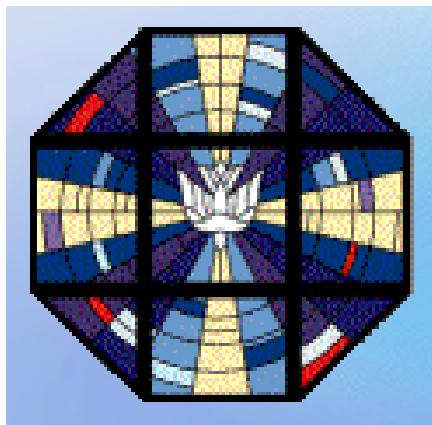


**Bellevue United Methodist Church**  
**7109 Old Harding Road**  
**Nashville, TN 37221**  
**615-352-6956**

## **FUNDRAISING POLICY, PRINCIPLES & PROCEDURES**

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### **The Mission and Values Statement of Bellevue United Methodist Church:**

We are a church dedicated to loving Christ and building a strong community of faith with our neighbors in Bellevue and beyond. We shall realize this vision by individually and collectively

- seeking to be disciples of Christ,
- being visible in the community through our faith and service, and
- using every person's strengths and gifts

**BELLEVUE UNITED METHODIST CHURCH  
FUNDRAISING POLICIES, PRINCIPLES AND PROCEDURES**

**I. Rationale**

All fundraisers must reflect and relate to the United Methodist Book of Discipline, to simple Church concepts, and to the mission, vision and values of Bellevue United Methodist Church (BUMC).

Fundraising activities serve at least two important purposes beside the obvious one of raising needed money for church ministries. First, they highlight the specific mission, importance, and needs of the organization which is raising the funds. Second, they help to build community within the church and enthusiasm for its ministries.

The ability to raise funds, however, and/or the desire for the benefits those funds would obtain, is not necessarily a compelling reason for raising those funds. Fundraisers should never overshadow the practice of stewardship: the amount of funds raised, the frequency of fundraisers, or the objectives of raising the funds. Nor should funds be raised for unnecessary items that may be luxuries when other essential needs in the church are not being met.

BUMC's yearly stewardship campaign, ongoing capital campaigns, special UMC affiliated offerings, and communion offerings are outside the scope of this policy. All other fundraising activities connected with BUMC for any purpose, by any means, and at any location, must make application, be reviewed and approved under this policy.

**II. Principles**

In order to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, as well as supporting the goals of groups which participate in fundraising, these principles are offered as a foundation for church fundraising policies:

- The fundraising activity must address essential elements, and not gratuitous wants or luxuries of the church group.
- The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of BUMC as a Christian community of faith.
- The group raising funds must be aware of and respectful of the needs, customs, and integrity of church ministries and organizations, and should seek to build partnerships in cooperation with other groups to avoid competition and duplication.
- In planning their fundraising activities, groups must be respectful of the members of the church, and of the sacredness of the church's liturgy and the sacred space.
- Because of the Church's duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute.
- The church, in its administration of other funds raised, has a responsibility to be a good steward for these funds.

**III. Categories**

Church fundraisers categorized in these policies and procedures are:

1. *General All-Church Fundraiser*: Fundraiser will benefit the entire church family.
2. *Specific Ministry or Mission Fundraiser*: Fundraiser will benefit the specific ministry or mission conducting the fundraiser.
3. *Partner Missionary Fundraiser*: Fundraiser will benefit one of the BUMC mission partners such as UMCOR, Estonia, etc.

#### **IV. Policies**

These policies are to be followed strictly by all church groups which participate in fundraising. Exceptions are noted, or will be granted as it is judged appropriate.

##### **1. Approval:**

- a. Fundraising activities may not be entered onto the church fundraising calendar, promoted in the Sunday bulletin, Messenger, or by any other means until approved by the Finance Committee.
- b. Approval from the Trustees and compliance with the Building Use requirements must first be met if BUMC facilities are to be used in the fundraiser.
- c. Each fundraising activity must be sponsored by a standing church committee. The committee chairperson may delegate responsibility for an activity to the leader of a group which operates under the committee's auspices.
- d. Applications (see attached) will be reviewed at the monthly Finance Committee meeting on a first-come first-serve basis.
- e. The decision for or against approval may not be immediate, depending on the need for further information or consultation. Please allow sufficient time in your requests.

