



## Guidelines for Church Sponsored Activities/Events (Rev. 04/13)

- I. **Purpose**  
To establish guidelines to prevent unexpected liability from activities/events sponsored in the name of The Church of the Redeemer, Baptist.
- II. **Applicable to:**
  - a. Any activity or event for which money is collected. (e.g. ticketed events, free will offering, promotion of merchandise)
  - b. Any activity or event that require outside contracts. (e.g. rental facility, bus, caterer, purchase of merchandise)
  - c. Any event or activity requiring advance funding.
  - d. Any Special Event. Special Events include but are not limited to:
    - i. Founder's Day
    - ii. Women's Day
    - iii. Men's Day
    - iv. Pastor's Anniversary
    - v. Church Anniversary
    - vi. Special event or activities sponsored in the name of the church
- III. **Guidelines**
  - a. Package Required
    - i. Itemized Budget (Itemized Income and Itemized Expenses) This should include chronological dates of when money is due from participants, if applicable and dates of when expenses will be paid.
    - ii. Unsigned contracts
    - iii. If using a caterer that is not a member of Redeemer, a copy of the license and insurance is necessary.

b. Due Date for Packages

i. Ministries

1. Activities/events requested during calendar planning meeting - Package should be submitted no later than 30 days prior to activity/event.
2. Activities/events requested after calendar planning meeting - After confirmation that the date is available from Business Manager, package must be submitted before activity/event is placed on the calendar.

ii. Special Events - After 1<sup>st</sup> meeting but no later than 30 days prior to event.

c. Who Packages are Submitted to:

- i. Packages are to be submitted to the Business Manager.

d. Money

- i. All money collected must be deposited in the church treasury. If the money is collected Monday thru Saturday, then the money must be deposited no later than Sunday. If the money is collected on a Sunday, then the money must be deposited the same day.
- ii. All monies deposited must concur with the Financial Secretary's records.

e. Approval

- i. Once package is received it will be reviewed and approved by Business Manager. All contracts will be signed by Business Manager.
- ii. After approval, a member of Trustee Ministry will be assigned as a contact person for the event. The contact person will meet with ministry/chairperson weekly to get an updated report.