

MESSIAH LUTHERAN CHURCH POLICY AND PROCEDURES
SUBJECT: COUNCIL APPROVAL OF FUND RAISING EVENTS
DATE: 13 DECEMBER 2007

PURPOSE: To define Messiah Lutheran Church policies and procedures for approval of fund raising events.

BACKGROUND: The Messiah Lutheran Church Council is charged with management of all church resources. In order to maintain appropriate control the MLC Council shall review and decide upon any requests for fund raising events based on the following guidelines.

POLICY:

Fund raising events to support church related, unbudgeted activities, missions, maintenance, or services shall be reviewed and decided upon by the Council. Requests coming to Council for fund raising events shall be in writing. Each fund raising activity shall be decided on a case-by-case basis. Normally, Council will allow only one fund raising activity at a time.

PROCEDURES:

1. All requests coming to Council for fund raising events must be provided to the appropriate committee, who will screen each request before bringing it to Council. All requests must be accompanied by a recommendation from the appropriate committee.
2. Requests shall be in writing.
3. The MLC Executive Committee must receive requests no later than two weeks prior to the Council meeting immediately before the requested time for the event. This will allow the Executive Committee to put the item on the agenda for the next Council meeting. Council meetings occur on the second Thursday of each month. Example: For an event requested to begin in February, before the scheduled Council meeting, the request must be received in the first week in January. Council shall consider emergency requests on a case-by-case basis.