##### **2. Use of Church facilities and common spaces:**

- a. Fundraiser activities cannot take place during the stewardship campaign due to the importance of the annual stewardship campaign.
- b. Fundraisers on church ground or under church auspices are not to take place on the following days:
  - i. Holy Days
    1. Ash Wednesday, Maundy Thursday, Good Friday, Saturday before Easter, Easter, Christmas Eve & Christmas Day
  - ii. Weeks leading up to Holy Days
    1. Week before Easter and two weeks before Christmas
- c. Each group may conduct weekend fundraising activities for up to two consecutive weekends, if available. The Finance Committee may approve exceptions to the two Sunday period.
- d. Fundraisers taking place on church grounds will occupy predetermined locations. Designated areas are:
  - i. Outside the Sanctuary in the Welcome Center
    1. The seating area in front of the Choir Room is reserved for fundraising tables, chairs, product, etc. only.
    2. Fire marshal rules require all doors, hallways, and traffic paths be kept clear.
  - ii. Christian Life Center (CLC)
  - iii. Small Fellowship Hall
  - iv. Other areas that may be designated by the Trustees.
- e. The group conducting a fundraiser is responsible for set up, teardown and repositioning of church owned furniture and equipment in designated fundraising areas.
- f. Requests for fundraisers on church grounds to be located other than designated areas will be considered on an individual basis and must be preapproved by the Trustees in accordance with the Building Use policies.
- g. All approved fundraising activities must adhere to Building Use guidelines.

##### **3. Number of fundraisers:**

- a. No more than one (1) fundraising event will be scheduled per Sunday.

##### **4. Purpose of funds:**

- a. The purpose of the funds to be raised must be publicized before the fundraiser by way of the church newsletter (Messenger), promotional flyers, and/or other means of publicity. These means of publicity must be mentioned in the application for approval.
- b. Proceeds of the fundraiser must go to the recipients designated, in the predetermined amounts.

##### **5. Handling of funds**

- a. All cash receipts of any church related fundraiser are to be submitted to the Financial Secretary at the completion of the fundraiser.
- b. Receipts of all fundraisers will be placed in the appropriate restricted fund set up to receive funds from fundraiser.

- c. Any group or organization that maintains their own accounting system and separate bank account are exempt from this requirement (i.e., UMM, UMW and sponsored scout organizations).
- 6. Receipts and reimbursements
  - a. Private persons are not to be reimbursed directly from the original cash receipts of the fundraiser.
  - b. Request for reimbursements are to be completed and submitted to the Church Treasurer by the project leader in a timely basis. Such request will be made by the standard Purchase Order procedure. Checks will be disbursed on normal accounts payables dates each month.
- 7. Compliance: A group's compliance or lack thereof, with these policies will be considered in future fundraising application requests.
- 8. Exceptions: Exceptions to this policy or to any part of it should never be assumed by the fundraising group, but will only be granted by way of the application process.

## Fundraising Application

This completed application should be submitted to the Finance Committee. It should also be submitted to the church Trustees if the proposed fundraiser involves use of church facilities. Completed applications can be placed in the Finance or Trustees Committee mailbox as appropriate, but please provide a copy to the Church Administrator who can notify Finance and Trustees of an application pending.

If the proposed fundraiser involves use of church facilities, after approval by Trustees and Finance, your application will be forwarded to the Church Administrator who will put your activity on the calendar, or you will be contacted for alternate dates and times if the facility is unavailable. **Do not assume your event is scheduled if you do not hear from the Church Administrator.**

Fundraising Organization or Person: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

**BUMC Sponsoring Committee:** \_\_\_\_\_ Contact: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Who will benefit from this program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will funds be raised (be specific)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you promote this program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Church Group or Not-For-Profit Organization benefiting: \_\_\_\_\_

Program start date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Program end date: \_\_\_\_\_

End Time: \_\_\_\_\_

- ***Fundraisers may not conflict with Sunday worship, Sunday school or other organized Church functions.***

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### For Office Use ONLY

**Approved**

**Denied**

Approved by:

Finance

Trustees

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_