



Event and Fundraising Policy

March 2024

Purpose

This comprehensive policy outlines the procedures for requesting and obtaining approval for organizing events, conducting fundraising activities, and gaining approval for building use associated with 1st Street Church. The goal is to ensure effective communication, alignment with the church's mission and values, and the overall success of events and activities within the church premises.

This policy applies to all church staff, ministry leaders, and volunteers planning events, fundraising activities, and seeking building use approval within or on behalf of 1st Street Church.

Procedure

1. Event Proposal

Anyone interested in organizing a church sponsored event or conducting fundraising activities within or on behalf of 1st Street Church must submit an event proposal for review. The proposal should include details such as the purpose, date, time, location, audience, and a preliminary budget. One can submit an Event Proposal at:

<https://1ststreetchurch.com/forms>

2. Fundraising

If the event includes fundraising activities, the proposal must explicitly outline the fundraising purpose, methods, and how funds will be utilized in alignment with 1st Street Church's mission.

3. Building Use Approval

If an event is to be held on church property, approval is required for building use. In addition to the details of the event, the event proposal must include the intended areas of use in order to reserve the facility.

4. Submission Timeline

Event proposals should be submitted at least one month in advance of the planned date. If it is a church sponsored event that will receive advertisement from the church, the event proposal must be submitted one month before advertising begins.

5. Review and Approval Process

The Lead Pastor or an appointed administrator will review the event proposal, fundraising components, and building use requests, considering their alignment with 1st Street Church's mission, values, and overall vision.

If modifications are needed, the reviewer will provide feedback to the event organizer. The organizer must address any concerns or make necessary adjustments to the proposal and building use request before final approval.

Once the event proposal, fundraising activities, and building use request are approved, the Lead Pastor or a designated representative will notify the organizer in writing. Approval may be granted with specific conditions or recommendations for the successful execution of the event, fundraising efforts, and building use.

After approval, events that require church advertisement must have all information and advertising materials to the Lead Pastor at least one week before advertising begins. Churchwide events are typically advertised for four consecutive Fridays before the event. Other events are typically advertised for two consecutive Fridays before the event.

Exceptions

If deemed necessary, the Lead Pastor may grant exceptions to this policy based on the nature and urgency of the event and fundraising need.

Weddings and Funerals

Due to the nature of weddings and funerals, 1st Street Church does not consider these activities to be church events, but ministry activities. As such, they are rarely advertised to the whole church and not intended to be fundraising activities. They are exempt from needing an event proposal. Instead, organizing a wedding or funeral is to be done according to the Wedding and Funeral Policy.

Communication

This policy and others can be found at <https://1ststreetchurch.com/info>

This policy will be periodically reviewed to ensure its effectiveness and relevance. Amendments may be made with the approval of the Lead Pastor.