

Lititz United Methodist Church

Missional Support and Fundraising Policy

Adopted by Church Council –March 19, 2013

This policy is to be used for anyone who wants to raise money, ask for donations, or offer goods or services for sale, by advertising in the church bulletin or e-newsletter, setting up a table in the lobby, asking for donations in the bulletin or email, having money flow through the church office, or using church property (anything seen as officially sponsored by the church). Small groups or ministry groups may raise funds independently of the official church channels. This policy will be used in conjunction with the church facilities use policy.

A subset of Church Council will be responsible for approving and scheduling fundraising requests. This group will consist of the Church Council chairperson, the Stewardship Team chairperson, and the Church Administrator. This subgroup will approve or deny requests, and determine timing of fundraising activities based on the following guidelines:

1. Requests for fundraisers should be made at least 4 weeks in advance. Requests made within that timeframe will only be approved in the case of an emergency need.
2. Fundraising activities will be organized and allowed based upon following matrix to coordinate the types of groups, the activities guidelines per group, and the frequency guidelines per group:
 - Priority A: Major / focus missions and ministries of LUMC.
 - These include: Open Door Clothing Bank, Appalachian Service Project (ASP), Kenya Mission, Warwick Partnership Fund, Building Fund Gift Cards, Children's Ministry, and Youth Ministry.
 - Fundraiser activities: Tables for event, church service announcements, bulletin announcement, flea market/bazaar, 5th Sunday luncheon
 - Fundraiser frequency: Once per quarter
 - Priority B: Other missions and ministries of the church.
 - These include: Sunday schools, small groups, missionaries supported by the church.
 - Fundraiser activities: Tables for event, bulletin announcement, flea market/bazaar, 5th Sunday luncheon
 - Fundraiser frequency: Two times per year
 - Priority C: Members and attendees of LUMC pursuing other ministry or service activities not included in groups A or B above.
 - Fundraiser activities: Bulletin announcement, flea market/bazaar, 5th Sunday luncheon
 - Fundraiser frequency: Once per year
 - NOTE – participation in the flea market / bazaar will not count towards the number of events allowed per group.
3. Fundraising Activities: The following options for fundraising activities exist based upon the priority group of the requestor.
 - Flea Market / Bazaar: The church may sponsor up to two flea market / bazaar type events per year (spring & fall) at our facility. Small groups, ministry and mission groups could have tables at no charge so they could raise money for their missions. Those tables could be used for food items, regular yard sale type items,

or special items that they want to sell to raise money. This event could be advertised outside of the church for people to have a table for a fee (based on availability).

- 5th Sunday luncheon. Requests can be made to host a luncheon during those months having a ‘5th Sunday’. These luncheons should focus not only on the fundraising aspect of the event, but also on some type of educational or awareness aspect for the ministry. These requests need to be coordinated with the Church Administrator and Office Manager, and also require the “Building Use Request” to be completed.
 - Bulletin / newsletter announcements: We will allow church sponsored ministries or missions to advertise off site fund raising events (like Isaac dinners, auctions, etc) in the bulletin and e-newsletter, with a flyer placed at the Welcome Center. The Council subgroup would review and approve the proposed announcements as well as approve and schedule these requests.
 - Tables for events: Tables in the lobbies would only be allowed for certain official church sponsored ministries per the groups noted above in group A. Location of the tables need to be coordinated with the Church Administrator and/or Office Manager.
 - Service announcements: Any fundraising efforts that will require time in the worship services, including announcements or other congregational participation, will also require coordination with the Pastor and Church Administrator.
4. Special requests for giving (i.e. during offering in the services) would be restricted to UMCOR and specific church sponsored ministries (Caring & Sharing, ASP, Kenya meds & nurses, etc), with the approval of the Council subgroup.
 5. Any posters or other placing of materials need to be coordinate with the Church Administrator. These materials will be kept away from the main entrances of both levels of the building.
 6. A schedule of fundraising activities will be maintained by the subgroup. The target guidelines of events will be (per weekend):
 - Tables – no more than 1 (not including Building Fund gift cards)
 - Service announcements – no more than 1
 - Bulletin / newsletter announcements – no more than 2 per week

Anyone requesting approval for a fundraiser (other than at the flea market events) should fill out the attached Fundraising Request Form and forward that to the Council Chairperson or the Church Administrator for approval. Decisions regarding approval and timing should be made and communicated within 2 weeks of request.

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Missional Support and Fundraising Request Form

Basic Information

Group name / category: _____ Contact Person: _____

Phone #: _____ Email address: _____

Basic Questions (use back of form to answer if necessary)

What type of fundraiser are you requesting?

What is the purpose of this fundraiser and how will the money or donations be used?

If you will be selling items, what are they, how much will they cost, and what percentage will you receive from the sale? Or what items will you be asking to be donated and what is the average cost for the donor?

Is there a history behind this fundraiser? (i.e. We have done this for the past 2 years)

Will you need any special equipment, material or services? (i.e. a table in the lobby, a multimedia person to show a video, a TV, etc.)

If you want to have an event at the church outside of worship times, have you checked with the church office to see if there are any conflicts on that date?

Is there any money in the church budget that could be used for this purpose instead of fundraising?