



## Fundraising Policies and Guidelines

This document serves as a practical guideline for fundraising activities in the spirit of what scripture says about stewardship, worship, and the mission of the local Church.

Fundraising activities should seek primarily to build fellowship in the congregation as an act of joint service to the community/missions. Therefore as all members would be encouraged to participate, fundraising should be well coordinated and complement, rather than detract from other financial giving that the leaders, in agreement with the members, have made a priority.

### Fundraising Policy

1. All fundraising events/activities must always be approved by the church leadership team.
2. Because of limited space, we may have to restrict information/activity being promoted to one particular area of the church. No more than one special activity will be promoted at any given time.
3. A fund raising activity should be no more than two weeks in time length unless agreed with the leadership team.

### Fundraising Process

1. Details of any proposed fundraising events/activities must be submitted to the leadership team. The attached sheet should be completed and sent to the Admin Assistant a minimum of 3 weeks before the proposed event/activity commences – if it is less than 3 weeks then it is unlikely to be approved. Please provide full details of what the money is for and events/activities you propose to run.
2. Once the fundraising project is approved by the leadership team, the activity has been assigned space and the promotion notice pre prepared, the activity may be publicized in the Sunday notice section of the service, in the weekly mail out and on appropriate notice board.

## Details of proposed fund raising activity

Please fully complete this form and email it back to the Admin Assistant, who will let you know the date of the next Leadership Team meeting that this proposal will be discussed and will come back to you following this meeting, with the outcome.

Name:

Purpose of Fund Raising Event:

Proposed event:

Space required:

Preferred date:

(If the Office is already aware of another booking on that day or a special event, then you will be informed immediately and asked for alternative dates before the proposal is put forward to a meeting. If the dates are available, the office will pencil in the date(s) pending a decision.)

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For office use

Date received by Admin Assistant:

Next Leadership Team meeting date:

**Leadership Team Meeting – feedback on proposal and decision made**

Signed:

Date: