

GUIDING FINANCIAL PRINCIPLES, POLICIES, AND PRACTICES FOR FIRST PRESBYTERIAN CHURCH IN NORTH PALM BEACH

At the Session meeting of March 19, 2012, the following written financial policies and principles were approved. Although many of these guidelines have been informally in place for many years, the Stewardship Committee felt it was important for all of our members, supporters, and attendees to have an overview and to understand the following financial principles that provide a solid foundation that guides our church's attitudes and actions in financial matters.

1) PRIMARY SOURCE OF CHURCH INCOME First Presbyterian Church in North Palm Beach (herein referred to as First Pres) is dependent upon God through the faithful tithing and generous offerings of its members, supporters, and attendees to underwrite the church's ministry, missions, building, and benevolence needs.

2) DESIGNATED GIFTS First Pres welcomes designated gifts of cash or property for purposes consistent with the church's ministries, mission and benevolence needs. Donors can designate gifts to the following funds: 1) General, 2) Global Missions, 3) Capital/Annual, and 4) Benevolence. Items 2), 3) and 4) are discussed as separate points within this document. The General Fund is used for the operational and program department needs of the church. Program departments include children, senior adult, men, women, youth, college, and family ministries, fellowship, evangelism, adult education, home missions and music departments. First Pres establishes an annual budget for each program department that is used to determine and plan resources and manpower necessary to accomplish each program for the year.

3) PLEDGING CAMPAIGNS First Pres holds three campaigns. The General Fund campaign begins in November, the Global Mission Fund campaign encompasses the month of February, and the annual fund campaign is initiated in March for capital expenditures. Separately, there is a Capital Fund campaign that focuses on major items that should have a significant impact on First Pres or affiliated sister churches. All members are encouraged to pledge, as it makes the budgeting process more meaningful and shows their faithfulness to God. The Stewardship Committee believes that pledging is not only a privilege, but also an integral part of worship.

4) MISSIONS GIVING Of all of the church income, at least 15% is given to missions annually. First Pres commits a minimum of 5% of its general budget to God's work in our community and country (referred to as "home missions"). First Pres also has a Global Mission fund. All offerings given to this fund are used for global missions. The church has a Missions Committee and formal guidelines to review all mission requests. It has a Home Mission budget and a Global Mission budget. The Missions Committee carefully determines the level of support to give annually to each mission/missionary, based upon that mission's needs. Therefore, designated mission gifts to any missionary identified in these two budgets will go into the appropriate fund and not directly to the designated missionary. Occasionally there is a capital need of a global mission of which the Missions Committee is aware, but has insufficient funding. In this instance, donations designated for this capital need will go to that specific mission/missionary. If a designated mission gift from members and attendees of the church is for a Christian 501c3 non-profit organization that First Pres does not support, the church will pass this gift to that organization, although it is preferred that the individual mail the donation directly to that organization.

5) BUILDING PROJECTS AND CAPITAL EXPENDITURES First Pres seeks to meet its larger financial needs (building projects, equipment, vehicles, etc.) through communicating the plans and needs to its members, supporters, and attendees through the Annual Fund and Capital Fund campaigns, letters, and presentations. First Pres accepts designated gifts for Session-approved building projects or major expenditures. In a desire to experience God's divine direction and provisions for First Pres, the church desires not to borrow money to meet the church's capital needs. However, financing some projects is a necessity from time to time.

6) BENEVOLENCE GIVING First Pres has established the Samaritan's Pocket Fund that is designed to help people that are attending our church that have need of financial assistance. A person in need completes a form outlining the need. Financial assistance up to \$500 and/or the issuance of gas and grocery cards can be approved by the Associate Pastor. Financial assistance over \$500 has to be approved by the Samaritan's Pocket committee. The amount of benevolence giving is dictated by the available balance in the Samaritan's Pocket fund, which is sourced by donations to that fund.

7) FUNDRAISING EVENTS Due to the fact that First Pres is dependent on God through the faithful and generous support of members, supporters, and attendees, First Pres does not engage in the use of fundraising events for meeting the operating fund needs of the church. However, fundraising events, such as pancake breakfasts, rummage sales, car washes, Christmas tree sales, etc. are used to raise funds for youth and college mission trips and events.

8) ENDOWMENT TRUST First Pres has a separate Endowment Trust that provides opportunities for members and friends of First Pres to participate in the future of the church's outreach, both during their lifetimes and afterword. The Endowment Committee oversees the Trust. Periodic disbursements are made from the Trust to assist in necessary capital expenditures of the church in order to properly maintain the structural facilities, and to subsidize paying the mortgage.

9) METHODS OF GIVING First Pres encourages donors' faithful tithes and generous offerings by allowing them to faithfully give through whatever means is most convenient and rewarding to them, including Sunday offerings, giving envelopes, automatic check withdrawal, electronic fund transfers, online giving using debit and credit cards, stock transfers, gifts of appreciated assets and investments, gifts in kind, etc. The church abides by all IRS donation regulations.

10) OVERSIGHT BY A CERTIFIED PUBLIC ACCOUNTANT First Pres employs an independent CPA who is involved in overseeing the church's financial policies and procedures. An annual audit of the records of the church will be performed by the CPA. A copy of the audited statements is available to any member that requests it.

11) QUARTERLY DONATION STATEMENTS AND FINANCIAL INFORMATION First Pres sends out quarterly donation statements with church financial, missions, benevolence and/or other financial information and helps to encourage people's faithful and cheerful giving to the Lord's work at First Pres.

12) FINANCIAL RECORDS AND REPORTS First Pres communicates through each edition of the First Press newsletter and provides other means of communication to update the church's finances. Any individual who would like to review the church's financial records or would like to ask detailed financial questions is always welcome to schedule an appointment with the Director of Operations at anytime. However, records of individual donors are kept strictly confidential and no one, except the Director of Operations and Financial Secretary, has knowledge or and access to the records. The pastors and officers of the church believe that transparency in the church finances builds confidence with the donors to give, knowing that the monies entrusted to the church are being managed prudently.

13) FINANCIAL BIBLE TEACHING AND GIVING POLICY First Pres teaches Biblical financial and giving principles which are emphasized through Bible studies, sermons, and written materials. The goal of this teaching is to help people become financially comfortable and at peace in their lives in order to serve and honor God more fully and faithfully.