

## **Community Needs**

Liz Bruning, Chair  
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OUTREACH COMMITTEE (*Manual, p. 39, listed under "Operations Committee"*)

Purpose: The purpose of this committee is to distribute funds collected during Sunday morning services to non-profit agencies, religious organizations, charities and groups within Grand Traverse, Leelanau, Benzie, Kalkaska, and Antrim counties which provide charitable services only.

Procedures:

The committee will consist of three to five members who will meet quarterly or as needed.

The committee will provide donation application forms in the congregation office and in the Beacon.

Members and friends of the congregation complete the donation application forms in full and submit to the committee.

The committee will carefully consider all requests and if deemed appropriate decide how much money will be sent based on available funds.

In the event there are no requests for donations, the committee will identify a non-profit agency, religious organization, charity or group to receive donations during that quarter.

The chairperson of the committee will complete an expense request form and submit it to the church accountant. The donation will then be sent with a letter from the chairperson.

The chairperson will also submit a quarterly report to the Board and an annual report to the congregation.

Board approval 2011-11-15

Policy: Offertory Services Collections (*Manual, p. 61, listed under Financial Policies & Procedures*)

Currently the collections made at worship services are divided into 2 sections:

- The first section is designated for Congregational pledge payments and donations.
  - The second section is for support of local community outreach, except when a special collection is approved by the Minister. In the absence of the Minister the Board may approve the special collection. Advice and recommendations from the Community Outreach Committee and the Pastoral Care Committee will be welcomed. These designations will be announced before each collection. The Community Outreach Committee, Pastoral Care Committee and Church Accountant should be notified of an approved special collection. Our current default practice is to direct the accumulated community outreach collection quarterly as follows:
    - 3/4 to the Community Lunch fund but limited to a \$1,200 balance. The remainder is directed to the Community Outreach Fund serving local nonprofit organizations.
    - 1/4 to the Pastoral Care Fund serving individual needs. Once deposited, these funds fall under the jurisdiction of the Tuesday Community Lunch Committee, the Community Outreach Committee and the Pastoral Care Committee respectively.
- Board approved 2013-02-21