

Policy Title: Process and Requirement to Obtain Governing Board Approval for Fundraising Activities and Appeals for Financial Donations

Effective date 01/08/2020

Application: This policy applies to all fundraising and special appeals for financial donations that have a goal of raising more than \$1000. This policy does not apply to the annual stewardship campaign for the church budget. This policy does not apply to UCC special appeals (i.e. One Great Hour of Sharing, Neighbors in Need, Christmas Fund, Strengthen the Church)

Purpose: The purpose of this policy is to (a) ensure Governing Board and congregational (through Governing Board minutes) awareness of initiatives and funding plans; (b) ensure that initiatives which are raising funds are aligned with church mission; (c) assess whether initiatives requiring ongoing financial or human support are anticipated to have broad congregational buy-in; (d) provide opportunity for input, suggestions, and coordination in terms of timing and potential collaboration with other ministry activities.

Background: Ministry teams are action oriented and are encouraged to try new things in support of the mission of our church. The Board would like to support ministry teams by creating this process to ensure that congregational efforts are appropriately distributed amongst ministry areas and in alignment with other important activities of the church.

Process:

- 1) Ministry team determines need to raise money or make an appeal for financial donations.
- 2) Team submits request for approval to Governing Board which includes the following information:
  - a. Ministry team(s) submitting request
  - b. Contact(s) name/email
  - c. Purpose, desired outcome, and link to SCC Mission
  - d. Fundraising Goal (if known)
  - e. Planned activities/timing
  - f. Have these activity been done in the past?
  - g. Will this be an ongoing event or activity?
  - h. How many people are needed to implement the plan?
  - i. Email request to Board Chair, with cc. Office Admin and Senior Minister
- 3) Board chair determines if request should be on consent agenda or a main agenda item – in which case team(s) will be invited to participate in discussion
  - a. Requests to appeal for funds for disaster relief or other urgent needs may be approved by the Senior Pastor, and presented to the Governing Board as part of the next consent agenda.

- 4) Board considers request and responds to ministry team(s) with feedback and/or approval.

Note: The Governing Board may choose to seek input for known, planned activities for the upcoming year. This would not restrict the ability to identify new opportunities later in the year, but could facilitate with overall planning.