Book of Discipline (i.e. gambling, raffles, lottery, etc.) are prohibited.
- c. The vision area/ministry 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.
- d. The fundraising activity must include the exchange of goods and/or services as oppose to a donation request(s) from non-church members or entities.
- e. Vision areas, in planning their fundraising activities, must be respectful of the members of the church, and of the sacredness of the church's liturgy and the sacred space.
- f. Only the church can benefit from fundraisers. Members cannot receive rewards or prizes nor be penalized for efforts.

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- g. Because of the Church's duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute.
- h. The church, in its administration of all funds raised, has a responsibility to be a good steward of these funds.
- i. 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 acknowledgement of volunteers and supporters of the fundraiser.

## IV. CATEGORIES

### **Church fundraisers categorized in these policies and procedures are:**

- a. Limited Term Fundraisers: Those taking place over a given period, as specified above.
- b. Ongoing Fundraisers: Those conducted as a normal part of the church schedule, with or without an end date. (Examples: Media, Cookbooks, etc.)
- c. Church Wide Campaigns: (Examples: Next Step , Capital Stewardship Campaign)
- d. Annual Fundraisers: Fundraisers held the same time each year as well as same type of fundraiser (Examples: Easter Lily sales, Poinsetters sales). After initial approval is received, unless a change in the fundraiser is made, there is no need for an annual application; however, an annual fundraising budget, set-up request, request for scheduling, and appropriate reporting will still be required prior to the fundraising event.
- e. Fundraising for outside the church (Examples: United Way, Operation Christmas Child, UNCF)

## V. POLICIES

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

### **APPROVAL**

- a. Fundraising activities may not be entered onto the church fundraising calendar until approved by the Director of Operations in conjunction with the Senior Pastor and Chairperson of the Finance Committee acting as representatives of the Finance Committee.
- b. Applications (see BEN HILL UNITED METHODIST CHURCH FUNDRAISING REQUEST – PARTS I, II & III) will be reviewed within two weeks after being submitted, on a first-come, first-served basis.
- c. The decision for or against approval may not be immediate, depending on the need for further information, clarification or consultation .
- d. Fundraising programs beyond those of Ben Hill United Methodist Church, such as Habitat for Humanity, etc., must submit a request at least three (3) months prior to the fundraiser.

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## 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
  - Pentecost
  - Thanksgiving Day
  - Christmas Eve
  - Christmas Day
- b. Each vision area may conduct weekend fundraising activities for up to two consecutive weekends if available.
- c. Fundraisers taking place on church grounds will occupy predetermined locations as designated by the Finance Committee. Designated areas are:
  - Fellowship Hall
  - Parking Lots
  - Front Lawn
- d. Requests for fundraisers on church grounds to be located other than designated areas will be considered on an individual basis (e.g. special offerings, dinners, etc.)

## NUMBER OF FUNDRAISERS

- a. Each church vision area will be allocated two limited term fundraising activities per year, assuming the availability of space and scheduled time.
- b. No more than one (1) fundraising event will be scheduled per Sunday.

## PURPOSE OF FUNDS

- a. The financial goal of the fundraiser, in dollar amounts, is to be indicated by the church organization on the fundraising application, as well as in any pre-event publicity.
- b. If the proceeds are to be divided among various accounts, vision areas, etc., the amounts to be given to each are to be specified in detail on the fundraiser application. This is to be done either by percentage ( e.g. 50% to recipient A, 30% to recipient B, etc.) or by dollar amounts (e.g. the first \$1000 to recipient A, next \$500 to recipient B, etc.).
- c. Proceeds of the fundraiser must go to the recipient designed and as predetermined amounts.

## REPORTING

- a. The vision area/ministry that is conducting the fundraiser is responsible for reporting to the church the total amount of proceeds raised.
- b. If the proceeds are to be divided amongst various accounts, recipients, etc., this is to be included in the report.

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- c. The report is to be made via the church bulletin within three (3) weeks of the completion of the fundraiser. If the final report is not ready at that time, an interim report is to be made at the time with weekly updates until the final report is published.
- d. A final, detailed financial report is to be submitted to the church controller within one month, maximum, after the completion of the fundraiser. A form for this report is included with the application.

## **HANDLING OF FUNDS**

- a. All cash receipts of any fundraiser are to be submitted to the church accounting department within 48 hours of the completion of the fundraiser.
- b. Receipts of all fundraisers will be placed in the appropriate restricted fund set up to receive funds from fundraiser.
- c. All funds collected should be tallied and recorded no fewer than two persons in a secure location then signed off by project lead or treasurer prior to leaving the event site.
- d. When fundraising activities occur over several weeks, weekly accounting is required. The vision area project lead or treasurer is responsible and accountable to submitting funds and reports to the church controller weekly.

## **RECEIPTS AND REIMBURSEMENTS**

- a. Private persons 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 accounting department by project leader on a timely basis. Checks will be disbursed on normal accounts payable schedule.

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

**EXCEPTIONS:** Exceptions to this policy or to any part of it should never be assumed by the fundraising vision area, but will only be granted by way of application process.

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**FUNDRAISING REQUEST - PART I**

I hereby attest that I have read the Fundraising Principles, Policies and Procedures document of Ben Hill United Methodist Church; commit to conducting an event in a manner respectful of worship, the church family and staff members; and promise a timely return of the designated space and equipment to a clean and orderly state.

**SIGNATURES**

Requestor:

\_\_\_\_\_  
Signature of Vision Area Chair/Project Leader

\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Director of Operations

\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Finance Committee Chair

\_\_\_\_\_  
Date