



## Long's Chapel United Methodist Church Fund Raiser Policy and Procedures

### POLICY

1. No fund raisers for budgeted items.
2. No fund raisers can use the Fellowship Hall on Sundays as long as Sunday school classes meet there until 10:30 am.
3. Only church-related ministries and groups can have fund raisers on Sundays.
4. Communion offerings will not count as fund raisers in the schedule of one fund raiser per month. However, no fund raisers are to be held on communion Sundays. Communion offerings are usually used for non-budgeted mission offerings.
5. There can be absolutely no solicitation or selling of any kind on Sundays unless it is part of a luncheon in the Fellowship Hall. (The only currently approved exception is the ordering and selling of LCUMC worship CDs and DVDs in the Welcome Center. This does not involve fund raising or solicitation.)
6. For groups needing to take donations or sell tickets, bulletin and/or verbal announcements can refer people to details of how to support the cause.
7. Groups leading worship with CDs, materials or books can have items to sell in the Welcome Center but must be approved by Director of Worship and Pastor.

### PROCEDURES

Church ministries and groups desiring to have fund raisers should follow these procedures:

1. A designated contact person from a ministry or group should secure from the receptionist or Office Assistant a Facility Use Form and a Fund Raiser Request Form to be filled out and returned to Office Manager.
2. Office Manager will take the form and check the dates requested for conflicts in policy or scheduling and forward her findings and a copy of the forms to the Director of Ministries for evaluation and recommendations. Office Manager will hold the requested date in a tentative status awaiting the approval or disapproval of the Director of Ministries.
3. The Director of Ministries will evaluate the request in light of the calendar conflicts, other special events in the church, and the policies of the church.
4. The Director of Ministries may approve the request as presented and then:
  - i) Notify Office Manager for inclusion in the Church Wide Events Calendar and
  - ii) Notify the person representing the requesting ministry or group of the action taken on their request.
5. The Director of Ministries may disapprove the request or recommend changes appropriate to policy. In either case, the Director of Ministries is to communicate with the requesting person to seek a satisfactory solution. When a final determination has been reached, the Office Manager is to be notified by the Director of Ministries for appropriate action in reference to the Church Wide Events calendar. Office Manager is then to notify the Financial Manager for appropriate accounting action.