

**Immanuel Lutheran Church
Wentzville, Missouri**

FUNDRAISING POLICY

STATEMENT OF BELIEF

In addition, ILCW is part of The Lutheran Church—Missouri Synod (LCMS) which is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

Therefore, we believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, this congregation accepts without reservation the writings contained in the Book of Concord: (The Confessions of the Evangelical Lutheran Church) and agrees to conform all our teaching and practice to the Scriptures and the Confessions.

In order to conform to the Scriptures and the Confessions, we issue the following statements of belief.

Statement of Belief on Marriage, Gender, and Sexuality

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

However, we also believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of ILCW.

Statement of Belief on the Sanctity of Human Life

We also believe all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically and/or intellectually disabled, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

PURPOSE:

Immanuel Lutheran Church supports our ongoing ministries through the faithful financial stewardship of our members. Monies received are expended through a budget proposed by the Board of Directors and approved by the voting stewards. However, there are times that additional funding may be required for projects or ministries that are not covered by the budget or that are underfunded. The purpose of this policy is to ensure that fundraising activities support our values, vision and mission and are in alignment with the goals of Immanuel Lutheran Church.

GOALS:

- Generate financial support for our unfunded and underfunded ministries.
- Provide opportunities for our stewards to share their time and talents.
- Build relationships, commitment and community among participants.
- Give our stewards a sense of event and ministry ownership.
- Promote unity among our congregation and the community.

POLICY:

A fundraiser can be a social function, event or sale that is held for the purpose of raising funds for a specified cause, project or ministry that is either not budgeted or underfunded.

The intent of this policy is that it will apply to larger church-wide fundraising events that require substantial facility space. The Board of Directors, or their sub committee, will make the final decision on which events must follow this policy.

All requests for larger church-wide fundraising must be approved by the Board of Directors directly or through a sub committee created specifically for this purpose.

All individuals/groups making a request must read and comply with this policy.

Fundraising events should cover all expenses, plus make additional money.

Fundraising requests must be submitted in writing and contain the following information:

- Name of ministry or group, if applicable
- Name, phone number and email address of contact person(s)
- Description and purpose of event
- Dates, times, and facilities needed for the event
- Estimated expense budget
- Additional resources needed

Before scheduling an event, a request must be made to the church office to ensure that the event does not conflict with other events.

Outside vendors should provide proof of insurance before the event begins.

If alcohol is to be served at the event, the Alcohol Policy should be followed.

If the fundraising event is planned to be outdoors, plans should be made for inclement weather, including scheduling the facilities as a back up plan and planning for severe weather.

Proper procedures for the handling of cash and receipts should be accounted for. Please direct any questions to the Business Manager.

A receipt should be provided to anyone donating cash, goods or services, where reasonable. The receipt should include the name and address of the donor, date of donation, and type and amount of donation. An accounting of the donations should be turned in at the end of the fundraiser.

The Board of Directors, or their sub committee, will maintain a separate bank account for the purpose of funding the event expenses. The church will initially fund the account and all money will be returned to the church should the account be closed. All deposits and expenses will go in and out of this account. Upon completion of the event, a financial summary, including all monies collected and expenses paid, must be presented to the Board of Directors, or their sub committee.

Please use the following guidelines for all deposits and expense reimbursements:



632 E. Hwy N
Wentzville, Missouri 63385
(636) 327-4416 www.ilcsw.net

DEPOSITS:

All funds are to be deposited in the church safe clearly labeled with the name of the fundraiser and the total amount enclosed. [The church safe drop box is located in the hall behind the front of the sanctuary by the wheel chair lift.]

An email is to be sent to the following two email addresses [Sue Ebert, church bookkeeper and Anna Brandt, church treasurer] so the funds will deposit in the bank as quickly as possible. In the email please tell us the name of the fundraiser and the total dollar amount deposited in the safe.

busmgr@ilcsw.net and bookkeeper@ilcsw.net

You will receive a confirmation email when the deposit has been processed.

EXPENSE REIMBURSEMENTS:

Please complete an expense reimbursement form for each different payee. You may make as many copies of this form as you need.

These forms can be turned into the church office, placed in the bookkeeper's mailbox in the church office work room or deposited in the church safe along with the money for deposit. Your reimbursement should be processed within 3 working days.

A copy is attached.

DONATION LETTERS:

Donation letters should be completed by the committee member at the time the donation is made. Please retain a master sheet of your donation letters in case a person would need a replacement letter. The church office has sample donation letters and letterhead.



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EXPENSE REIMBURSEMENT FORM

To: Fundraising Accounting Team

From: _____

Date: _____

Please provide reimbursement for expenses spent on the following:

Fundraiser: _____

Amount to be Paid: _____

Person / Business to be Paid: _____

Address: _____

City, State & Zip Code: _____

Fundraiser Chair Approval: _____



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DONATION RECEIPT

Name: _____

Address: _____

Date: _____

Type of Donation (cash, check, service or goods):

Amount of Donation (if cash or check):

With this gift, you did not receive any goods or services in exchange for your donation other than religious benefits.

Thank you for your generous support of Immanuel Lutheran Church

Fundraiser: _____