



Fundraising Policies

approved by Session on July 6, 2010
revised & approved by Session on September 3, 2013
revised & approved by Session on March 1, 2016

Purpose of these Fundraising Policies:

Fundraisers are an important part of an active church life. They not only provide for the opportunity for our congregation to strengthen its commitment and contribution to the work of Christ but also provide needed funds for the work of the ministries and missions of the church.

This document sets out the process and policies that Zionsville Presbyterian Church (ZPC) will follow with regard to fundraising efforts. These fundraising policies are established to provide a consistent method to be used both within the church and with outside non-profit groups. While the document attempts to be thorough, in the event of an exception or situation which arises that is found to be outside the scope of this document, the Session of ZPC will in all cases serve as the final arbitrator of the policies herein.

Scope of these Fundraising Policies:

The general policy on fundraising is that review and approval of either a ZPC pastor or the Session is required before any group or ministry inside or outside the church may solicit funds or donated items for any reason.

Fundraising includes all individuals that may be soliciting funds or donations from members of the congregation or for specific events. Requests by ministries for all donations are also subject to this policy.

Ministry Fundraising:

1. All fundraising activities must be for a ZPC ministry or a non-profit organization.
2. All fundraising requests must be pre-approved by a ZPC pastor or Session
3. The ZPC directory (print or electronic) may not be used to solicit funds by mail, email, telephone, or social media.
4. The Ministry Leader or Organizer is responsible for the reporting, tracking, and timely deposit into the office safe of all funds collected.
5. Use of the ZPC name in advertising or soliciting funds or donations must be pre-approved by Session.
6. Fundraising will not interfere with worship services.
7. Fundraising must include clear communication describing the resulting use of the funds collected.
8. The ministry individual or outside group will communicate the results of the fundraising endeavor to the ZPC finance office or Finance Team.

Who Can Raise Funds:

At ZPC, fundraising can be subdivided into two (2) primary categories.

1. Efforts that directly benefit the mission and/or family of ZPC and directly fund ZPC ministry. Examples include:
 - a. Youth Ministry Bake Sales, Concerts and 5K Runs
 - b. MOPS (Mothers of Preschoolers) Bake Sales
 - c. Other Mission Trips, Events, or Christmas Missions
 - d. Donated items collected for IHN, VBS, Crawford Manor, or College Connection

2. Efforts that benefit the mission and/or family of ZPC but do not directly fund ZPC ministry. Examples include:
 - a. Great Banquet, Kairos Prison Ministry, & Zionsville Food Pantry
 - b. Habitat for Humanity & Fuller Center for Housing
 - c. ZPC members' mission trips

Fundraising efforts in Category One above, may be approved by a ZPC pastor. Fundraising efforts in Category Two above, must be approved by the Session. At its sole discretion, the Session may consider and approve fundraising requests that do not fit within these primary categories.

Process for Submitting a Fundraising Request:

All requests for fundraising will be submitted in writing by the sponsor or organizer to the ZPC Associate Pastor a minimum of six weeks prior to the event. Fundraising requests must include information such as, "who, what, when, where, why". Please complete the Fundraising Approval Request form available on the ZPC website. Upon receipt, the Associate Pastor will review the request and then present all Category Two requests to the Session of ZPC in writing. The Associate Pastor will work with the ZPC staff to balance opportunity and visibility of fundraising requests in the Gathering Space on any given Sunday to ensure that such efforts do not feel overwhelming to the family of ZPC.

All fundraising events and efforts will also be subject to availability and staffing of facilities before final approval and prior to any date being confirmed.

Communication of all approved ministry fundraising efforts must be coordinated with the ZPC communications director.

Upon Session approval, this document will become an attachment to Session minutes and as such become a part of the operating procedures and policies of Zionsville Presbyterian Church.