

**ADVENT LUTHERAN CHURCH
POLICY FOR REQUESTING APPEAL/FUNDRAISER**

To help foster the true meaning and growth of Stewardship so that each of us share what God has given us yet not be distracted by too frequent or inappropriate requests for financial and non-financial support, we adopt the following modified Appeal Policy for Advent Lutheran Church.

When an individual or a group, church board, or auxiliary (LMIM, WIC, etc) wishes to solicit financial or non-financial contributions from members of the church while assembling for worship, they shall follow the Appeal Request Procedure prior to conducting the appeal.

This policy shall apply to both financial and non-financial appeals. Examples of non-financial appeals are food drives, clothing drives, toilet paper drives, and people labor requests. It shall also apply to appeals where an item or service is sold in return for a contribution or other means of support.

Long-standing events that are not required to follow this process are: LMIM BBQ and auction, Crop Walk, Chili Supper, Souper Bowl Sunday, Easter Breakfast, Christmas in July, and Angel Tree.

Appeals will be labeled INTERNAL or EXTERNAL by the Stewardship Board. INTERNAL appeals are those coming from boards and auxiliaries and any appeal directly connected to the ministries of this congregation. EXTERNAL appeals would be those that arise from organizations or activities in which a member or members of Advent are participating but the organization or activity is not officially a ministry of Advent Lutheran Church. Examples of EXTERNAL appeals include but are not limited to Girl Scout cookie sales, Boy Scout popcorn sales, greeting cards or wood-carvings from Peru, MS Bike Ride, any “walks” such as cancer, heart, diabetes, etc with the exception of the CROP walk) and any “-thons”.

Appeals will also be labeled ACTIVE or PASSIVE by the Stewardship Board to define the methods that can be used to make the appeal. An ACTIVE appeal would be visible on Sunday through announcements, people, and/or tables in the gathering space or courtyard, and any other face-to-face appeal. PASSIVE would be only written announcements distributed through newsletter, email, bulletin, monitor, mail boxes, or bulletin boards.

Any appeal shall be conducted ONLY IN THE COURTYARD OR IN THE GATHERING SPACE OR FELLOWSHIP HALL and away from the sanctuary, narthex, and front doors to narthex. This is to help remind us that we come to church primarily to worship God and build relationships with members of His family and not to conduct business.

This policy is adopted not to discourage appeals but to manage the number and quality of requests made to the congregation. If the flow of appeals is better managed, the members of the church will be more responsive to the call of charity found within each of us.

MODIFIED: _ July 26, 2009 from previous version of March 12, 2001; approved by Council

REQUEST TO CONDUCT AN APPEAL/FUNDRAISER WITHIN ADVENT LUTHERAN CHURCH

Before completing this form, please read the guidelines on the reverse of this form. Once the form is complete, please send the form electronically to Gene Reid, Chair of Stewardship (sptsdn2@aol.com) or place in his mailbox. Once reviewed, it will be returned to you with approval or non-approval based on the published guidelines. The Stewardship Board normally meets on the 3rd Monday of each month.

Name of member/group seeking appeal:			
Organization benefiting from appeal:			
Brief description of the fundraiser:			
Date desired for appeal:			
What is the duration of the appeal? Please mark the correct response.			
One week	Two weeks	3 weeks	
Longer (please state duration)			

To whom will the funds collected be sent?	
How will the funds be used?	
Will the funds be run through the church Treasurer?	
To whom are checks to be written?	

Please select all the methods below that you would like to use to publicize the appeal.			
Email:	Newsletter:	Weekly bulletin:	Special mailing:
Sign in narthex:	Sign in gathering space:	Table/display not staffed:	Table staffed:
Worship announcement:	Video screen in gathering space:	Temple talk:	Notice in mailboxes:

Requester's signature:	Date:
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Approved:	Not Approved:	(Reason)
Designation:	Internal External	Active Passive
Signed (Stewardship Board Chair)		Date:

PROCEDURE FOR REQUESTING REQUESTING/CONDUCTING AN APPEAL/FUNDRAISER WITHIN ADVENT LUTHERAN CHURCH

This procedure is not to discourage appeals but to manage the number and quality of requests made to the congregation. If the flow of appeals is better managed, the members of the church will be more responsive to the call of charity found within each of us.

Any individual, group, church board, or auxiliary such as LMIM, WIC, etc. wishing to solicit financial or non-financial contributions from members of the church while assembling for worship shall complete the “Request to Conduct An Appeal/Fundraiser within Advent Lutheran Church”. Examples of non-financial appeals are food drives, clothing drives, toilet paper drives, people labor requests, etc. Long-standing events that are not required to follow this process are: LMIM BBQ and auction, Crop Walk, Chili Supper, Souper Bowl Sunday, Easter Breakfast, Christmas in July, and Angel Tree.

Requests should be submitted at least 30 days prior to the appeal start.

The completed form should be submitted by email to the Stewardship Board Chair, Gene Reid (sptsdn2@aol.com) or placed in his mailbox for review and approval or non-approval by the Stewardship Board.

All appeals with tables or displays where money is exchanged shall be conducted in the courtyard or within the gathering space or fellowship hall away from the sanctuary, narthex, or outside doors into the narthex. This is to help remind us that we come to church primarily to worship God and build relationships with members of his family, not to conduct business.

The individual or group conducting the appeal is encouraged to attend the Stewardship Board meeting when their request is reviewed to assist in evaluating the appeal and providing input regarding scheduling and appeal logistics. Meetings are normally held on the 3rd Monday of each month but please check with the Board to confirm their next scheduled meeting date.

The Stewardship Board will evaluate the appeal request based on several criteria such as:

- Does the appeal serve the mission of the Christian church?
- Does the appeal serve a member or members of the congregation?
- Does the appeal have high efficiency (i.e., does most of the charity raised go to those in need?)
- Does the appeal have broad acceptance and/or other avenues available other than appealing to church members as they assemble for worship?

The Stewardship Board will label the appeal “INTERNAL” (coming from an Advent board, auxiliary, or directly connected to a ministry of our congregation), “EXTERNAL” (coming from an organization or activity in which a member(s) of Advent are participating but the organization is not officially a ministry of Advent. Examples are Girl Scout cookie sales, MS bike ride, any “walks” except Crop Walk, and any “-thons”)., “ACTIVE” (as in visible request on Sunday morning), and “PASSIVE” (as in appeal made through newsletter, email, bulleting, mailboxes, monitor, or bulletin boards). Also the Stewardship Board may make suggestions to the individual or group regarding options for making the appeal.

In the event the Stewardship Board does not approve an appeal, the individual or group can appeal the board's decision to the congregation council which can overturn the decision of the Stewardship Board if appropriate.