



***St. James Evangelical Lutheran Church***  
***Burnsville, Minnesota***

**Fundraising Policy**

**Introduction:**

We financially support the ongoing ministries of St. James Evangelical Lutheran Church through the budget of the General Fund. However, at times, additional funding may be required for specific projects, trips, or ministries, which are not covered by the General Fund. The purpose of this policy is to allow us to take advantage of fund raising opportunities in a way that preserves congregational relationships, protects our tax-exempt status, and upholds St. James' vision, mission, and values. This policy is to be administered by the Senior Pastor

**Policy and Procedures:**

All fundraising activities conducted on behalf of St. James, whether on-site or off-site, must be reviewed and approved under this policy. All fundraisers need to be approved by the Senior Pastor. Exceptions to the policy are groups/programs requesting items such as food for funerals and blood drives, incidental program supplies, or Sunday coffee.

Fundraising will be limited to no more than two groups in the Narthex per Sunday with exceptions at the discretion of the Senior Pastor. An application must be completed and submitted to the Senior Pastor preferably two months before the event. You are encouraged to turn in your application(s) during July when the Church calendar is established. The advanced notice will increase the likelihood of the application(s) being approved. After the event, the proceeds are to be held at the Church. After the fundraiser, attachment B (Accounting Form and Receipt Log) must be completed and returned to Senior Pastor in a timely manner (e.g., 3-5 days). Receipts for expenses must be attached.

Requests will be reviewed and scheduled so as to minimize competition and maximize success of the project.

Adopted: 11-20-2007

Upon approval, an on-going annual event will only need to make a first time application, although, the sponsoring group must update annually by resubmitting form.

Fundraisers must clearly identify what the funds will be used for in advance of the solicitation and provide a public report/accounting to include:

- Total income (in detail)
- Total expenses (in detail with receipts)
- Specific use of the proceeds

The sponsoring group is expected to publish the net proceeds to the Congregation via any approved St. James' communication tool.

Pastors may use their own discretion to determine when a special Sunday morning appeal will be made in response to a congregational, local, national, or international disaster (e.g., Change for a Change).

### **Definitions:**

**Fundraiser:** Any event, activity, or solicitation that seeks to generate income or goods for a beneficiary. Some examples of fundraising include:

- **Gift-giving:** cash contributions of all sorts including Change for a Change, cash donations to Armful of Love and Minnesota FoodShare, youth stock sale, and Tanzania student sponsorships
- **Gifts in kind:** non-cash gifts such as Armful of Love, food donations, and Rezek House shower
- **Fellowship Events:** Spaghetti Dinner, Easter Breakfast, Night to Remember, for which a suggested donation or a per-person fee is charged and the primary purpose is fellowship and community building
- **Sales:** the selling of services or merchandise to members or attendees. Examples include activities such as silent auctions, craft fairs, book sales, and CD sales.

### **Beneficiaries:**

- The church General Fund or a special designated fund (e.g., Building Fund, Organ Fund, youth programs)
- Affiliated church organizations (e.g., St. Paul Area Synod, Lutheran Social Services, Lutheran World Relief, Lutheran Disaster Response)
- Entities that are not church related that (1) hold an IRS certification as a non-profit organization under section 501(c)(3) of the IRS code (e.g., Community Action Council, American Red Cross, Scott-Carver-Dakota CAP Agency and (2) have a clearly humanitarian objective consistent with the Church's mission, as determined by the reviewing entity.
- Sponsored person(s) in need (e.g., refugee resettlement, personal crisis or disaster)

**Proceeds:** The net amount earned after expenses.

**St. James Evangelical Lutheran Church**  
**Fundraiser Application - Attachment A**

Application date: \_\_\_\_\_

Sponsoring Committee/Group: \_\_\_\_\_

Contacts: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Phone: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Cell/Work Phone: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Email: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Type of Fundraiser (check all that apply):

- Gift-giving (e.g., cash contributions such as Armful of Love, youth stock)
- Gifts-in-kind (e.g., non-cash gifts such as Armful of Love, food donations)
- Fellowship Event (e.g., Easter Breakfast, Spaghetti Dinner)
- Sales (e.g., silent auction, book sales, CD sales)

Who will benefit from the proceeds? \_\_\_\_\_

Will this be an annual event? (updated annually with changes) Yes \_\_\_\_\_ No \_\_\_\_\_

Brief description of activity/event: \_\_\_\_\_

Single date: \_\_\_\_\_ Time: \_\_\_\_\_

Multiple dates and times (e.g., ticket/raffle sales, event date):

\_\_\_\_\_ Verified date availability

Space and equipment needed (e.g., Narthex, Fellowship Hall, tables, chairs): \_\_\_\_\_

\_\_\_\_\_ Verified space availability \_\_\_\_\_ On-site event \_\_\_\_\_ Off-site event

Estimated goal (if known): \$ \_\_\_\_\_ Other goal: \_\_\_\_\_

Upon completion of fundraiser, please submit Attachment B (Accounting Form/Receipt Log) to the Office Manager for processing.

----- For Office Use Only -----

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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



