

**BALDWIN COMMUNITY UNITED METHODIST CHURCH**  
**5001 Baptist Road**  
**Pittsburgh, PA 15236**  
**412-882-9300**

**PURPOSE**

**To grow disciples of Jesus Christ to teach and care for all God's children.**

**MISSION**

**As Christ-center, caring people, we invite in and reach out to our community,  
embracing God's love in all people.**

**VISION**

**To be led by Jesus Christ and empowered by the Holy Spirit.**

**MOTTO**

**Grow**

**FUNDRAISING POLICY**

Fundraising includes any activity that asks for money or goods. Please complete and return the attached form to the church office, attention of the Finance Chairperson at least 4 weeks prior to the activity and by the 1<sup>st</sup> Sunday of the month.

The attached guidelines shall be followed by groups and individuals wishing to hold fundraisers/solicitation of goods. The guidelines are intended to organize the scheduling of fundraising events, to control the exchange of money during the worship hours, and to ensure the request is consistent with the Baldwin Community United Methodist Church (BCUMC) Purpose, Mission, and Vision. This policy applies to all BCUMC committees, congregational or church-wide organizations, and special interest/community groups seeking the involvement of BCUMC and its facilities in their fundraising/solicitation of goods activities.

## **BALDWIN COMMUNITY UNITED METHODIST CHURCH FUNDRAISING POLICY**

### **FUNDRAISING POLICY**

1. Fundraising cannot involve gambling (see attached Gambling Policy).
2. No fundraising activities are permitted during a worship service.
3. Fundraising events must be approved by the Finance Committee before the event occurs.
4. Commercial fundraising, which is defined as a one-time event utilizing commercial means to raise funds for a designated purpose must meet the following criteria:
  - A. A member of BCUMC must actively participate in the event.
  - B. It supports the Purpose, Mission, and Vision of the church and/or provides an outreach to the community.
  - C. It has been approved by the Finance Committee.
5. Fundraisers should follow the fundraising approval process and will be approved for a maximum period of one year. All fundraisers need to seek renewal on an annual basis.

### **FUNDRAISING APPROVAL PROCESS**

1. **Contact the Church Office** – At least 4 weeks in advance to check for availability of the date/location requested.
2. **Submit a Fundraising Request Form (forms are available from the Reception Office or the Administrative Assistants' Offices)** – At least 4 weeks in advance of the fundraising by the 1<sup>st</sup> Sunday of the month, submit the form to the church office so that it can be added to the Finance Committee meeting agenda.
3. **Finance Committee Reviews** – All fundraising requests are reviewed and approved/denied as part of the monthly Finance Committee meeting. Confirmation will be given after the 4<sup>th</sup> Monday of the month.

### **FUNDRAISING GUIDELINES AND PRACTICES**

1. Building fellowship in the church and service to the community are important goals of these activities.
2. Products offered for sale should be handled in a low-key manner, and limited where membership comes to or leaves from the worship services.
3. The fundraising should not detract from other financial stewardship efforts within the congregation.
4. If approved fundraising activities have a negative effect on our congregational life, they should stop.
5. The activity should afford satisfaction and dignity to those who engage in it.
6. The activity should provide an avenue for people to use their abilities and to express willingness to serve others.

**Fundraising Request Form**

Fundraising includes any activity that asks for money or goods. Please complete and return this form to place in the Finance Committee’s mailbox at least four weeks prior to the activity and by the 1<sup>st</sup> Sunday of the month.

**Today’s Date:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Activity Contact:**  
**(If Different)** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Name of Activity:** \_\_\_\_\_

**Renewal:** \_\_\_\_\_ Existing \_\_\_\_\_ New \_\_\_\_\_ **Activity Sponsor:** \_\_\_\_\_

**Frequency:** \_\_\_\_\_ One-time \_\_\_\_\_ Ongoing \_\_\_\_\_ **Organization Name:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**End Date:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Brief Description of Activity:** \_\_\_\_\_  
\_\_\_\_\_

**Purpose of the Funds:** \_\_\_\_\_  
\_\_\_\_\_

**Logistics:** Schedule space and set-up with the Church Office and the Business Administrator after receiving approval. Please provide newsletter and bulletin articles in Microsoft Word format to the church office two months before the event.

**Details:** \_\_\_\_\_  
\_\_\_\_\_

**Publicity:** \_\_\_\_\_ Would like to post on a bulletin board: \_\_\_\_\_ flyer \_\_\_\_\_ sign-up sheet.  
\_\_\_\_\_ Would like to publish an article in: \_\_\_\_\_ Worship Bulletin and/or  
\_\_\_\_\_ Monthly Newsletter

Please note that activities are publicized in the newsletter for 2 months preceding the activity and in the worship bulletin for 2 weekends.

**Additional Publicity Requests** \_\_\_\_\_  
\_\_\_\_\_

**NOTE: The Church office must be notified ASAP of any cancellations.**

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Church Office and Finance Committee Use Only

Church Office Received Date: \_\_\_\_\_ Received By: \_\_\_\_\_  
Finance Committee Approved Date: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Activity Requestor Notified Date: \_\_\_\_\_ Notified By: \_\_\_\_\_

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