

Section 8: Fundraising Policy

a. Overview

While raising funds is not the primary purpose of First Baptist Church – Huntersville, the church recognizes that occasional needs arise where fundraising outside the tithing process might be useful and even necessary to help meet a mission or ministry need. As a result, this policy has been created to ensure that fundraising conducted within our church is done in a consistent, recognized and church-approved manner. Fundraising is not intended, however, to displace the giving of tithes and offerings.

This policy will govern all fundraising activities at First Baptist Church – Huntersville, which have been organized into the following categories for the purposes of clarifying requirements specific to each type:

1. Those fundraising activities organized and designed for the benefit of a charity or charitable cause. Examples included World Hunger, the annual “Souper” Bowl or any other fundraising effort that would require resources or recognition from the church to help promote or facilitate. Throughout the remainder of this policy, these types of fundraising activities will be referred to as a “**Charity Benefit**”.
2. A fundraising activity that is designed to reduce the ministry costs or “out of pocket” expenses that are directly related to the participation in a church ministry. Examples could include the missions to Haiti and/or the Ukraine or trips taken by the One Voice Choir. Throughout the remainder of this policy, these types of fundraising efforts will be referred to as “**Ministry Support**”.

Please note that this policy does not cover nor is intended to govern any type of individual or private donations that may be collected in Sunday School classes, Bible Studies, etc. Donations coordinated by the church for organizations or events like the Food Pantry, “Christmas in August”, VBS, Operation Christmas Child are also specifically excluded from the requirements of this policy.

This policy will be administered by the Stewardship Group in accordance with its responsibilities as set forth in this document to ensure all requests and needs are addressed equitably and consistently.

b. Guidelines & Requirements – Charity Benefit

Before any Charity Benefit can be held at the church, a request would need to be submitted to the Stewardship Group for review and approval. At a minimum, the request would need to include the following:

- When and where the event would take place.
- The charity the event is to benefit.

- How the event will be promoted, organized and managed, including how the funds will be collected and processed.

All requests should be made in writing using the standard form available in the church office at least eight (8) weeks prior to the date of the event. In cases where there is a request that will benefit a new charity or propose an event that will require significant resources or involve multiple dates, the Stewardship Group will need to consult with the staff and the Deacon body as part of the review process. Please note that this policy only applies to any new request. World Hunger and the annual Souper Bowl are grandfathered in as sanctioned activities and would not require further review or approval.

c. Guidelines & Requirements – Ministry Support

Before any type of fundraising in support of a church ministry can be conducted, approval must be granted by the Stewardship Group. Due to the work required and the potential complexity involved in managing and dispersing the funds generated, the number of these events will generally be limited. Therefore, it is strongly recommended that any requests of this type are submitted in writing using the standard form available in the church office as soon as possible and certainly no later than eight (8) weeks prior to the planned date of the event.

The funds generated from these events may be used to offset or cover the expenses for ministry trips, special projects associated with ministry trips, survey trips and other needs associated with a particular ministry. To help with the oversight and management of the funds collected, each mission team should establish a Project Leader and a Fundraising Coordinator. The primary responsibilities of each position have been outlined below:

- The Project Leader is responsible for seeking Stewardship Group approval for the fundraising event and then managing all aspect of the fundraising activity, including how the funds raised are applied to the cost of the mission.
- The Fundraising Coordinator is responsible for collecting, documenting, and administering all the funds raised. This person will be working closely with the church's Financial Manager to keep an account of the money raised and how it is spent on the mission. Therefore, an accounting plan should be developed and reviewed with the church's Financial Manager prior to seeking Stewardship Group approval.

It is important to note that this policy was created to advance the ministries of our church and help with the cost of participation by individuals or groups. As a result, special consideration should be given to the nature of the fundraising involved and the principles by which we manage these activities. Please consider the following:

- Although it is primarily up to the Project Leader to determine and coordinate how funds are to be dispersed, an individual must be involved with the fundraising activity to be considered eligible for the benefit.
- Without exception, money raised during the fundraising activity are ministry funds and not participant funds. Therefore, no claims to funds can be made or given to individuals that may need to drop out of trips or other ministry activities. Excess funds created by the cancellation of an individual's participation will be used by the ministry to further offset the cost of the planned trip or activity. The funds collected may only be used to help with costs of participating in or directly supporting a ministry. Funds may not be used for personal expenses on a trip, for example.
- Please note that donations made to a specific fundraising activity where goods and/or services are provided are not tax deductible. General donations made to a fundraising activity where no goods and services are provided in exchange for the gift are tax deductible, but must be made by check payable to First Baptist Church-Huntersville. However, please note that these donations cannot be refunded due to IRS regulations if the trip or activity is cancelled. The money will remain in the ministry's fund for future trips and remain subject to the oversight of this policy.
- All fundraising activities should be completed at least 2 weeks prior to the date when final payments are due for participating in a ministry trip or activity.

d. Fundraising Administration – Specific Requirements

The collection and administration of funds associated with a ministry trip or activity can be a complex task. The following responsibilities were developed to help ensure that the handling of funds and payments are performed in a consistent and efficient manner:

Fundraising Coordinator

The Fundraising Coordinator must be an adult member of the church and will be responsible for the following:

- Documenting payments received by participants (amount received, date received, check number, trip payment is for, etc.).
- Providing the church's Financial Manager with a detailed financial record of receipts when turning in event payments (at least monthly, but no more than once a week).
- Maintaining a list of participants for each fundraiser.
- Verifying eligibility to receive fundraising benefits.
- Obtaining delinquent event dues/payments.
- Maintaining a list of known expenses for each event.
- Providing at least 1 weeks' notice to the Financial Manager for petty cash box needs (i.e.: to collect donations, provide change, etc.).
- Returning petty cash "seed money" to the Financial Manager plus all donations received with an accounting of all receipts (a simple listing is typically sufficient).
- Providing copies of tax deductible forms as required at fundraising events.

- Ensuring that ministry trip participants make all trip payments, as required, by check payable to First Baptist Church-Huntersville noting the name of the participant and ministry event/trip on the check.

Financial Manager

Working with the Fundraising Coordinator, the Financial Manager of the church will be responsible for the following as it relates to mission trips and associated fundraising activities:

- Receiving and depositing checks and/or money orders for upcoming events.
- Maintaining a tabulated record of all money received for each event.
- Paying invoices and provide receipt reimbursements, etc. for each event accordingly.
- Providing a tally of totals received and payments made for each event (at least monthly, but no more than weekly).
- Providing petty cash box with appropriate and documented “seed money” as requested for applicable events.
- Providing up to date tax donation forms/template as requested.

e. General Guidelines and Requirements

Regardless of the type of fundraising event, it is understood that only fundraising events sanctioned by the Stewardship Group can be affiliated with the Church. Further, sanctioned fundraisers will not involve “door to door” solicitations nor involve approaching individuals for contributions. Fundraising events should not be scheduled during the hours of standing Church services and activities, including worship services, Sunday morning Bible Study (aka “Sunday School”), Wednesday evening classes and small groups, etc. Any exceptions to this policy will be considered on a case by case basis. Questions or comments related to this policy should be directed to the Stewardship Group.