



First Evangelical Church of San Gabriel Valley

聖迦米羅省基督教會

3658 N. Walnut Grove Ave. • Rosemead, CA 91770

Tel: (626) 571-5537 • Fax: (626) 571-1040 • Website: www.fecsgv.org

Fundraising Policy and Procedures

Fundraising can be conducted as means to support ministerial financial needs that are not covered in the current annual budget. The fundraising and offering guidelines should clearly states that the tithe is the basic responsibility of Christians and it is to cover general expenses of church operations. Any other offerings or fundraising donations are promoted as “other than Tithe”.

All fundraising projects involve any one of the following activities will be required to submit the Fundraising Proposal to Finance Committee (FC) for approval prior to conducting the event. They are:

1. Issuing church receipt to donor
2. Using church facility
3. Using church programs or publications

FC needs to forward the request to EB for approval in case of the situation that is beyond the above mentioned scope or when in doubt. FC will inform the requester of the decision when it is made.

- **Guidelines for receiving donations from:**

1. No strings should be attached to the donation, such as asking for any favors or exchanges, or quoting our church name, etc.
2. Donations are given to the ministry or work projects only, and not to individuals.
3. The donor, as far as we know, does not conduct any business that violates biblical values or standards. Also, the donor does not have a reputation of immorality.
4. If the donation comes from a foundation, the purpose and philosophy of the foundation should not conflict with the biblical values and teachings.
5. Non-Christians donations are generally acceptable. .
6. We will evaluate each donation on a case-by-case basis.

- **Guidelines for receiving designated donations:**

1. A donor is welcome to give donations to designated ministries or work projects, but not to individuals.
2. The final authority of using the designated donations does not lie in the donor but in the governing body of the church.



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3. The governing body will try to honor the donor's intention of the designated donation as long as it is in line with the church ministry plan and philosophy.

- **Tithing (The relationship between tithing and other donations):**

1. The practice of tithing is basic and foundational. Church people are encouraged to tithe faithfully before giving any kind of donation.
2. If church people want to donate money to any specific projects or ministries, it should be on top of tithing and not diverting from the tithing itself.

- **Procedure:**

- i. Any church members who intend to conduct fundraising in the church will need to submit a proposal to chair of FC. The proposal will have to include the followings;
 1. purpose of the fundraising in detailed description
 2. targeted donors
 3. responsible party
 4. scope of the event
 5. targeted amount
 6. duration of the fundraising (on going or one time event)
 7. proposed method or event to promote the fundraising and the timeline
- ii. FC chairperson will then call a FC meeting to evaluate and approve the proposal. In case FC finds that an unanimous decision cannot be reached or they need further guidelines on the issue, FC chair will bring this proposal to EB meeting and seek next level decision.
- iii. Once the final decision has been made, FC chair will notify the requester, Elder Board and Deacon Board on such event;
- iv. If the scope of the fundraising project is cross congregational, Financial Deacon will coordinate with the responsible party and see that support will be given from the DB and all the necessary financial arrangement will be made;
- v. FC will keep the copy of the proposal and the result on file;
- vi. The above proposed procedure is subject to change at FC's recommendation and EB approval.