

Trinity Lutheran Church
Monument, CO



Fundraising Policy

23 March 2015

1. Purpose. This document defines the fundraising policy of Trinity Lutheran Church. It establishes our overall philosophy, the method for approvals, and the responsibilities of requestors and decision makers.

2. Philosophy. The mission statement of this congregation is "Touched by the hand of God to touch the lives of others." Thus, our role in the world is to make disciples of Jesus and demonstrate, and help each other to demonstrate, God's love within our own church community, and beyond our walls.

a. In addition to funds provided by our annual budget and defined/estate giving by individual congregation members, fundraising assists in providing valuable resources to enable many of our ministries. By giving individuals or organizations permission to raise funds at Trinity, we are essentially offering them access to the generosity of our congregational members.

b. The process of fundraising can be beneficial in relationship building, missional community development, and information sharing. At times, fundraising may have negative consequences by diverting funds from other giving, creating a feeling of undue obligation, impairing healthy stewardship, or contributing to a sense of commercialism. Trinity Lutheran Church's leadership must consider all requests for fundraising efforts within our congregation with great care.

3. Procedure. Any congregation member(s) wishing to lead a fundraising effort or seeking donations for a specific purpose will contact a member of staff, preferably the business manager, and submit a verbal or written request. Last minute requests are strongly discouraged and may not be granted.

a. The request will include the fundraising effort's:

- Purpose.
- Details of the fundraising plan.
- Proposed specific use of funds raised.
- Time constraints, if any, that would impact scheduling.



"Touched by the hand of God, to touch the lives of others..."

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b. The staff will review the request within 5 business days and forward it to the following authorized approvers using the rubric below.

Type	Example	Approver	Additional Requirements
Regular, ongoing efforts	Easter flowers, grocery certificates	Business manager	Coordinate with staff for scheduling.
Special, one-time efforts by congregation member(s)	Aide to newly planted church	Senior Pastor	Senior Pastor approves / disapproves after conferring with the staff. If the Senior Pastor feels uncomfortable with the request, he/she will refer the request to council for decision.
Special, multi-day efforts by congregation member(s)	Missional Community Support	Council	Requester will provide a written request including the information listed in para. 3.a.
One-time efforts by non-congregation member(s)	Black Forest Fire Relief	Council	Requester will provide a written request including the information listed in para. 3.a.
Multi-day efforts by non-congregation member(s)	Girl Scout cookie sale	Council	Requester will provide a written request including the information listed in para. 3.a.

c. Requests requiring Council approval will be forwarded to the Council Secretary for coordination. Coordination and voting may be accomplished via email or phone in order to expedite time sensitive requests.

d. Requesters of fundraisers involving sales to non-congregation members in the local community will consult with the Business Manager to ensure there is no issue with 501(c)3 tax exempt status.

e. Special requests to use the food collection shopping cart will be submitted in accordance with para. 3.a. above.

f. The following methods of fundraising are prohibited:

- Raffles or gambling of any type.
- Use of Trinity facilities that risks or appears to risk our 501(c)3 status.
- Anything that releases congregation member personal information to outside groups.

g. Requests to use the following as part of external fundraising efforts require the written permission of the Council:

- The Trinity Lutheran Church name
- Reference to our mission statement: Touched by the Hand of God to Touch the Lives of Others
- The Handprint Logo
- Legacy logos or images of Trinity Lutheran Church
- Member directory information

4. Requests for the use of budgeted funds (for example, mission funds or pastor's discretionary funds) for a specific fundraising purpose require the following approvals:


a. Amounts up to \$300: Pastor and staff discretion.

b. Amounts over \$300: Council approval.

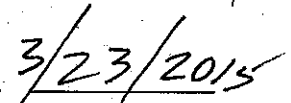
5. Donations to any outside organization that are not for the benefit of Trinity Lutheran must be made directly to said organization (i.e., checks should be written as payable directly to the outside organization). When making checks payable to Trinity Lutheran for donations to outside organizations, donors lose their tax-deduction.

6. Members will refer any specific questions regarding fundraising to the Trinity Staff or Council Secretary.

Approved/Disapproved
The Trinity Lutheran Church Council



Dan Lynch, President
For the Council



Date