



Church of the Redeemer Baptist, Inc. Guidelines for Church Sponsored Activities/Events

I. Purpose:

To establish guidelines to prevent unexpected liability from activities/events (in-person or online) 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 request/contracts. (e.g., rental facility, bus, caterer, donation request, paid speaker or musician, purchase of merchandise)
- c. Any event or activity requiring advance funding from the church. (Excludes request for ministry treasury funds)
- d. Any special event with an allocated church budget. Special events include but are not limited to:
 - i. Women's Day
 - ii. Men's Day
 - iii. Pastor's Anniversary
 - iv. Vacation Bible School
 - v. Church Anniversary/Founder's Day
 - vi. Thanksgiving
 - vii. Christmas

III. Guidelines:

- a. Package Required
 - i. Copy of Ministry Event Planning Checklist.
 - ii. Ministry Event Request Form
 - iii. Itemized Budget - Itemized Income and Expenses should include chronological dates of when money is due from participants and dates of when expenses will be paid.
 - iv. Unsigned contracts, if applicable.



Church of the Redeemer Baptist, Inc. Guidelines for Church Sponsored Activities/Events

- v. A copy of caterer's license and insurance, if not a member of Church of the Redeemer Baptist.
 - vi. Check Request, if applicable.
 - vii. Administration Form, if applicable.
 - viii. Announcement Form, if applicable.
- b. Due Date for Packages
- i. Ministries
 1. Activities/events requested during calendar planning meeting - Package must be submitted no later than 90 days prior to activity/event.
 2. Activities/events requested after calendar planning meeting - After confirmation that the date is available from Business Office; package must be submitted no later than 90 days prior to activity/event.
 - ii. Special Events - Package must be submitted after first meeting but no later than 90 days prior to event.
- c. Where to Submit Package:
- i. Hard copy of package should be submitted thru the Business Office or electronic copy of package thru busmgr@cotrb.org.
- d. Approval Process
- i. Once the package is received it will be reviewed by Business Office for completion.
 - ii. After a complete package is received and reviewed, the Business Office will forward package to Trustee Office for assignment.
 - iii. A designated member of trustee ministry will be assigned as the point of contact for the event. The designated trustee will contact the ministry/chairperson within 2 weeks of receipt of the package by the Business Office.



Church of the Redeemer Baptist, Inc. Guidelines for Church Sponsored Activities/Events

- iv. The designated trustee will notify the ministry/chairperson and Business Office when event is approved/not approved.
 - v. All announcements, letters & flyers must be approved through the Business/Trustee Office before advertised.
 - vi. Only the Business Manager/Trustee Chair has the authority to sign all contracts on behalf of the church.
 - vii. Request for sign-up/information tables are made via Ministry Event Request Form and must be approved by Business Office.
- e. Money Collection
- i. **ALL** money collected must be deposited in the church treasury. If the money is collected from Monday thru Saturday, a deposit must be made on Sunday. If the money is collected on Sunday, the money must be deposited the same day.
 - ii. Free Will Offerings - **ALL** money must be collected by a trustee. If a trustee is not available, then it is the responsibility of the ministry's treasurer to make the deposit into the church treasury no later than the Sunday after the event.
 - iii. All monies deposited must concur with the church financial secretary's records.
- f. Additional Requirements
- i. Any event/activity required advance funding, then
 1. A Special Event/Ministry Expense Form must be completed itemizing the expenses, money advanced and amount returned, if any. Attach all receipts to form.
 2. All receipts and any excess funds must be turned into the Business/Trustee Office no later than 2 Sundays after the event/activity.