



# Williamson's Chapel United Methodist Church

*"A church at the crossroads reaching out to the world"*

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## **Fundraising Guidelines for Williamson's Chapel United Methodist Church**

***Fundraising is defined as any activity or drive designed to provide additional funding for ministries, missions, or capital improvements.***

All fundraising activities must receive prior approval, whether conducted on or off church property and whether conducted by a church group or on the group's behalf.

These guidelines are to facilitate successful fundraising, to encourage healthy fundraising activities, to properly plan and schedule the use of church facilities, and to ensure that such activities are within the mission and ministry of WCUMC and the practices and *Discipline of the United Methodist Church*.

All groups, wishing to participate in fundraising activities during the year, are encouraged to plan as far ahead as possible. Fundraising requests will be accepted in early fall for the following calendar year.

### **Procedures:**

- All fundraising activities will need to secure prior approval, including signs, bulletin inserts or flyers advertising the event. A request form, available in the Church Office, must be completed and submitted to the Director of Administration and Technology.
- The Director of Administration and Technology in consultation with the ministry staff and the N.O.W. Team Leaders (Nurture, Outreach and Witness Chairpersons), has the responsibility to approve or not approve fundraising requests. The Director of Administration and Technology may defer, for any reason, to the Senior Pastor who will have the final decision.
- Requests will typically be granted on a first come basis.
- Requests should be made at least 60 days in advance.
- Requests involving the use of church facilities (fellowship hall, classrooms, kitchen, chapel, parking lots, etc.) must follow the established guidelines for the facilities' use and scheduling. Note: Confirmation of church facilities is not guaranteed until 90 days prior to the event date.

### **Guidelines:**

- Plan fundraising activities thoroughly, as that is taken into account in the approval process.
- Excessive number of fundraisers is discouraged by any one group/organization.
- Sunday fund raising activities (Dinners, Bake sales, etc...) are generally limited to one Sunday per month.
- Fundraising solicitation in person by individuals or groups will not be permitted. (Solicitation activities will not be permitted in the Narthex or next to the Fellowship Hall or the common areas immediately outside the doors at any time).
- Bulletin inserts, posters, flyers and signs are limited to four weeks of publication or display.

### **Examples of Acceptable Fundraisers:**

- Activities that involve fellowship and social gatherings such as dinners and shows, service projects, yard sales, etc.
- Sales of craft items and baked goods.

### **Examples of Unacceptable Fundraisers:**

- Activities that resemble gambling (bingo, betting pools, raffles, lottery).
- Activities that sell advertising in church publications or posted fliers.
- Activities that involve/include the distribution of tobacco products or alcohol.
- Participating in rebates or discounts paid to the church for frequenting a business such as a restaurant or food delivery.

***“We are a community of Christians called by God to be the Body of Christ in the world: to worship God, to proclaim the Gospel, and to minister to the needs of those in our community and in the world.”***