

policies + procedures

- FUNDRAISING •

lifepoint
where life change happens

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FUNDRAISING POLICIES AND PROCEDURE

POLICY STATEMENT

This document serves as a practical guideline in the spirit of what the scripture says about stewardship, worship, and the mission of the Church. The main contribution to our congregation's fund raising activities should be the possessions, skills, work, and time of our members. Fundraising activities should seek primarily to foster fellowship within the congregation and community. Encouraging caring and concern in our church, community, and beyond should be one of the main goals of any fundraising activity. This policy applies to all committees, ministries, congregational or church wide organizations, and special interest/community groups seeking the involvement of Lifepoint Church in their fundraising activities or events.

POLICY STATEMENT

1. Fundraising can not involve gambling or games of chance.
2. **No fundraising** activities are permitted during worship hours.
3. Fundraising events **must** be approved by the Staff of Lifepoint before the event occurs.
4. Commercial fundraising, which is defined as a one-time event utilizing commercial means to raise funds for designated purpose must meet the following criteria.
 1. A member of Lifepoint Church must actively participate in the event
 2. It supports the mission and ministry of the church and/or provides an outreach to the community.
 3. It has been approved by the Lifepoint Staff.
5. Ongoing fundraisers should follow the the fundraising approval process and will be approved for a maximum period of 1 year. These fundraisers need to seek renewal on an annual basis. Previous granting of an activity is not an assurance, promise or expectation that approval will be granted for any subsequent activity.
6. Only activities that support the Lifepoint Church Mission are permitted to set up a table, display, or other physical presence for a fundraiser. Requests for fundraising sales/display must have approval of the Lifepoint Church Staff.

7. Individual fund raisers can be sold one-on-one, but no table setups will be permitted. (Girl Scout Cookies, school Candy, etc.).
8. All applications for fundraising must clearly identify what the raised funds will be used for and provide the Lifepoint Staff with a report/accounting which includes:
 1. Total items sold and/or money collected.
 2. Total expenses, if any, for the fundraiser.
 3. A specific listing of how much and where the profits were used.
9. The applicant takes full responsibility for cleaning up any items or facilities used.

FUNDRAISING APPROVAL PROCESS

1. **Submit a [Fundraising Request Form](#).** At least 8 weeks prior to the event requested. This can be done online at www/lifepointsenatobia.com/the-source/policies-procedures then click the Fundraising Request form link.
2. **Church Staff Review** – All fundraising requests are reviewed and approved/denied as part of the weekly Monday Staff Meetings.
3. **Publicize you Fundraising Project**- Once the fundraising project is approved, the activity may then be publicized. All publicity must be submitted to the to the Pastor over communications for approval. Remember that a successful fundraiser relies heavily on your publicity.

FUNDRAISING GUIDELINES AND PRACTICES

1. Building fellowship within the church and service to the community are important goals of fundraising activities, together with raising money. All members should be encouraged to participate.
2. Products offered for sale should be handled in a low-key manner, and **never where membership comes to or leaves from the worship service.**
3. The fundraising should compliment and not detract from other financial stewardship efforts within the congregation.
4. If approved fundraising activities have a negative effect on our congregational life, they should stop.
5. The activity should afford satisfaction and dignity to those who engage in it.

6. The activity should provide an avenue for people to use their abilities and to express willingness to serve others.
7. The Lifepoint Staff reserves the right to decide changes in direction of any fundraising event at any given time throughout the event process.
8. The Lifepoint Staff reserves the right to postpone/terminate the event at any given time should problems arise.