

OFFERING

Policy

The financial affairs of the congregation of Metropolitan United Church are the overall responsibility of the Board of Elders. This begins with the collection of the offering to Metropolitan. It is important that Metropolitan keep accurate records of all contributions to the church and that contributors – when known or identifiable – receive annual receipts. This responsibility begins with the Sunday-by-Sunday duties of scheduled members of Metropolitan.

Pre-Authorized Remittance (PAR) is the simplest and most reliable way to provide a regular monthly financial contribution to Metropolitan.

Numbered envelopes are available through the church office and provide an alternate means of giving regularly to Metropolitan during worship services.

Loose offering (coins and bills) may be placed on offering plates during worship services.

Visitor offering envelopes are available in the pews for visitors to use if they so desire during worship services.

Special offerings are scheduled from time to time and have unique envelopes (i.e., Easter, Anniversary and Christmas).

Givings to Metropolitan's General Fund may be made electronically with a credit card through Metropolitan's secure website at any time of day or night.

Procedures

Sunday Services

1. At the 9:30 service, an offering plate is placed near the front of the Sanctuary for contributions and at the 11:00 service, offering is collected by scheduled individuals.
2. After each of these services, the offering is brought into the church office, placed in blue deposit bags (one for each service) which are then locked and placed in the floor safe in the office.

Monday Morning

The deposit bags are retrieved from the floor safe and handled by the Offering Depositors according to guidelines presented to them. There normally are three deposits made – one for the loose offering combined from both services, one for the envelopes from the 9:30 service, and one for the envelopes from the 11:00 service. If there are special envelopes (Easter, Anniversary or Christmas), a fourth deposit is made.

Annually

1. In February each year, the office staff produce and mail charitable receipts to all contributors for their financial support in the prior year.
2. In January each year, the Offering Depositors review this policy and the guidelines before sending both documents to the Board of Elders for review, if revisions are made.

3.

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Approval Meeting of the Board of Elders:	April 2018
Approved by Offering Depositors:	April 2018
Previous Version Date:	April 2013
Group/Committee Responsible:	Offering Depositors