



Finance Team : Fundraising Policy
Nashville Methodist Church

- I. **Purpose:** Fundraisers are expected to contribute to the goals, objectives, and mission of Nashville Methodist church, hereafter known as NMC, and the proceeds used for pre-approved causes supporting those principles and purposes. Fundraisers shall be reviewed and considered for approval based upon the conditions of need, church or community benefit, and minimal impact to the normal Church operations.

- II. **Intent:** The Finance Committee shall be responsible for reviewing and approving all fundraising efforts of authorized NMC ministries, scheduling and controlling dates, times, places, and number of fundraisers, maintaining a master calendar of currently approved fundraisers, and administering a process for collecting and accounting for the use of all money raised through fundraisers. The Finance Committee may delegate specific aspects of fundraising oversight sub committees, as deemed appropriate.

- III. **Policy**
 - a. All fundraisers must reflect and relate to the principles, purpose, and doctrine of NMC and serve the mission of the Church.
 - b. All groups must schedule fundraising events through the church office using the fundraising application *and* church event form.
 - c. All fundraiser forms must have an approval signature.
 - d. All fundraisers are to be conducted for the benefit of the Church, its ministries, clubs or causes approved by the Church. Fundraising will not be done to benefit non-sponsored organizations or for-profit entities.
 - e. Fundraisers shall be “chaired” or “led” by an active church member.
 - f. Individuals who work in sales businesses, e.g. real estate, auto sales, financial services, insurance, etc., may not use the Church directory to make “cold calls” on Church members.
 - g. Church directory cannot be used for solicitation even for approved fundraisers.
 - h. To avoid excessive and frequent financial demands on Church members. Fundraisers shall be limited to a maximum of two per group (see ‘i’ below for verification of group owner) per calendar year. Groups can apply for additional fundraisers if needs arise, which must be approved by the Finance Committee as they deem appropriate.
 - i. The group organizer is considered the ‘owner’ of the fundraiser. How the money is used/distributed does not change the owner.

- ii. ASP catered events are not considered fundraisers. These are a service offered through the Church Event and Building Use Applications.
 - iii. Angel Tree, Book bag Buddies, and Operation Christmas Child are considered outreach projects.
- i. There are to be no fundraisers during worship and praise hours (for example: Sunday 8:00am-12:30pm and 6:15pm-7:30pm, Thursday 6:00-8:00pm, and special services, etc.)
- j. Any contacts signed on behalf of the church must be approved by the Board of Trustees and Finance.
- k. **All groups** wishing to conduct monetary fundraisers must provide a report back to the Finance Committee, via the Church Office, detailing the following information within 30 day of completion of the fundraiser:
 - i. Total items sold and/or money collected.
 - ii. Total expenses, if any, for the fundraiser.
 - iii. Detailed listing of how much and where the profits were used, if applicable.

IV. **Procedure**

- a. A Church Fundraising Application must be completed and submitted to one of the following appropriate committee chairs: Outreach, Nurture, or Worship for review to ensure there are no church-wide conflicts with other outreach program activities.
- b. Once reviewed by the Committee, a recommendation shall be forwarded to the Finance Chair with complete application as submitted at least one (1) week prior to the next Finance Committee meeting.
- c. The Finance Committee will review and approve/deny application. The contact person for the application shall be notified of decision by Finance Committee Chair within one (1) week of decision.
- d. The following criteria shall be considered when evaluating an application.
 - i. Compliance with this policy.
 - ii. Compliancy with NMC Board of Trustees Building Use Policy.
 - iii. The proposed fundraiser's impact on NMC's Mission Statement.
 - iv. The impact of the proposed fundraiser on the Church facilities.
 - v. Potential interference with Church activities.
 - vi. The procedure the proposed fundraiser plans for handling of money. A change in this proposed plan can be made by the Finance Committee.

V. **Special Offerings**

- a.** The Finance Committee, with input from the Senior Pastor, Associate Pastor and Staff Parish, will determine the appropriateness of these requests as they arise. *Special offerings as referred to as love offerings, are defined as unscheduled, unanticipated collection requests to the congregation.*
- b.** Special offerings will not be requested to address an individual's or family's emergency needs. The "Those in Need" Fund exists for this reason.
- c.** Special offerings will not be requested to support the programs or ministries of guest speakers. Instead, a predetermined honorarium made out to the program or ministry and not to the individual, will be taken from a fund or budget line as determined by the Finance Committee. The amount of the honorarium will be determined by the Finance Committee.
- d.** All special offerings must be approved by the Finance Committee; however this committee has the authority to make exemptions on a case by case basis.

NMC 1/26/2024

Revised and approved by Church Council 5/22/2017