

Revised October 31, 2010

**PILGRIM BAPTIST CHURCH  
FUNDRAISING POLICY & PROCEDURE  
Effective: November 1, 2010**

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**POLICY**

- A. The purpose of Fundraising is to supplement the Church's overall operational budget. It also can provide an avenue for additional funds for a specific purpose for a Board, Auxiliary, Ministry or Organization.
  
- B. All fundraising activities must fit within the Church's spiritual mission and must be morally and ethically sound. *The Church's vision is to become a community of faith which mobilizes, coaches and connects generations for life changing opportunities in Christ. We also reach outside our community with the gospels providing a safe haven for life's travelers. Our mission is to engage people with the gospel of Jesus Christ through preaching, teaching and fellowship to bring about the salvation of souls and changing lives.*
  
- C. Boards, Auxiliaries, Ministries and Organizations (individually and collectively hereinafter referred to as "Organization") may generate revenues through fundraising activities that substantially support the Church's mission and are consistent with the normal activities of the Organization. Small, short term fundraising efforts, whether internal or externally focused, which are designated to the Capital Campaign or Endowment Funds and managed by a Board, auxiliary, ministry or organization are administered by this fundraising policy. Large, long term Endowment, Capital Campaign and Grants funds that are designated for the Church as an organization are administered separately.
  
- D. No fundraising or sales event can be conducted that generates funds for any entity or person that is not a member of the Church.
  
- E. Boards, Auxiliaries, Ministries and Organizations that raise funds do so to supplement the annual organizational line item of the Church budget. Money raised above the designated amount will go to support the overall church budget. Any fundraising activity must fully cover all direct and indirect costs associated with the activity.

- F. Fundraising moneys are to be used during the year they are generated.
- G. Fundraising activities shall not conflict with, replace or be conducted at the same time as the Church's major annual events, unless approved by the Pastor, and Chairpersons of the Deacon, Trustee and Christian Education Boards at a meeting where those individuals are present and reach a unanimous vote. A non-exhaustive list of major annual events includes but is not limited to Founder's Day, Annual Picnic, Christmas Recital, etc. The Founder's Day fundraising, Easter Offering & Lenten Gleaners, Thanksgiving Offering and Christmas Offering are also exempted from this policy and procedure.
- H. When the Fundraising Executive Review Committee (FERC) cannot agree on approving a fundraising proposal, the Senior Pastor shall make the final decision.

## **PROCEDURES**

The following procedures must be followed for all proposed fundraising activities:

### **I. Fundraising Proposals**

1. All fundraising proposals must be submitted in writing to their direct board in advance of that board's closest next meeting and orally presented there for comment and initial approval or final denial. If a fundraising proposer does not report to either the Trustee, Deacon or Christian Education Board, it must submit its proposal to the organization's chairperson or executive representative, as appropriate, for initial approval.
2. That board, chairperson or executive representative will determine whether it approves or denies a fundraising proposal for submission to the Church's Fundraising Executive Review Committee.
3. The Fundraising Executive Review Committee (FERC) shall be comprised of the following seven members: two (2) deacons from the Board of Deacons; two (2) Trustees from the Board of Trustees; two (2) members of the Board of Christian Education; and one (1) of either the Church's Treasurer or Assistant Treasurer (as determined by the Treasurer). The three Boards will determine who represents them on this committee.
4. The Board of Deacons and The Board of Trustees agree to give the FERC final decision making authority on all fundraising matters as described in this policy statement.

5. The FERC shall analyze all proposals to ensure that they are aligned with this policy and procedure, and that the proposals are financially sound. All fundraising proposals approved by a board or organization must be submitted to the FERC for analysis, comment, or modification, if necessary, followed by approval or denial by the FERC.

6. The FERC members will report the ongoing status of all fundraising proposals to the Boards of Deacons, Trustees, and Christian Education which they represent as a member of the FERC at the Board meeting following the FERC meeting. The FERC committee will also report the ongoing status of all fundraising proposals at the quarterly Tri-board and Church Business Meetings.

## **II. Finances Related to Fundraising Activities**

1. All finances and financial accounting related to any fundraising activity must be managed through the Church's regular banking accounts and regular accounting & expense procedures.
2. No Organization or individual may set-up or operate a separate bank account for any fundraising activity, unless granted advance prior approval by the Church Treasurer.
3. All fundraising financial expenditures must operate through the Church's regular check request procedures.
4. The Church's Treasurer or Assistant Treasurer must coordinate all revenue receipts, expense payments & reimbursement and record-keeping related to all fundraising activities.
5. Any entity or individual that provides cash related to a fundraising activity must be given a receipt. This should be coordinated through the Treasurer or Assistant Treasurer.
6. All checks written related a fundraising activities should be made payable to "Pilgrim Baptist Church" with a notation on the check of the fundraising activity to which it is associated. These checks should be submitted to the Church Treasurer or Assistant Treasurer.

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