

# Local Mission Giving and Receiving Donations Procedure

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## Purpose

The purpose of this Procedure is to apply the Giving and Receiving Donations Policy (the Policy) of LCA Local Mission, based on the Policy's procedural principles.

## Procedural Principles

- Transparency (clear communication)
- Equity
- Good stewardship
- Standards of ethical behaviour

## Process

### 1. Process for the giving of a gift/donation

- a. If a person or body (e.g. congregation) are donating directly to a local mission need, it is encouraged that the gift goes to a congregation/parish or other legal entity/agency, and not to a missional community or group with no legal status. This ensures that funds provided are properly received and audited as per the entity's constituted requirements. The donor may specify that the gift is earmarked for a specific purpose or ministry (e.g. church plant, cross-cultural ministry in a specific location) or for general use. The donor is encouraged to inform the District and seek District support/approval for the gift prior to the transfer of funds.  
If a person or body donates directly to an entity, we ask that the Council for Local Mission also be informed of that donation to assist the Council with ensuring that the procedural principles are followed.
- b. It is preferable, however, that a person or body provide their donation to a Local Mission department because the department has oversight of, and insight into, the local mission activities across the LCA/NZ and thereby can ensure appropriate equity of resourcing, in consultation with the relevant District.

### 2. Departmental process for receiving and disbursing the gift/donation

- a. The Local Mission department in receipt of the gift/donation will formally acknowledge receipt of the gift /donation.
- b. The Local Mission department will inform the donor of where the money was sent and/or how the money is being used. For example, a donor who specifies to the New and Renewing Churches department that funds gifted be earmarked for church planting, will be informed by the department of which Sending Church is the recipient of the gift. The department will require that requisite reports are shared with the donor/partner church, so that the donor is informed of the progress of the church plant. In a similar way, donors who gift funds to cross-cultural ministry in a locality, through the Cross-Cultural Ministry department, will be informed of the recipient of the donation. They will be informed of how the money is being used, through the sharing of the requisite reporting requirements.
- c. It is the current practice of the Committee for New and Renewing Churches and the Committee for Cross-Cultural Ministry, under delegated authority of the Council for

## GIVING AND RECEIVING DONATIONS PROCEDURE

Local Mission, to require two grant reports per year from grant recipients. These reports assist the congregation/entity to strategise and account for funds received. The reports also give confidence to the department, the District and the partner/donor that the recipient is conducting themselves transparently and as good stewards of God's resources. These reports will be shared with the donor.

- d. Gifts and donations received via the Local Mission annual appeal will be managed in accordance with the Local Mission Annual Appeal Funds Allocation Procedure.

**Responsible Person/s**

- The Council for Local Mission (CLM) is responsible for ensuring compliance with this procedure across LCA Local Mission.
- The Executive Officer – Local Mission and the Local Mission department managers are responsible for application of this procedure.

**Related documents**

- Local Mission Giving and Receiving Donations Policy
- Local Mission Annual Appeal Funds Allocation Procedure

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