

Bayside Presbyterian Church
Stewardship and Fundraising Policy
Approved by Session on 20 September 2016

Stewardship is one of the cornerstones of Christian life. As we seek to know and do God's Will, we must keep in mind that mature Christian Stewardship requires regular, proportionate and generous giving of our resources in joyful response to what God has already graciously given us.

Our diverse congregation brings many different perspectives to our corporate understanding of Stewardship. The Book of Order directs the Session to develop within the Congregation the habit of liberal giving and a recognition of the obligation to give in proportion as God has prospered us.

Our Session encourages members to commit annually to generous giving (pledging) in response to the Stewardship campaign and in support of the Session's Asking-Budget.

Such commitment (pledge) may be fulfilled incrementally throughout the budget year or by a one-time gift anytime during that year.

Members may increase or decrease their commitment anytime throughout the year by notifying the Treasurer or the Moderator of the Stewardship Ministry of the desired change.

Pledging in response to the Stewardship campaign will be credited to the General Fund to be allocated by the Session to the Ministries in accordance with the Ministries' Asking-Budgets.

It is the policy of Bayside Presbyterian Church to fund its Ministries through this regular, annual Stewardship/budget process. The Session approves the Ministry's annual budgets.

However, throughout the year the Session may receive specific requests for Fundraising from the Presbytery, the General Assembly, or any of Bayside's Ministries to support a specific purpose. Each such request for Fundraising shall be discussed and, if the way be clear, approved by Session.

Fundraising is defined as any effort to obtain money, goods or services for the purpose of funding or benefiting an individual, group, or cause. Events for which an entry fee is charged or where goods or services are sold during the event are included in this definition. Fees charged solely to recover the cost of presenter's fees, consumable supplies, food, books, and training materials are not considered fundraising.

This Fundraising policy is necessary because the use of church property for certain types of sales and fundraisers may be in violation of our denomination's official policies or Federal or Commonwealth regulations and could jeopardize our church's status as a tax-exempt organization.

For example: We have members affiliated with a variety of non-profit civic and other volunteer organizations and we have members involved in home-based businesses and sales careers. Any member from one of these groups might request to conduct a fundraiser on our Church property. If approved such a fundraiser could jeopardize our tax exempt status.

The Church sponsors a limited number of related organizations such as the Preschool, Presbyterian Men, the Presbyterian Women, Presbyterian Youth, our Boy Scout Troop and Cub Scout Pack for which Fundraisers maybe authorized.

The Session is responsible for approving and overseeing all Fundraising efforts of Church ministries and other authorized organizations, scheduling and controlling the dates, times, places and number of Fundraisers and maintaining a master calendar of currently approved Fundraisers,. The Session may delegate specific aspects of approved Fundraising oversight to staff or committees, as deemed appropriate.

The Church Secretary shall create and maintain the master calendar for Fundraisers.

All fundraisers conducted on Bayside Presbyterian Church property must follow these procedures. No one is authorized to conduct a fundraiser except in accordance with these procedures.

A Fundraising Application (Attachment 1) must be completed and submitted by the sponsoring ministry to the Church Secretary for review to ensure there are no conflicts with other church activities. The Application form is attached to this policy and Applications may be obtained from the Church office. Once reviewed by the Secretary, the Church Fundraising Application shall be submitted to the Clerk of Session and entered onto Session's docket to be presented for discussion by the sponsoring Ministry at the next Stated Session meeting.

The following programs are exempt from seeking approval for fundraising, but must submit an application to the Church Secretary to ensure there is no scheduling conflict with other Church activities:

- (1) Community Service Food Pantry
- (2) "Souper" Bowl Food and Donations Collection
- (3) Easter Basket Collection
- (4) Layette Collection for the Keim Center
- (5) The VBS Supply Collection
- (6) School Supply Collection
- (7) The Thanksgiving Basket Food Drive
- (8) Winter Shelter Clothing and Toiletries Drive
- (9) The Angel Tag Program
- (10) Youth Mission Programs
- (11) Boy Scout Troop 364 Holiday Greenery Sale

Specific Fundraisers sponsored by PC (USA):

- (1) The Peace and Global Witness Offering
- (2) The Pentecost Offering
- (3) The Christmas Joy Offering
- (4) The One Great Hour of Sharing Offering

GUIDELINES FOR FUND RAISERS

Not only should there be a specific goal, there should also be a clearly defined program to meet the goal(s), a plan for disbursement of funds, and an overall leadership/guidance responsibility assigned to a ministry or staff person.

The event should avoid pressure and allow each individual the opportunity to contribute freely. There is the argument that one who truly pledges sacrificially may, in fact, be unable to support over-and-above giving.

Consider that some members of the congregation have indicated that they would rather give directly to a specific need than to the General Fund.

Consider the "burnout" factor. The event should not require so much work that it will direct time and energy of members away from the needs and focus of the Church as a worshipping community. The Church is not a business, nor a social service group, nor a booster club, nor a civic club. It is what we are about as the children of God.

Consider whether too many things are happening at once, where they are happening and when. Session should coordinate events so as not to detract from the worship experience or overwhelm the congregation.

Fund raising shall be conducted by Ministries, Church Members or members of groups sponsored by the Church who volunteer for the task. Professional Fund Raisers shall not be used.

**BAYSIDE PRESBYTERIAN CHURCH
FACILITIES USE AND/OR FUNDRAISING APPLICATION FORM**

Name of Organization/Group (must be a recognized church affiliated organization):

Contact Person (must be a church member): _____

E-Mail: _____ Phone: _____

What is the purpose of the activity or event? _____

What event or activity are you wishing to conduct? (Candy or other sale, concert, show, etc.)

Dates and times desired for the activity or event:

Your request must be scheduled through the Church front office. This form does not constitute a confirmation for rooms or space at Bayside Presbyterian Church. Rooms and the outside grounds and dates are subject to availability.

IF THERE IS A FUND-RAISING GOAL ADDRESS THE FOLLOWING QUESTIONS.

What is your financial goal (the amount you wish to raise?): \$ _____

What is the cost (before profit) that you will expend in order to fundraise? \$ _____

How much seed money (cash advance) is needed? \$ _____

How many people will you involve in the work of fundraising?
(i.e., 20 church members will cook, serve, market, set-up and clean up) _____

How does this activity or event you are sponsoring reflect the mission of the Church? _____

Does this activity support funding necessary for your ministry? If no, what is the purpose of the fundraising and how does it support the mission of the Church? _____

I have read and understand Bayside Presbyterian Church's Stewardship and Fundraising Policy and Procedures.

Signature of Requesting Representative (Church Member)

_____ Facilities available ____ not available
Acknowledgement of Space Availability - Signature of Church Secretary

Approved / Disapproved by vote of Session on _____
(Date)