

EMMANUEL LUTHERAN CHURCH

Policy & Procedure

**Approved By The
Congregation Council
December 11, 2018**

BUDGET NEWS

In an effort to keep the Emmanuel Church Membership informed about contributions to the General Fund and how contributions match with the Approved Annual Budget, a notice must be placed in the “Sunday Bulletin” and “Messenger” monthly similar to that outlined below.

EMMANUEL BUDGET NEWS

AS OF DATE

*** YOUR CONTRIBUTIONS TO THE GENERAL FUND: XXXXX.XX**

*** YOUR APPROVED BUDGET AMOUNT: XXXXX.XX**

The most current information available should be used in these notices for the “AS OF DATE”.

The Church Treasurer is requested to provide the Church Secretary with this information with sufficient time to include this information into the “Sunday Bulletin” or “Messenger” as outlined above.

Should there be an issue with placing this information into either the “Sunday Bulletin” or “Messenger”, the Pastor may waive this requirement for a particular month for a “Sunday Bulletin” or for a particular month for the “Messenger”.

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.