

Calvary Lutheran Church Special Offerings and Fundraising Policy--Approved October 9, 2007

Purpose: This policy is developed to help Calvary Lutheran Church better serve Christ and his people. Its purpose is to provide an organized method for submitting and approving special offering and fundraising requests within Calvary Lutheran Church - Perham.

Scope: Special offerings (ie: Thanksgiving or other special designated offerings, Souper Bowl, Gideons, Missionary support, disaster response, etc.) are those collected within the sanctuary or narthex, either during or immediately related to a worship service. Fundraisers held on church property (ie: benefits, pancake breakfasts, pie and ice cream socials, book fairs, youth stock, bake sales, food or merchandise sales, special dinners, etc.) will be scheduled outside of worship times and areas and restricted to the fellowship hall and church grounds. This creates a geographic separation of fundraisers to the fellowship hall and outside of the church, reserving the sanctuary and narthex for offerings. The rationale for this separation is based on John 2:16 *"Take these things out of here! Stop making my Father's house a marketplace."*

Policy: Requests for all special offerings and fundraising events will be channeled through the Stewardship Committee for review. This Committee will make a recommendation to the Church Council based on the guidelines included. Final approval of all requests lies with the Church Council.

Approval: If the request is approved by the Church Council, the Stewardship Committee will notify the requestor along with the church secretary and it will then be added to the schedule.

Schedule: A calendar of council approved requests will be maintained by the Stewardship Committee and coordinated with the church secretary so as to provide easy access for all interested parties. The church secretaries' role will be informational only and they will not schedule any requests.

Emergency Requests: If a request is thought to be too urgent to follow the standard request process, it may be submitted by the committee chair directly to the Executive Committee of the Church Council. The Executive Committee will review the request based on the same guidelines as the Stewardship Committee, however, if the request is deemed non-urgent and should be reviewed by the Stewardship Committee, it will be forwarded on. If indeed deemed urgent, the Executive Committee will make a decision and notify the Church Council, requestor, Stewardship Committee and church secretary of that decision.

Guidelines

Transparency Clause: Offerings are to be raised for ministry purposes. If the ministry is not related to the ELCA, they are to be designated for the ministry and kept separate from any support for administration or salaries. If this is not reasonable, this must be clearly stated and the offering should be collected separate from the regular offering (e.g. with a special plate at the back of the church). Preference will be given to ELCA related missions and ministries with traditional ties to a particular service (such as World Hunger Appeal being associated with Thanksgiving, Food Shelf with Maundy Thursday, WELCA Thankoffering in November, Synod Convention special offering in June). Other compelling ministries or special needs will be reviewed based on the following criteria:

Congregation-wide appeal

Matthew 25:35 "For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in"

Seniority- Higher priority will be given to those offerings, fundraisers and mission projects that have the longest history at Calvary Lutheran Church.

Constituency, or Representation- Higher priority will be given for requests that represent larger and more active groups at Calvary Lutheran Church than those that represent only one person, or a group that does not have any constituency here.

Congruence to Mission- Higher priority will be given to projects that fit with Calvary's mission. That may mean faith-based projects would rate higher than those with a more secular mission (difficulties may arise, because groups like Relay for Life or Kinship would have a strong constituency, but would not be specifically faith-based). All factors must be considered.

Spacing will be important. All attempts will be made to spread out requests throughout the year. Attempts will be made to limit special offerings to one per month.

First come-first served can't be followed if it conflicts with the other criteria, but all things being equal, stronger consideration should be given to those who request earlier over those who request at the last minute.

Urgency may trump other criteria. Desperate need may take precedence. For example a fundraiser to help a member in serious financial need might need to be fast tracked in spite of other fundraising projects pending at the time.

Fundraiser Request Form—It is imperative to check the office wall calendar to verify your date is available

Beneficiary Organization: _____
Purpose of fundraiser: _____
Form of fundraiser: _____

Location of fundraiser: Fellowship Hall _____ Kitchen _____ Outside _____

Date preferred: _____ Are you flexible on the date? Y N

How will the funds be used? _____

How will you inform the congregation of the fundraiser if approved?

Contact Name: _____ Phone Number: _____

Submit the request to the Stewardship Committee at least 6 weeks in advance of the date for the fundraiser. You will be notified by council of the outcome of the decision process as well as the rationale if denied.

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Special Offering Request Form

Beneficiary Organization: _____
Purpose of offering: _____

Form of collection: Replace Offering _____
Special Plate _____
Date preferred: _____

How will you inform the congregation of the offering if approved?

Contact Name: _____ Phone Number: _____

Procedure: *The committee or organization submitting a request for a special offering shall:*

1. State the ministry for which the offering will be designated.
2. Provide the date requested for the collection of the offering.
3. Explain the method by which the congregation will be educated about the purpose of the offering **in advance**.
4. Submit the request to the Stewardship Committee at least 6 weeks in advance of the date for the offering.
5. Be notified by council of the outcome of the decision process as well as the rationale if denied.