

## **UCM Donor-Based Project Policy as of December 16, 2013**

*\*The purpose of the donor-based program is to allow for the funding of special projects that are outside of, and in addition to, the regular funding campaign of the church.*

*\*The donor-based program will apply only to one-time projects, and not regular maintenance projects or ongoing programs.*

*\*All potential donor-based projects will be approved by the Executive Team before they are published to the congregation and before donor participation is invited.*

*\*Any donor-based project involving the church's building or grounds will be managed by the Chair of the Property Committee, or his/her designee, as is the case with all capital projects. Should a donor-based project involve some other aspect of church life, it will be managed by the chair of the relevant committee as designated by the Executive Team.*

### **Donor-Based Project Process**

*\*For building and grounds/capital projects, the Property Committee will annually draft, update, and amend its list of potential donor-based projects, to include well-researched cost estimates. Any other committee contemplating a donor-based, non-capital project will give the Executive Team at least six months' notice of such a project, including well-researched cost estimates.*

*\*These lists will be submitted to the Executive Team which will prioritize, add, delete, and approve projects.*

*\*The Executive Team will publish a list of approved donor-based projects to the congregation, with estimated costs associated with each project.*

*\*Members and friends of the church will be given the invitation and opportunity to help underwrite the approved projects.*

*\*Publication of the list of donor-based project opportunities will be timed to occur so that it does not compete for funding with the annual budget campaign.*

*\*It is anticipated that from time to time a member or friend of the church may wish to make a smaller gift to the church. (Examples might include a piece of furniture, a musical instrument, a set of books, furnishings, etc.) If there is any question about whether the gift is appropriate or useful, the ET may be consulted.*

*\*Funded donor-based projects will be included in the approved annual budget or by a special meeting of the congregation. Donated funds will be placed in the appropriate church fund. If donations are in excess of the amount needed to complete an approved project, the remaining funds will not be refunded to donors but will be available for other capital projects or church needs.*