

Signal Crest United Methodist Church

Music Fund

Policies and Procedures

The Music Fund of Signal Crest United Methodist Church is comprised of gifts specifically designated to support the music ministries. Such gifts may be made at any time by any individual or group, and they include gifts made in memory of or in honor of a person or persons. Such gifts may also be given as a result of the disposition of a will or estate. Gifts given to the Music Fund may be designated in several ways, such as writing “music” on the check, attaching a note of intent to a cash or non-cash donation, or marking a donation envelope with the word “music.” These designated gifts are deposited in the Music Fund and are the property of Signal Crest United Methodist Church. The purpose of this fund is to support prioritized, non-budgeted needs of the music ministries of Signal Crest.

Recognizing that gifts made to the Music Fund will be used solely in support of the music ministries, it is the preference of Signal Crest that gifts designated to the Music Fund be unrestricted.

Procedure for documenting Music Fund gifts.

- 1) All Music Fund gifts are received by the Financial Secretary; the Financial Secretary notifies the Music Director.
 - a) If there is any uncertainty about the intent of the financial gift, the financial secretary with the assistance of the Music Director and the Senior Pastor will resolve the issue with the donor before the money is deposited. If the donor intends for the gift to be designated for a specific purpose, that purpose must be documented at the time of the donation.
- 2) Memorial Gifts given for the Music Fund are documented according to the Memorial Fund policy and are deposited in the Music Fund.
- 3) All other gifts given for the Music Fund are documented by the Financial Secretary who establishes and maintains a record of the donation including contact information of the donor. The Financial Secretary gives the information to the Music Director.

- 4) The Music Director maintains a duplicate record of the donation.
- 5) A card (provided by the church) acknowledging the gift is sent by the Music Director to the donor.

Disposition of funds

The Music Director, as the budget manager for music ministries, will maintain a list of priorities of non-budgeted music ministry items to enhance the vision and outreach of Signal Crest. These priorities are for guidance; requests for Music Fund monies are not limited to the listed items.

Requests for use of monies in the Music Fund may be made by any individual or group to the Music Director using the attached form. Having received the request, and after consulting with the requesting party, the Music Director will direct the request to the Music Team, a group of individuals chosen to offer guidance in utilizing Music Fund monies. The Music Team, led by the Music Director, is composed of a representative of children's music (choir/hand bells), a representative of youth music (choir/hand bells), a representative of the chancel choir, and the Crest Center music leader. The Music Team will consider the request and may ask for clarifying information. Based on the needs of the music ministries, the Music Team will either recommend the request be granted or decline to recommend granting the request.

After the Music Team recommends in favor of using Music Fund monies, the "Request for Music Fund Monies" form is forwarded to the Trustees for approval. The Trustees of Signal Crest UMC have the responsibility to ensure the request is an appropriate use of the Music Fund. Recommendations approved by the Trustees are forwarded to the Finance Committee to ensure that Music Fund monies are available, and then to Church Council for final approval. The Music Director will ensure that Music Fund monies are utilized as approved.

Approved by the Church Council August 18, 2019