

## **13-1: Advent and Lenten Appeals**

### **1. Responsibility Centre:** Service Outreach and Social Action Committee

### **2. Rationale or Purpose**

In keeping with its mandate (see item 8 below), BCUC's Service Outreach and Social Action Committee (SOSA) traditionally coordinates annual Advent and Lenten Appeals for the congregation in support of designated projects.

### **3. Policy Statement**

BCUC's annual Advent and Lenten Appeals are carried out in accordance with the procedures below.

### **4. Scope**

This policy applies to all who are involved with the Advent or Lenten Appeals.

### **5. Procedures**

The Advent Appeal is frequently a "goods" collection for a community project rather than a primarily financial appeal. The Lenten Appeal generally alternates yearly between a local and an international project. In either case the nature of the appeal is determined by the committee depending on circumstances.

SOSA administers these appeals by:

- a) selecting a project, taking into consideration criteria such as the following -
  - i) supporting projects which are directly connected with their recipients vs indirect contribution (e.g. wells for water in a specific community vs supporting a broad general fund)
  - ii) meeting emergency needs, especially if the United Church of Canada has a direct link to the situation (e.g. Typhoon Haiyan)
  - iii) expressed interest or suggestions from the congregation.
- b) submitting information on the proposed project to the Church Board for approval, if the project was not identified in the annual Activity Plan.
- c) putting advanced notice of the appeals in the Sunday bulletins and providing further information on the project during the Sunday services and on the SOSA bulletin board
- d) placing special Advent and Lenten Appeal envelopes in the pews
- e) receiving the designated donations from the collection plates each Sunday from the Tellers, processing them and passing the record and monies to the Directed Givings treasurer.
- f) recording progress towards the project's goal on the SOSA bulletin board each week and announcing the final total for the project via the Sunday bulletin and the SOSA bulletin board.

**6. Roles/Responsibilities**

SOSA is the lead committee for this policy and is responsible for it's review and maintenance..

Others to be consulted by SOSA in the implementation of these projects include:

- a) Church Board
- b) BCUC Office - for communications in the newsletter and Sunday bulletins
- c) Ministerial team - to coordinate communications during Sunday services
- d) Financial Management Committee - to handle any monies received and to disburse the funds at SOSA's request

**7. Definitions****8. References:**

- a) *BCUC Handbook*, mandate of SOSA: *"The committee...keeps informed of social service needs in the community; and plans, develops, coordinates and participates in local outreach programs."*

**9. Approval authority:** The Church Board

**10. Reviewed:** SOSA Committee: February 1, 2015

**Approved:** Church Board: May 20, 2015

**Replaces:** March 2009