



Fundraising Approval Form

Events/Happenings
(Updated 6/2023)

While we recognize and support means and methods for Fundraising events and happenings, for various causes, people, and projects, it is **Bridgeway Church's** (and in part, **The Church of the Nazarene's**) policy to have a controlled, godly handle for accountability and projection purposes. The accountability deals with how we account for funds/monies, disperse them, and report on our financial statements. The projection factor deals with how we advertise, appeal, and communicate to others inside and outside of our church community. It is our desire to be above reproach and exemplify the characteristics that our Lord intends.

The primary purpose of **Bridgeway Church** is a **spiritual** one. We are a local church community/family with local, regional, and global connections and relationships. Our call is to serve and work in helping to fulfill Christ's Great Commission: to go, to baptize, to teach, and to obey (see Matthew 28). As a church seeking to accomplish this in our Arminian/Wesleyan/Holiness of heart and life doctrines, our history is to do our part in leading others to a saving faith and into entire sanctification, as the Holy Spirit guides.

We do seek to help in ways and means that require Fundraising. Whether it be for a special trip or journey for Kids/Teens Ministries; equipment/materials for expensive repairs for God's House; or to help someone, or a family, facing a devastating financial situation—raising funds for assistance and help can be a very worthwhile method. Over the years, Bridgeway's Fundraisers have aided in tremendous ways for many people and several reasons. While our Policy is short in length, it is detailed for the purpose(s) of clarity. If you have questions or need further details, we encourage you to seek answers **PRIOR** to ANY organization, planning, or scheduling of a Fundraiser.

Here is the Contact Information:

Pastor Porter Graves, III
Lead Pastor
pastorpg@bridgewaync.org
(252) 728-1929

Martha McAdams
Fundraising Coordinator
martha@genuineamishfurniture.net
(252) 619-4636

Kathy Odell
Church Financial Director
Kodell1205@gmail.com
(252) 665-0843

Requirements for Approval (for any Fundraiser):

- A determined need must be established, and communicated, in writing, by any ministry/person. This must be written out and signed by the Ministry/Person/Department Head or Leader who is seeking to execute the Fundraiser. It must be a form that can be copied and retained.
- The Form referenced in the point above must be sent/delivered/given to one of the Contacts listed on Page #1. There are many items that must be checked and verified, and we cannot make any exceptions to the notifications. Ideally, it should be given to the Fundraising Coordinator.
- Approval must be received prior to any advertising, coordination, or planning of the Fundraising activity. Our goal is always to have a response within 48 hours, to all requests. The Fundraising Coordinator will consult with the Pastor, and the Church Treasurer, as needed.

Upon Approval, please note:

Many Fundraisers require multiple layers of assistance. Please be sure to keep the Fundraising Coordinator notified of what may be needed (as far as people and supplies are concerned), in order to execute the Fundraiser to the best of your ability.

Where materials/supplies are needed, it is the responsibility of those coordinating/directing the specific Fundraiser to purchase, receive, and have available supplies on hand. The items in the Church Kitchen supply closet are for Church Events and Happenings, and should not be used for Fundraising efforts. Please ensure the Fundraiser is prepared to provide for all items necessary.

Where cash is involved in donations and tickets and other reasons—the requirement of Bridgeway Church is to have at least two (2) members of the Church, in good standing, verify the monies and sign-off on the amount/totals. Additionally, any expenses that were paid out of this cash must be documented and signed off on. Count Sheets are available in the Office.

It is also strict Policy **not** to involve ourselves, or the Church, in any Fundraising activities that would involve, or give, the appearance of “gambling.” Therefore, **no** 50/50 or lottery-style systems are allowed to be used. If there is something you are unsure of, please don’t hesitate in contacting us for clarification.

Thank you for your understanding and support in these matters and policies.

I have read and agree to the Fundraising Policy of **Bridgeway Church**, and to all of its requirements as set forth in this document.

Printed Name

Today’s Date

Signature