

## **HTSSM FUNDRAISING POLICIES, PHILOSOPHY, PRINCIPLES AND PROCEDURES**

Fundraising activities should: highlight the needs of the HTSSM as well as build community within the church and enthusiasm for its ministries; and be seen as an integral part of the HTSSM Outreach plan by providing funding for projects that are of benefit to the wider community.

Fundraising activities consist of all HTSSM activities in which funds are requested. Exceptions include capital campaigns, altar/memorial flowers and coffee hour free-will offerings.

Fundraising activities must include consideration of a balance between member asks and asking the wider community to support the ministry of HTSSM

In order to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, the following principles are to be followed:

- The fundraising activity must address necessary needs of HTSSM internally and/or externally
- The fundraising activity itself must be compatible with the identity and mission of HTSSM
- The group raising funds must be aware of and respectful of the needs, customs, and integrity of church ministries and organizations, and should seek to build partnerships in cooperation with other groups to avoid competition and duplication.
- Church groups, in planning their fundraising activities, must be respectful of all members of the church including those who are unable to contribute.
- The church, in its administration of funds raised, has a responsibility to be a good steward of these funds in regards to the church and the wider community.
- The church should be informed, in a timely manner, before, during, and after any fundraiser as to the goals and accomplishments of those fundraisers, including reporting of final totals, and acknowledgement of volunteers and supporters of the fundraiser.

### **Approval**

- The first step for ALL HTSSM fundraising project is to acquire and fill out the Fundraising Application Form
- The form must be submitted to the Coordinator of Financial Planning, Stewardship and Fundraising. Once all required information is gathered, the form will be submitted to Parish Council for approval. No scheduling of events can take place before PC approval
- Applications will be reviewed on a first-come, first-served basis.
- The decision for or against approval may not be immediate, depending on the need for further information or consultation.
- No more than one fundraising event will be scheduled per Sunday.
- On-going fundraisers will be reviewed annually.
- Applicants may, and in fact are encouraged to make suggestions as to where the funds raised will be

applied. Parish Council will honour those requests as possible. It is however the policy of HTSSM that we must first fund the operation of the church to ensure that we can provide ongoing and stable support to outreach projects.

These policies are to be followed strictly by all church groups which participate in fundraising. Exceptions are noted, or will be granted as it is judged appropriate.

### **Philosophy of Fundraising for HTSSM**

We see two different types of fundraising.

The first is designed to raise significant funds for identified projects within and outreach projects from HTSSM. When the fundraiser is primarily internal, organizers should avoid high overhead events and seek to ask directly. An internal fundraiser that costs us, for instance, \$20 dollars to achieve \$40 dollars in a donation, is a net \$20. If possible a direct ask of \$30 is favoured in this example. High overhead fundraisers should always be focuses externally.

The second type might be better described as “fun”raising. If the goal is to enjoy, build community, enhance relationships, then breaking even financially might be the best target.

In all applications, it is imperative that the organizers give significant consideration to, and complete explanation of, the goal of this event and how it fits the mission, ministry and community of HTSSM