

St. Matthew's United Methodist Church
8617 Little River Turnpike
Annandale, VA 22003

Mission and Fundraising Policy

Adopted April 26, 2006

The Mission Fundraising Task Force was authorized by the Church Council at the November 16, 2005 meeting. This policy is the result of the recommendations in the task force report dated March 21, 2006.

I. The task force identified the following activities/programs as the main ongoing fundraising activities of the church as of March 2006:

- “Souper” Bowl Sunday collection (Jr. high youth)
- Calendar and note card sales (Jr. high youth)
- Pancake and Spaghetti suppers (Jr. high youth)
- Dance-a-thon (Sr. high youth)
- Pink elephant sale (youth)
- Trash pick-up (Sr. high youth)
- Wrapping paper sales (Preschool)
- Wednesday night suppers (various)
- Children’s consignment sale (UMW)
- Craft Fair (UMW)
- Entertainment book sales (UMW)
- Christmas tree sales (UMM)
- Wreath and bow sales (Music)
- Handbell dessert concert (Music)
- Chrismon sales (Worship)
- Flower and holiday plant sales (Worship)
- Singing telegrams (Voices of youth missionaries)
- Silent auction and Vietnamese dinner (Russian Orphanage missionaries)
- Russian youth concert (Russian Orphanage missionaries)
- Pet wash (Russian Orphanage missionaries)
- Church cut-out sales (Russian Orphanage missionaries)
- Scrapbooking events (Russian Orphanage missionaries)
- Church medallion sales (Cuban missionaries)
- UMCOR and other special offerings

All of these activities are authorized to continue as long as the sponsoring group feels they are worthwhile.

II. The other main sources of mission funding come from the Advent and Lenten offerings. The recipients of these offerings are selected by the Commission on Global Mission and Community Outreach and approved by the Church Council. The seasonal offerings are authorized to continue.

- III. Individuals or groups seeking mission funds may make requests of UMW and UMM who use the proceeds of their fundraising efforts (e.g. Craft Fair, Children's Consignment sale and Christmas tree sales) for mission work.
- IV. The Church Council will establish an overall church calendar for fundraising activities and limiting, if possible, the number of fundraisers happening simultaneously to no more than three. Individual fundraising efforts should be limited to in duration to several weeks time.
 - A. The approval process for adding new fundraising activities to the Fundraising Calendar is as follows:
 1. Persons seeking new mission activities would submit an application through the Commission on Global Mission and Community Outreach. The application for Mission Trip and Fundraising Activities form is included as Attachment 1 to this policy.
 2. Approved programs would be recommended by the Commission to the Church Council for approval. Individuals would still be able to request Church Council approval if denied by the Mission and Outreach Commission, and the Commission would explain their reason for denying the request to the Church Council.
 3. The Mission and Outreach Commission generally meet on the first Wednesday of each month.
 - B. Exceptions to this process are as follows:
 1. Programs for youth which affect either the Jr. or Sr. High as a whole would go directly from the Youth Council to the Church Council for approval. Individuals called to mission would coordinate their efforts through the Mission and Outreach Commission.
 2. The Music program would seek approval for adding non-mission related fundraising activities to the Fundraising Calendar directly through the Church Council.
 3. UMW and UMM would coordinate their efforts directly with the Church Council.
- V. The weekly church bulletin will contain a section highlighting current mission activities, including the timing of fundraising activities. It is the responsibility of the individual or group conducting the activity to ensure that current information is included in the bulletin. Fundraising activities should highlight a start and end date for the effort, as appropriate, as well as for what purpose the funds raised will be used (e.g. Jr. High youth will be selling calendars and notecards from December ___ through ___ in the communications hallway. Proceeds will support _____.)

- VI. During Saturday evening and Sunday morning worship times, sales of all goods and services are limited to the communications hallway. This is not limited to the specific times of the worship services but the entire evening and morning worship, Sunday school and gathering time periods. This also applies to other special worship times.
- VII. The use of all funds raised should be clearly explained by those seeking funds. This information should be included on all signs, letters, bulletin notices, etc.
- VIII. Consistent with sound accounting practices, all funds raised for a specific purpose must be used for that purpose. If an individual raises money for a specific event or trip and does not ultimately participate in that event, the funds must still be used for the purpose designated during the fundraising effort.
- IX. Generally, it is not appropriate for individuals to maintain personal accounts when raising money for a group mission trip. In cases where persons make individual fundraising efforts to defray portions of their personal out-of-pocket costs, personal accounts are allowed with the approval of the sponsoring council (e.g. Youth Council or Mission and Outreach Commission) and the corresponding ministerial staff person.
- X. Individuals joining the church after major fundraising efforts have taken place should not be excluded from a mission opportunity because they did not participate in fundraising activities. Being open and inclusive to new people is of the utmost importance.
- XI. Groups and individuals are encouraged to deposit all cash and checks with the church tellers or bookkeeper as soon as possible for safekeeping and prompt depositing. The bookkeeper maintains a supply of pink deposit sheets outside of the bookkeeping office. Individuals depositing money are responsible for completing deposit sheets to ensure proper accounting for funds deposited.