



# FIRST CONGREGATIONAL CHURCH UNITED CHURCH OF CHRIST

1 CHURCH STREET ▪ PO BOX 246 ▪ DEEP RIVER, CT 06417  
860-526-5045 ▪ WWW.DEEPRIVERCHURCH.ORG

## DRCC SPONSORED MISSION PLANNING PROCEDURE

### Mission Program/Trip

1. Set-up a meeting with Senior Minister and/or Director of Youth and Family Ministry to discuss Mission Program/Trip. Provide a preliminary budget.
2. Obtain necessary paperwork from Office Manager.
3. If program will be held at the Church, check with Office Manager on date availability and obtain a Building Use Permit (if applicable).
4. Attend Church Council Meeting for approval.\* Church Council Representative will bring back information to their Board/Committee about your program/trip for informational purposes only. If a Board/Committee requests additional information, you could be asked to attend their meeting.
5. If Church Council approves your program, submit a Building Use Permit to Trustees for approval (if applicable).
6. Contact Office Manager regarding the status of your permit (if applicable).
7. Inform the Director of Christian Education (DCE) if program/trip will involve Sunday School age youth (up to 12<sup>th</sup> grade). You must also inform the DCE if any notices or permission slips will be handed out and/or if you need to make announcements during class time. If program/trip preparation is being conducted during Sunday School time, the DCE needs to be notified, who will then make arrangements with the teachers.
8. A DRCC permission slip is required for any church sponsored program/trip/work.
9. Safe Church Procedures need to be followed.
10. Chaperones must complete an "Application for Volunteer Service for Youth Activities".
11. Provide trip participants trip expectations and obligations (fundraising, payments, meetings, etc.) and budget with monetary commitment.
12. Include the Senior Minister, the Director of Christian Education, and the Director of Youth and Family Ministry in all correspondence, including e-mail.
13. Provide Office Manager with trip itinerary once plans are finalized.

### Mission Fundraiser

1. Obtain necessary paperwork from Office Manager.
2. If mission fundraiser will be held at the Church, check with Office Manager on date availability and obtain a Building Use Permit.
3. Attend Church Council Meeting for approval.\* Church Council Representative will bring back information to their Board/Committee about your fundraiser for informational purposes only.
4. If Church Council approves your fundraiser, submit a Building Use Permit to Trustees for approval (if applicable).
5. Contact Office Manager regarding the status of your permit (if applicable).
6. Inform the Director of Christian Education (DCE) if fundraiser involves Sunday School age youth (up to 12<sup>th</sup> grade). You must also inform the DCE if any notices or permission slips will be handed out and/or if you need to make announcements during class time. If fundraiser preparation is being conducted during Sunday School time, the DCE needs to be notified, who will then make arrangements with the teachers.
7. Include the Senior Minister, the Director of Christian Education and the Director of Youth and Family Ministry in all correspondence, including e-mail.

\* Forms available in church office, on-line or from the Director of Christian Education.

\*\*If Church Council is not holding a Regular Meeting or there is an immediate need for approval, the Senior Minister may approve your request. The Senior Minister will report his approval to Church Council at their next Regular Meeting. The Church Secretary will keep a list on file in the office.

*Approved by Council: 3/1/2010  
Revised: 11/1/2010*



# First Congregational Church United Church of Christ

Office Use:  
Recorded: \_\_  
Initials: \_\_  
Date: \_\_\_\_\_

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860-526-5045 ▪ www.deepriverchurch.org

## FUNDRAISER/EVENT REQUEST

- Name: \_\_\_\_\_  
Last First Middle
- What type of fundraiser/event will you be holding? \_\_\_\_\_
- Why is the fundraiser/event being held? \_\_\_\_\_
- What organization/group is benefitting from your fundraiser? \_\_\_\_\_
- What is the requested date of fundraiser/event? \_\_\_\_\_

*If you are under 18, a parent/guardian must also sign.*

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above applicant/group has been approved as a sanctioned mission worker of the church for this fundraiser/event.

Approved by Church Council on \_\_\_\_\_\*

*Deborah Van Wijnngaarden*, Church Clerk

### Notes:

-\*If Church Council is not holding a Regular meeting or there is an immediate need for planning fundraiser/event, the Senior Minister may approve this request and report his approval to Church Council at their next Regular meeting.

### OFFICE USE ONLY

This application has been \_\_\_\_ accepted.

More information is needed. Explain for resubmission. \_\_\_\_\_

Approval: \_\_\_\_\_  
Senior Minister Signature/Date Director of Christian Education Signature/Date Director of Y&F Ministry Signature/Date

Deduct from Mission Account (if monetary donations received): \_\_\_\_\_

Unexpended Funds to Mission Account: \_\_\_\_\_