

First Parish Church of Stow and Acton

Fundraising Council

Policy # 34

Revision # 00

I. POLICY STATEMENT

This policy identifies the role and scope of the fundraising council in helping to oversee and coordinate the various fundraising activities at First Parish Church of Stow and Acton (FPC). In addition, it outlines the role and responsibility of the chair of the council.

II. SCOPE

The Fundraising Council along with the chair oversees, evaluates and documents all fundraising activities of FPC. The Fundraising Council reports to the Board of Trustees (Board) and at the Board's discretion, reviews and approves any new fundraising proposals.

III. RESPONSIBILITY

The Fundraising Council is made up of individuals (Chairs/Co-Chairs) who lead individual fundraising events/activities at the church, as per the fundraising policy. The Council's function is to assist the Fundraising Council Chair by discussing and evaluating present and past events and suggesting/planning new events. Fundraising events may have a finite life cycle and the Council can decide that the event is no longer of interest to the community.

Council Membership shall

- Prepare documentation for how the event runs for future chairs
- Hold a debrief after the event.
- Prepare a report of the event.
- Work with the Finance Chair to determine estimates of income from events for future budget purposes.

The Chair of the Fundraising Council shall:

- Be elected by the members of the Council with support from the Nominating Committee.
- Serve on the Program Church Council and represent the Fundraising Council to that body; serve as liaison with a designated Board of Trustee member and minister; speak to other groups as an advocate of Fundraising Council.
- Plan, organize, and chair Fundraising Event Council meetings.
- Provide feedback to the Clerk about the policy.

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- Work with other Program Council Committees and the Minister as necessary to establish the types of fundraising events for the year.
 - Consolidate submissions from fundraising event organizers to create the Council's annual report.

The Fundraising Council Chair is NOT responsible for:

- Raising funds for denominational appeals or special campaigns such as building or renovation programs or for specific committee needs, although they may serve as an information resource for those efforts.
- Chairing fundraising events (unless they are leading those events by choice).

Required Skills of the Chair

Communication, organization, leadership, interpersonal and computer skills are required for members of this council. It is essential for the Chair to have had experience in chairing and working on fundraising events.

- Time Required

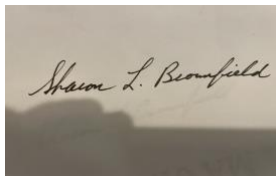
The council will determine how often they meet but will meet at a minimum 3 times a year.

IV. DEFINITIONS (none)

V. REFERENCES

Fundraising Policy #19

VI. APPROVAL SIGNATURES



12/09/21

Originator / Date

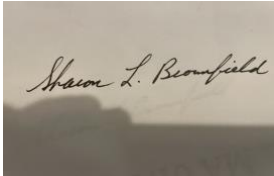
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On behalf of the Board of Trustees

A rectangular box containing a handwritten signature in cursive script that reads "Sharon L. Beaufield".

2/15/22

FPC President / Date

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Attachment 1

Policy Attachment(s)

[Elaboration and clarification if needed, forms to be used, etc. Delete this page if not used.]