



Rochester Mennonite Fellowship

A congregation of
Mennonite Church USA

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Rochester Mennonite Fellowship Special Offerings

A Special Offering is a “collection” we take for a special cause: a need or organization that fall outside our budget.

This could be of a pastoral nature, outreach-related or a need related to a group or organization with which we either have a relationship through one or more of our members, or is a group we are currently affiliated. At the minimum, it is one in which we share common values.

By having the suggestion/ request for a Special Offering go through one of our church’s ministries ensures at least a modicum of discernment and consensus before the request reaches the Leadership Team.

The following is a process for suggesting, deciding, communicating and sending these funds.

1. Submit requests for a Special Offering to the Treasurer or Finance Ministry (Treasurer mailbox or email to Treasurer@RochesterMennonite.org)

Use the attached form to ensure these requests include:

- Name of ministry that has endorsed the request
 - Several sentences about the request
 - The time frame the funds are needed
 - To whom the treasurer is to make the check payable
 - Where to send the check.
2. The Finance Ministry will review the request for completeness of information and for approval. If further discernment is needed, the request will go to the Leadership Team.
 3. The Finance Ministry will schedule the month in which the offering will be collected and communicate it to the Administrator by way of a written mid-week announcement submission.
 4. The Administrator will communicate the approved Special Offering to the Leadership Team and will also add this information to weekly announcements to the congregation.